

Grand Oaks High School



Student/Parent Handbook 2024-2025

4800 Riley Fuzzel
Road Spring, Texas
77386

The policies and procedures outlined in this handbook may change throughout the school year at the discretion of the Grand Oaks High School Administration. If a major change occurs, there will be notification made to all students and parents/guardians.

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner. For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

Table of Contents

| | |
|--|-------------------------------------|
| School Administration and Support Staff | 5 |
| Grand Oaks Vision/Mission/GROWL (Core Values)..... | 6 |
| Conroe ISD School Calendar..... | 7 |
| Bell Schedule 2023- 2024..... | 8 |
| Pep Rally Bell Schedule 2023- 2024 | 9 |
| Orange/ Blue Schedule 2023- 2024 | 10 |
| Respect Policy..... | 11 |
| Academic Eligibility Requirements for Participation in UIL Activities..... | 11 |
| Academic Dishonesty, Plagiarism | 11 |
| Academic Consequences for academic dishonesty and plagiarism | 12 |
| Athletic Facilities / Events | 12 |
| Attendance | 13 |
| Tardies..... | 13 |
| Absence Procedures and Coding..... | 13 |
| Types of Absences: (Most Common) | 13 |
| Attendance Office Process | 13 |
| State of Texas Attendance Requirements | 14 |
| Compulsory Attendance..... | 14 |
| 90% rule/Credit for a course | 14 |
| Students Enrolling during the School Year with Excessive Absences | 14 |
| Early Release/Late Arrival..... | 14 |
| Leaving Campus due to Extra-curricular Activities..... | 15 |
| Audio/ Video..... | 15 |
| Campus Distribution and Postings | 15 |
| Club/ Organization Requirements..... | 15 |
| Change Address/ Update Phone Numbers | 15 |
| Closed Campus Policy | 15 |
| Course/ Class Requirements | 15 |
| Deliveries to Campus | 15 |
| Dress Standard | Error! Bookmark not defined. |
| Discipline Management | 16 |
| After-school Detention | 16 |
| Friday Night Lights..... | 16 |
| Alternative Placement Disciplinary | 16 |
| In-School-Suspension (ISS)..... | 16 |
| Out of School Suspension (OSS)..... | 17 |
| Disciplinary Alternative Education Program (DAEP) | 17 |
| Disciplinary Consequence Appeal Process..... | 17 |
| Disciplinary Conferences | 17 |


- Parent/Teacher Conferences (PTC)..... 17
- Student Conferences..... 17
- Elected Student Offices/ School Honors..... 17
- Electronic Devices 17
- Evacuation of the Building/ Fire Drills 18
 - Evacuation Procedures 18
 - Hazardous Weather Procedures 18
- Food and Drinks..... 19
- GO Card 19
- Grading Policy 19
 - Retest Policy 19
 - Late Policy 19
- Hall Passes 19
- Identification Cards..... 20
- Library Policies 20
- Lockdown Procedures..... 20
- Lost and Found 20
- Make Up Work 20
- Office/ Building Hours..... 20
- Parking Regulations 20
 - Items Required when Purchasing a Parking Permit 20
 - Vehicle Requirements 20
 - Parking Suspensions 21
 - Special Parking Circumstances..... 21
- Practice Limitations 21
- Random Searches on Campus..... 21
- Scheduled Activities 22
 - Sanctioned Activities 22
 - Off-Campus Activities 22
- Student Activities/ Dress Standard/ Travel Expenses..... 22
- Student Activities Policies 22
 - Co-Curricular 22
 - Extracurricular 22
 - Attendance Requirements for Participation 22
- Tutorial Services 22
- Vending Machines 22
- Verification of Enrollment (VOE for Driver’s License)..... 22
- Visitors..... 23
- Appendix A..... 24
 - Grand Oaks High School Semester Exam Exemption Policy 2024-2025 24

School Administration and Support Staff

| Staff | Office | Email | Phone |
|---------------------|---|------------------------------|--------------|
| | Attendance Office | GOHSAttendance@ConroeISD.net | 281-939-0033 |
| | Front Office | | 281-939-0001 |
| | Front Office | | 281-939-0002 |
| Marla Mong | Nurse's Office Aide | MMong@ConroeISD.net | 281-939-0021 |
| Gay Bolen | Registrar's Office | GBolen@ConroeISD.net | 281-939-0025 |
| | | | |
| Jessica Sample | Secretary, Principal's Office | JSample@ConroeISD.net | 281-939-9003 |
| James Bush | Principal | JBush@ConroeISD.net | |
| | | | |
| Zulaika Phillips | Secretary, Associate Principal's Office | ZPhillips@ConroeISD.net | 281-939-0015 |
| Sarah Dorsey | Associate Principal, Instruction | SDorsey@ConroeISD.net | |
| Dr. Kara Marquez | Associate Principal, Building and Ops | KaMarquez@ConroeISD.net | |
| Richard Price | Associate Principal, Curriculum | RPrice@ConroeISD.net | |
| | | | |
| Kathy Miller | Secretary, AP Office Alpha A- Leo | | 281-939-0045 |
| Ashley Pryor | Assistant Principal, Alpha A-B | APryor@ConroeISD.net | |
| Neil Laminack | Assistant Principal, Alpha C-D | NLaminack@ConroeISD.net | |
| Dr. Lazaro Moreno | Assistant Principal, Alpha E-Hay | LMoreno@ConroeISD.net | |
| Eric Lammers | Assistant Principal, Alpha He- Leo | ELammers@ConroeISD.net | |
| Janet Meza | Secretary, AP Office Alpha Ler- Z | | 281-939-0017 |
| Michael Council | Assistant Principal, Alpha Ler- M | MCouncil@ConroeISD.net | |
| Chaundy Satterwhite | Assistant Principal, Alpha N- Ri | CSatterwhite@ConroeISD.net | |
| Tom Tanner | Assistant Principal, Alpha Rj- S | ATanner@ConroeISD.net | |
| Crizelda Marroquin | Assistant Principal, Alpha T-Z | CMarroquin@ConroeISD.net | |
| | | | |
| Marla Mong | Secretary, Counselor's Office | MMong@ConroeISD.net | 281-939-0016 |
| Elisabeth Fancett | Secretary, Counselor's Office | EFancett@ConroeISD.net | 281-939-0138 |
| Ana Amos | Lead Counselor | AAmos@ConroeISD.net | |
| Julie Craine | 9 th Grade Counselor A- Lew | JCrain@ConroeISD.net | |
| Jaime Cortez | 9 th Grade Counselor Lex- Z | JaCortez@ConroeISD.net | |
| Jessica Rivera | Counselor, Alpha A- B | JRivera@ConroeISD.net | |
| Secarra Walton | Counselor, Alpha C- Dun | SWalton@ConroeISD.net | |
| Gerald Scott Jr. | Counselor, Alpha Duo- Har | GScott@ConroeISD.net | |
| Emily Hosier | Counselor, Alpha Has- Leo | EHosier@ConroeISD.net | |
| Vandi Nall | Counselor, Alpha Lep- M | VNall@ConroeISD.net | |
| Jesanya Garcia | Counselor, Alpha N- Rob | JesGarcia@ConroeISD.net | |
| Britni Wood | Counselor, Alpha Roc- Tam | BriWood@ConroeISD.net | |
| Brittney Moore | Counselor, Alpha Tan- Z | BnMoore@ConroeISD.net | |
| Jackie Burton | Secretary, College and Career | JBurton@ConroeISD.ent | 281-939-0066 |
| Danielle Stadick | Counselor, College and Career | DStadick@ConroeISD.net | |
| | | | |
| Nichole Yeager | Secretary, Athletic Director | NYeager@ConroeISD.net | 281-939-0052 |
| Shaun McDowell | Athletic Director/Head Football Coach | SeMcDowell@ConroeISD.net | |
| | | | |

Grand Oaks Vision/Mission/GROWL (Core Values)

Grand Oaks High School



Vision
EQUIP with skills,
EMPOWER with purpose,
IMPACT the community

Mission
We are a learning community that will strive to ensure that all students internalize the Grand Oaks High School GROWL (Growth Mindset, Respect, Ownership, Work Ethic, Leadership).

| Core Values | Beliefs and Behaviors | Outcomes |
|--|---|--|
| <p>Growth Mindset belief that most basic abilities can be developed through dedication and hard work</p> | <ul style="list-style-type: none"> I will grow my intelligence and skills through effort, practice and challenge. I will learn from my mistakes and will persevere in the face of difficulty. | <ul style="list-style-type: none"> I value the experience and what I learned from it more than the outcome itself. I can overcome any challenge in life. |
| <p>Respect treating people, places, and things in a positive manner</p> | <ul style="list-style-type: none"> I matter. I will appreciate and value myself and others. | <ul style="list-style-type: none"> I value diversity of culture, thought, and have regard for others' feelings, wishes, rights, or traditions. |
| <p>Ownership holding yourself accountable to do what needs to be done and not blaming others for the outcome</p> | <ul style="list-style-type: none"> I will be accountable for my actions and will accept the consequences of my choices and how they impact myself and others around me. | <ul style="list-style-type: none"> I accept that my behavior is a function of my decisions, not my conditions. |
| <p>Work Ethic focused discipline to complete a task on time and with quality</p> | <ul style="list-style-type: none"> I believe that my hard work and diligence will strengthen my character and abilities as an individual. | <ul style="list-style-type: none"> I understand that my results are directly related to the effort I put in. |
| <p>Leadership taking initiative, supporting and motivating peers and exemplifying the best of the GOHS Core Values of the GROWL</p> | <ul style="list-style-type: none"> I will inspire others towards a common goal. I will choose courage over comfort and what's right over what's fun, fast, and easy. | <ul style="list-style-type: none"> I will use my influence to impact my peers, family, and community in a positive way. |



CONROE
INDEPENDENT
SCHOOL DISTRICT

2024-2025 School Calendar

APPROVED 1/16/24

| | | | |
|--|---|---|--|
| August 2024 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | September 2024 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | October 2024 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | November 2024 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| December 2024 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | January 2025 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | February 2025 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 | March 2025 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| April 2025 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | May 2025 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | June 2025 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | July 2025 S M TU W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |

- Holiday**
- Early release (Students)**
- Workday for staff (No students)**
- Teacher professional learning (No students)**
- Teacher exchange day (No students)**

Report Cards
Individual campuses will report distribution date for report cards after each grading period.

Days of Instruction

| | Students | Teachers |
|-------------------|------------|------------|
| 1st Semester | 83 | 93 |
| 2nd Semester | 89 | 94 |
| Total Days | 172 | 187 |

Grading Periods

| 1st Semester | |
|----------------|-------------|
| Grading period | Ends |
| 1st | October 10 |
| 2nd | December 20 |

| 2nd Semester | |
|----------------|---------|
| Grading period | Ends |
| 1st | March 7 |
| 2nd | May 23 |

Students

| | |
|---------------|-----------|
| Starting date | August 14 |
| Ending date | May 23 |

Staff

| | |
|---------------|----------|
| Starting date | August 5 |
| Ending date | May 28 |

Student Holidays

| | |
|-----------------------------|------------------|
| Labor Day | September 2 |
| Holiday | October 11 - 14 |
| Holiday | November 4 - 5 |
| Thanksgiving | November 25 - 29 |
| Winter Break | Dec. 23 - Jan. 6 |
| Martin Luther King, Jr. Day | Jan. 20 |
| Holiday | February 14 |
| Presidents' Day | February 17 |
| Spring Break | March 10 - 14 |
| Holiday | April 18 - 21 |
| Memorial Day | May 26 |

Student Early Release

| |
|-------------|
| December 20 |
| May 23 |

Teacher Work Days

| |
|-----------|
| August 5 |
| August 13 |
| January 6 |
| May 27 |

Teacher Professional Learning Days

| |
|---------------|
| August 6 - 12 |
| November 5 |

Teacher Exchange Days (5 days exchanged for professional learning)

| |
|-------------|
| October 11 |
| November 4 |
| February 14 |
| April 21 |
| May 28 |

The Conroe Independent School District is an equal opportunity education provider and employer. All employees shall adhere to the District's policies and procedures, which include, but are not limited to, the District's Equal Opportunity Policy, the District's Anti-Harassment Policy, the District's Employee Handbook, and the District's Code of Ethics. The District is an Equal Opportunity Employer. For more information, please contact the District's Human Resources Department at 281-285-1000. The District is an Equal Opportunity Employer. For more information, please contact the District's Human Resources Department at 281-285-1000. The District is an Equal Opportunity Employer. For more information, please contact the District's Human Resources Department at 281-285-1000.



BELL SCHEDULE

| | | |
|---------------------|--------------|---------------------------|
| 1st/ 2nd | 7:15- 8:48 | 93 mins |
| Passing Time | 8:48- 8:55 | 7 mins |
| 3rd/ 4th | 8:55- 10:30* | 93 mins *Announcements |
| Passing Time | 10:30- 10:37 | 7 mins |
| 5th/6th | 10:37- 12:55 | 93 mins +Activity |
| A Lunch | 10:30- 10:55 | Tardy @ 11:00 |
| B Lunch | 11:00- 11:25 | Tardy @ 11:30 |
| C Lunch | 11:30- 11:55 | Tardy @ 12:00 |
| D Lunch | 12:00- 12:25 | Tardy @ 12:30 |
| E Lunch | 12:30- 12:55 | |
| Passing Time | 12:55- 1:02 | 7 mins |
| 7th/ 8th | 1:02- 2:35 | 93 mins |

| | Lunch | Class | Activity |
|----------|--------------|--------------|--------------|
| A | 10:30- 10:55 | 11:00- 12:33 | 12:33- 12:55 |
| B | Class | Lunch | Class |
| | 10:37- 11:00 | 11:00- 11:25 | 11:30- 12:40 |
| | | | 12:40- 12:55 |
| C | Class | Lunch | Class |
| | 10:37- 11:30 | 11:30- 11:55 | 12:00- 12:40 |
| | | | 12:40- 12:55 |
| D | Activity | Class | Lunch |
| | 10:37- 10:52 | 10:52- 12:00 | 12:00- 12:25 |
| | | | 12:30- 12:55 |
| E | Activity | Class | Lunch |
| | 10:37- 10:57 | 10:57- 12:30 | 12:30- 12:55 |

Orange Day: Periods 1, 3, 5, 7

Blue Day: Periods 2, 4, 6, 8



PEP RALLY BELL SCHEDULE

| | | |
|------------------|--------------|---------------------------|
| 1st/ 2nd | 7:15-8:31 | 76 mins |
| Passing Time | 8:31-8:38 | 7 mins |
| 3rd/ 4th | 8:38- 9:55* | 76 mins *Announcements |
| PEP RALLY | 9:55- 10:40 | 45 mins |
| Passing Time | 10:40- 10:47 | 7 mins |
| 5th/6th | 10:47-1:12 | 76 mins +Activity |
| A Lunch | 10:47- 11:12 | Tardy @ 11:17 |
| B Lunch | 11:17- 11:42 | Tardy @ 11:47 |
| C Lunch | 11:47-12:12 | Tardy @ 12:17 |
| D Lunch | 12:17- 12:42 | Tardy @ 12:47 |
| E Lunch | 12:47- 1:12 | |
| Passing Time | 1:12- 1:19 | 7 mins |
| 7th/ 8th | 1:19-2:35 | 76 mins |

| A | Lunch | Class | | Activity |
|---|--------------|--------------|--------------|-------------|
| | 10:47- 11:12 | 11:17- 12:50 | | 12:50- 1:12 |
| B | Class | Lunch | Class | Activity |
| | 10:54- 11:17 | 11:17- 11:42 | 11:47- 12:57 | 12:57- 1:12 |
| C | Class | Lunch | Class | Activity |
| | 10:54- 11:47 | 11:47- 12:12 | 12:17- 12:57 | 12:57- 1:12 |
| D | Activity | Class | Lunch | Class |
| | 10:52- 11:09 | 11:09- 12:17 | 12:17- 12:42 | 12:47- 1:12 |
| E | Activity | Class | | Lunch |
| | 10:52- 11:12 | 11:12- 12:47 | | 12:47- 1:12 |

Orange Day: Periods 1, 3, 5, 7

Blue Day: Periods 2, 4, 6, 8

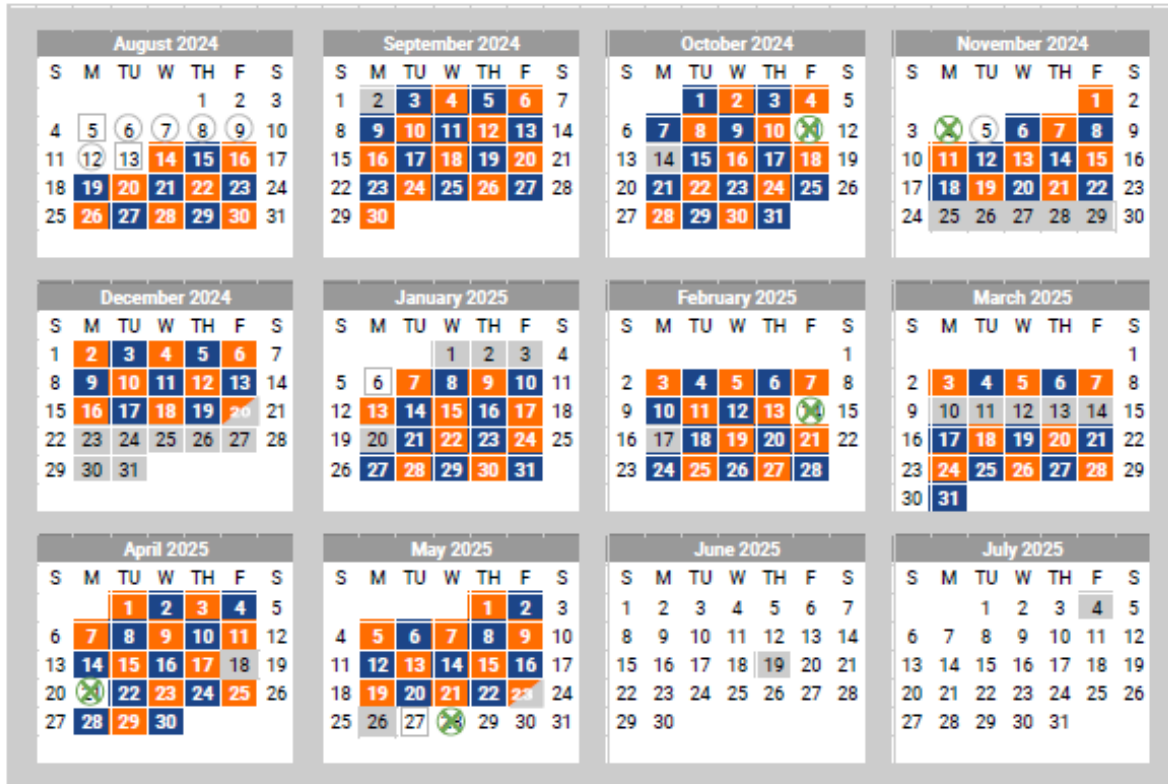


CONROE
INDEPENDENT
SCHOOL DISTRICT

2024-2025

Orange Blue Calendar

Grand Oaks High School



- Holiday**
- Early release (Students)**
- Workday for staff (No students)**
- Teacher professional learning (No students)**
- Teacher exchange day (No students)**

Report Cards

Individual campuses will report distribution date for report cards after each grading period.

| Days of Instruction | |
|---------------------|-------------------|
| | Students Teachers |
| 1st Semester | 83 93 |
| 2nd Semester | 89 94 |
| Total Days | 172 187 |

| Grading Periods | |
|-----------------|-------------|
| 1st Semester | |
| Grading Period | Ends |
| 1st | October 10 |
| 2nd | December 20 |
| 2nd Semester | |
| Grading Period | Ends |
| 1st | March 7 |
| 2nd | May 23 |

| Students | |
|---------------|-----------|
| Starting date | August 14 |
| Ending date | May 23 |

| Staff | |
|---------------|----------|
| Starting date | August 5 |
| Ending date | May 28 |

| Student Holidays | |
|----------------------------------|----------------|
| Labor Day..... | September 2 |
| Holiday..... | October 11-14 |
| Holiday..... | November 4-5 |
| Thanksgiving..... | November 25-29 |
| Winter Break..... | Dec. 23-Jan. 6 |
| Martin Luther King, Jr. Day..... | Jan. 20 |
| Holiday..... | February 14 |
| Presidents' Day..... | February 17 |
| Spring Break..... | March 10-14 |
| Holiday..... | April 18-21 |
| Memorial Day..... | May 26 |

| Student Early Release | |
|-----------------------|-------------|
| Starting date | December 20 |
| Ending date | May 23 |

| Teacher Work Days | |
|-------------------|-----------|
| Starting date | August 5 |
| Ending date | August 13 |
| | January 6 |
| | May 27 |

| Teacher Professional Learning Days | |
|------------------------------------|-------------|
| | August 5-12 |
| | November 5 |

| Teacher Exchange Days (5 days exchanged for professional learning) | |
|--|-------------|
| | October 11 |
| | November 4 |
| | February 14 |
| | April 21 |
| | May 28 |

Respect Policy

At Grand Oaks High School, the GROWL is the cornerstone of all our interactions and behaviors. The GROWL is Growth Mindset, Respect, Ownership, Work Ethic, and Leadership. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes.

Why we need a policy: Grand Oaks is a community that dedicates itself to the safety and well-being of its citizens and which recognizes that human dignity is the basis for all our relationships and growth.

Definition of misconduct: Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal law and State of Texas rules and regulations will apply.

Putting a stop to disrespect:

Step One: When you witness behavior that is in violation of the Respect Policy, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents.

Step Two: If the behavior does not stop, contact an administrator as soon as possible to initiate a complaint.

Step Three: If the behavior continues, keep a journal of further incidents, including description, time, date, place and witnesses. Keep your parents and administrators informed.

Corrective Action: Disciplinary actions may include: conference, parent notification, counseling, detention, Police may be contacted; charges may be filed. NOTE: The severity of the offense dictates the consequence. These expectations apply to all facets of school life - at school, school activities, on transportation, at bus stops, on field trips, and so on. District policy and all applicable laws will be followed regarding all complaints.

Academic Eligibility Requirements for Participation in UIL Activities

Activity Eligibility: Eligibility is determined by student academic progress and/or student conduct (governed by the Addendum to the Student Code of Conduct: Participation in Extracurricular/Activities.) Eligibility rules apply to all athletic teams and levels, all other UIL (University Interscholastic League) and Vocational competition,

Marching Band, Drill Team, Cheerleading, school-sponsored clubs and organizations, etc. Students not meeting the designated grade and/or conduct requirements may not participate in any of these activities even though that activity would not require them to miss any class time.

First Grading Cycle: All students are eligible for participation during the first six weeks of school, as long as the student has been promoted to the next Grade Level. If a student is not promoted or does not earn enough credits by the beginning of the school year, the student is considered ineligible only the first six weeks of school. The student may become eligible the second nine weeks if he/she passes all courses the first nine weeks. The student does not remain ineligible the whole semester.

Subsequent Grading Cycles: A student whose recorded grade average in any course is lower than 70 at the end of the six-week period shall be suspended from participation in an extracurricular/co-curricular activity event during the next six week period. If, however, a student is passing all courses at the end of the subsequent 3-week check, the student's eligibility is restored. The only exception may be in an Advanced (as defined by the state) or AP course, with Principal approval. An ineligible student may practice, but not participate in contests or non-practice activities. Such suspensions shall become effective at 2:30PM, seven (7) calendar days after the last day of the marking period in which the grade lower than 70 was earned.

Summer School Credits: Credits earned in summer school, night high school, or in approved correspondence courses may be used to determine eligibility for extracurricular activities.

Incomplete Grades: A student receiving an incomplete (I) grade in a course is considered ineligible seven days after the end of a grading period or until the incomplete is replaced with a passing grade for the grading period.

Academic Dishonesty, Plagiarism

Grand Oaks High School values the education that is delivered to its students. This education can only be proven through daily work products and assessments that should be authentic in their effort and production. A key tenet of our mission is to ensure that each student OWNS the work they produce. Academic dishonesty in any form, detracts from the value and purpose of this education and undermines the positive working relationships that our teachers seek to foster for students. Academic dishonesty and plagiarism is not acceptable at Grand Oaks High School.

Academic dishonesty includes, but is not limited to, wrongfully giving or receiving help during an academic exam, wrongfully obtaining a copy of tests or scoring devices, copying another student's answers during a test, providing another student with answers or copies of test questions, having another person impersonate you, or impersonating another student, for academic assistance, duplicating any portion of another student's homework,

assignment, project or test, having someone else complete any portion of your homework, assignment, project or test, and using, or having available, notes, electronic devices, or other unpermitted materials during “closed book” tests. The actions listed above are not acceptable as each action does not allow evidence of one’s own learning to be displayed.

Plagiarism means intentionally copying from another student or published work, enabling someone else to do so, or using another student or published author’s words without using quotation marks and citing the source. You may only use another student or published author’s ideas when giving that person credit.

A student using any unacknowledged content generated by artificial intelligence as though it is their own work constitutes academic misconduct. Using AI to generate or modify content to evade plagiarism detection is also considered plagiarism.

CISD and College Board utilize digital tools upon submission of student work to verify the use of AI or plagiarism. When these tools indicate the use of AI or plagiarism, teachers will generate a Incident Notification.

Academic dishonesty and plagiarism may include the use of, or attempted use of, any District technology and/or personal electronic communication device to engage in the above behavior. Further explanations of academic dishonesty and the types of plagiarism will be taught and discussed with students.

Infractions of academic dishonesty and plagiarism are cumulative per subject throughout the school year. In the event the infraction is on a major test, the student will not be allowed to utilize the Grand Oaks High School retest policy, losing the potential to earn an 85 for the assignment.

Students will be taught and need to understand that academic dishonesty is a negative reflection on their character. The National Honor Society and other academic honor societies on campus will review character during the nomination, acceptance, and membership into honor society organizations. Furthermore, various extracurricular activities may have additional consequences in their bylaws or policies.

Academic Consequences for academic dishonesty and plagiarism

- **1st Offense** - Incident Notification, Parent Contact (Phone Call), Grade of Zero (0). Student can take a retest or resubmit the assignment and earn up to a 70.
- **2nd Offense** - Incident Notification, Parent Conference, Grade of Zero (0). Student can take a retest or resubmit the assignment and earn up to a 50.
- **3rd Offense or more** - Incident Notification, Parent Conference, Grade of Zero (0).

Disciplinary consequences to be determined by Administration. Consequences may include After School Detention (ASD), Friday Night Lights (4 hours), ISS, Loss of Parking, or DAEP placement.

Please be aware that extracurricular organizations may have additional consequences for academic dishonesty and plagiarism. Those consequences are outlined in the organization rules or bylaws and issued by the extracurricular organization.

Athletic Facilities / Events

CISD athletic facilities are an extension of the school campus. Students are under the authority of the school administrators. All school policies are in force at all facilities. Failure to obey rules and regulations and/or failure to obey reasonable instructions of school personnel may result in loss of eligibility to attend school sponsored events. Failure to comply with district rules and regulations may also result in disciplinary action applicable under the regular school program.

Fans attending games are to support and yell for their team and to enjoy watching skill and competition, not to intimidate or ridicule the other team or its fans. Good sportsmanship will be displayed at all times. Good sportsmanship includes the following:

- Be courteous to all (participants, coaches, officials, staff, fans, spirit groups)
- Know the rules, abide by and respect the official’s decisions
- Win with character and lose with dignity
- Display appreciation for good performance regardless of the team.

Negative, demeaning, or obscene yells will not be permitted at any athletic event while teams are being introduced, or when teams, cheerleaders, or drill teams are performing. Students will not call opposing players names and/ or numbers. Students will not be allowed to turn their backs or hold up newspapers while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.

- No alcoholic beverages or tobacco products are allowed on athletic facilities (parking lot or within the facility).
- No air horns or mechanical noisemakers are permitted.
- Food and drink cannot be brought into the facility.
- Spectators are not allowed on the playing areas at any time without administrative approval.
- No loitering is permitted in the aisles or exits.
- No loitering is permitted outside the athletic facility. All persons shall either enter the facility or leave the premises.
- Admittance to athletic facility events is by ticket or

authorized pass only.

Attendance

Tardies

Students are expected to be in class at the designated time. Tardiness will cause a student to receive Incident Notifications for disciplinary action and can affect student parking privileges.

Students who are more than 15 minutes late to a class will be considered absent and the absence could be considered truancy. This could result in academic and disciplinary penalties as well as loss of parking privileges. Teachers will record tardies when taking attendance. Parents will get an email for each tardy that a student receives. A Incident Notification will be generated for the 3rd, 6th, 11th, and 16th tardy for the semester. When a tardy Incident Notification is generated, students will receive consequences. Excessive tardies may result in loss of the GO card, after school detention, loss of exemptions, in-school suspension and loss of parking privileges.

Absence Procedures and Coding

Attendance is the #1 predictor of student success. It is vital that every student be at school every day so that we maximize their success. Please make sure that you review and comply with the following so that you and your student have minimal impact as it relates to absences.

When a student is absent for one or more periods, his/her parent or guardian should call (281) 939-0033 or email gohsattendance@conroeisd.net to notify the attendance office. Please state the reason and duration of the absence. When a parent contact has not been made with the attendance office, the student is required to bring a written excuse signed by a parent or guardian. In case of forgery of an excuse note and/or phone call, disciplinary action may be taken. The attendance office will receive students beginning at 6:45 a.m. daily. When a student is truant, no credit for work will be accepted by teachers.

Types of Absences: (Most Common)

1. Unexcused Parent contact absence (UPC) – the student does not attend school a day or days and the parent calls or emails and notifies the school that they will not be in attendance. The absence still counts in the total number of absences as it relates to credit for a course and state law. It also impacts attendance for exemptions.
2. Unexcused absence (U) – the student does not attend school for a day or days and the parent does not notify the school that the student will not be in attendance. After 48 hours from the day of the absence, the code will not be changed. The absence still counts in the total number of absences as it relates to credit for a course and state law. It also impacts attendance for exemptions.
3. Doctor (DOC) – the student is absent, and the parent notifies the school and presents the school with a note from the doctor regarding the day or days the student will be absent from school for the specific immediate illness. Doctor's notes for multiple dates for chronic illnesses will not be accepted. Each doctor's note must correspond with an office visit. The absence still counts in the total number of absences as it relates to credit for a course and state attendance law. This type of absence does not impact students for exemptions.
4. Health Care Professional (HCP) – the student is absent for part of the school day to go to an appointment with a health care provider. The parent or student supplies a note from the doctor to the attendance office documenting the appointment time and date. The student is in attendance for part or parts of the school day. The student is then coded HCP and the absence does not count toward the number of absences as it relates to credit for a course and the state attendance law. This type of absence does not impact students for exemptions.
5. College Visits (CV) – the student visits a college during a school day. The parent or student returns a completed college visit form (CISD's or the college's) to the attendance office. The student is coded CV, and the absence does not count toward the number of absences as it relates to credit for a course and the state attendance law. There is a limit of 2 days per the student's junior and senior year. Additional college visits beyond the 2 allowable days will count in the total number of absences as it relates to the credit for a course and state law. This absence for the 2 days does not impact exemptions.

Please note that the Excused (E) code will be utilized in cases in the excused absence examples listed in the CISD Student Handbook and with administrative approval. Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence, even if the parent provides a note explaining the absence.

Attendance Office Process

The following are the expectations for parents and students regarding absences and early pick-up of a child:

- In case of an absence from school, the parent should contact the attendance office by email to notify them of the absence or send a note the next day.
- If notification of an absence is not made within 48 hours, the absence will be considered unexcused.
- If you are picking up a student early from school, please send your student with a note at the beginning of the day, so the student is ready for pick-up.
- To check out a student, the person checking out the student must be on the student's approved contact list.
- We do not send for students during the end of our last block (1:50 – 2:35). Please make sure that you

have emailed or arrived prior to the time indicated so that your child is waiting when you arrive during this time.

- Passes will be sent to the student during the class before their departure, so they have notification and time to collect assignments needed for the next day.
- Student drivers will only be released early if we receive an email to gohsattendance@conroeisd.net from their guardian stating their legal name, the time they are to depart, and it states that they are drivers. Please note a possible 30-45 min processing time for these emails. Students must check out with the attendance office before leaving.
- Per Texas state law, students under the age of 18 are not permitted to drive with more than one passenger in the vehicle under the age of 21 who is not a family member.
 - In the event that a student will be leaving campus with another student in a personal vehicle, the parents of each student (driver and the rider) must send written communication with consent, including the names and information of all parties involved and relevant parent contact information. This information will be verified prior to allowing students to leave campus.

**ATTENDANCE OFFICE EMAIL:
GOHSATTENDANCE@CONROEISD.NET**

State of Texas Attendance Requirements

Texas Law has 2 parts of the attendance Law, the compulsory attendance section and the 90% course credit portion. Both require that a student be in attendance at least 90% of each semester of school. If a student is absent from school, the absence is counted towards compulsory attendance and the 90% rule, unless in instances mentioned in the CISD Student Handbook. Remember that attendance is also calculated per class per semester and if a student misses more than 15 minutes of a class, they are considered absent.

Compulsory Attendance

A student that has missed 3 or more school days or parts of days in a 4-week period or has missed 10 or more days or parts of days in a 6-month period would be in violation of the compulsory attendance law. The school will try to work with the parents and students to improve the students' attendance. After efforts have been made to improve the attendance but no significant improvement has been made, the school may choose to file failure to compel or attend charges with the Justice of the Peace (Truancy Court).

90% rule/Credit for a course

For a student to receive credit for a course they must be in attendance at least 90% of the days the course is offered per semester. If a student does not attend at least 90% of the days the course is offered per semester, the student will be denied credit for the course.

The assistant principal will work with the students once they are denied credit to help them create a plan/path to credit recovery. This will be the main document to track the efforts of the students. If the student is successful on the plan, they will regain credit once it is completed. If the student does not follow or complete the plan, the student will be denied credit in the appropriate classes.

The student will have the opportunity to appeal the denial of credit to an attendance committee that will meet at the end of each semester. The student will need to show the efforts that they have made to make up the missed time, changed the absence behavior, and progress in the course. If it is determined that the student has improved their attendance behavior and made up missed time, credit will be reinstated. If the student fails to show the improvement, the credit denial will stand. Students will only have 1 opportunity to appeal their credit at this level (if they appeal in the fall semester, they will not be able to appeal in the spring semester).

Students deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent and/or student may be filed in the appropriate court if the student: (1) is absent from school on ten or more days or parts of days within a six-month period in the same school year or (2) is absent on three or more days or parts of days within a four-week period.

Students Enrolling during the School Year with Excessive Absences

Students enrolling in school with excessive absences from their previous school are entering with the possibility of credit loss. (See "Compulsory Attendance" in the Conroe ISD Student Handbook).

Early Release/Late Arrival

To remain eligible for early release and late arrival, seniors must meet the ninety percent attendance policy during the fall semester of their senior year. Students who do not meet the attendance requirements in the fall will lose early release and/or late arrival for the spring semester

Late arrival: must be on campus before the end of the first period each day and wait in the cafeteria until the bell rings. No need to check-in when arriving on campus, but students must keep Student IDs at all times and be able to show a staff member if requested.

Early release: must leave campus as soon as their last class has ended. Failure to leave campus expeditiously will result in loss of privilege. No need to check-out before leaving campus, but students must keep Student IDs with you at all times and be able to show a staff member if requested.

Leaving Campus due to Extra-curricular Activities

Students that leave campus early because of extra-curricular activities must be with their coach/sponsor. Students traveling in their personal automobiles must have a signed form on file with the attendance office and coach/sponsor.

Audio/ Video

A student may be video/audio taped by the school for the purpose of safety, for co-curricular, extra-curricular, classroom activities, or for media coverage. If other audiotapes or videotapes are to be made, parental permission will be obtained. Video cameras may be in use on buses and on school grounds to help ensure the safety of the students.

Campus Distribution and Postings

Students and organizations will not be allowed to distribute any material, written or otherwise, without the approval of the Associate Principal for Operations. The Principal (or designee) may establish limits for posted materials. At Grand Oaks, campus postings and announcements will be displayed using the TV system throughout the campus. Materials posted outside the designated areas will be removed and discarded.

Club/ Organization Requirements

Students are encouraged to participate in the various extracurricular activities approved by the Associate Principal of Operations and sponsored, supervised or directed by faculty members. Students or teachers interested in chartering a new student organization should first discuss proposed goals and bylaws with the Associate Principal of Operations. Charter of a club or similar organization requires Principal approval of bylaws, sponsored by a faculty member, and establishment of a regular schedule of meetings to be held at the school. An established organization's charter may be revoked for lack of a faculty sponsor, failure to hold regularly scheduled meetings, or failure to abide by club bylaws and district policy. A current club/organization listing with sponsor contacts can be obtained in the Associate Principal for Operations office, or by accessing our Grand Oaks web page.

Change Address/ Update Phone Numbers

Up-to-date information is essential for the school to handle emergencies successfully and to maintain communication. When vital information changes, it is critical that the Registrar's office be notified immediately. Please contact the Grand Oaks High School Registrar, Gay Bolen at 281-939-0025 or GBolen@ConroeISD.net.

Closed Campus Policy

Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students leaving school for any reason (doctor's or dentist's appointment, illness, etc.) other than a school sponsored activity without checking out through the attendance office will be subject to disciplinary action.

Check-out procedures must be followed even if the parents are aware that the student is leaving. CISD Board Policy prohibits students from leaving campus during the school day (including lunch).

Parents/Guardians or other visitors are not allowed to eat lunch with students.

Course/ Class Requirements

All students are required to take Math and Science all four years at Grand Oaks. Even if a student satisfied their core class requirement prior to their senior year, the expectation is for students to take a math and science course during their senior year.

Deliveries to Campus

Students who have left things at home such as lunch, athletic clothes, homework/projects, etc., should stop by the front office and see if these items have been delivered. No items of this nature will be delivered to the student in the classroom. Deliveries from florist and other business will not be delivered to the student. Balloon bouquets and floral arrangements are not allowed in the halls or classrooms. The school will not accept deliveries from restaurants or delivery companies such as Door Dash or Grubhub. If a company attempts to deliver items, the campus will refuse the delivery and the school is not responsible for any charges. School lunches must be delivered by a parent or family member and are not allowed to bring food for any other student.

Dress Standard

Students and parents decide a student's personal dress standards. However, student dress must support a positive learning environment and cannot disrupt the educational process, or create a safety hazard. Dress Standard issues will be handled with discretion and dignity. Repeated or severe Dress Standard violations may result in disciplinary actions in accordance with the Student Code of Conduct.

Campus administrators will determine if attire violates the standards set out below.

Students Must Wear:

- Clothing and undergarments that are opaque and not see-through
- Clothing that fully covers the student's chest and the region between the waist and thighs
- Tops must have fabric on the front, back, and sides that meet the waistband
- Pants, sweatpants, shorts, skirt, dress, or leggings
- Footwear
- A valid student ID visible above the student's waist
- Clothing that is suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist
- Clothing that is appropriate for specialized courses, such as sports uniforms or safety gear

Students with a GO Card May Wear:

- Hats and other headwear if the student's face is visible and does not interfere with the line of sight of any student or staff.
- Hoodies, if the student's face and ears are visible to staff.

Students Cannot Wear:

- Blankets
- Any accessory or clothing item that could pose a safety hazard, including but not limited to metal-studded jewelry, chains that could be used to cause harm, and wheels on shoes
- Sunglasses (unless for medical reasons)
- Language or images that:
 - Are obscene, vulgar, offensively lewd, or indecent;
 - Could reasonably cause substantial interference with school activities or the rights of others;
 - Violate the intellectual property rights, privacy rights, or the rights of another person;
 - Promote illegal drug use, including tobacco products and alcohol;
 - Contain defamatory statements about public figures or others; or
 - Advocates imminent lawless action and is likely to incite or produce such action, such as weapons, bombs, or any illegal activity.

Discipline Management

At Grand Oaks High School, the GROWL is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes. Teaching good citizenship is a primary goal of our school. All students

should respect others' property and rights, practice honesty, and show respect to GOHS staff. The academic and extracurricular benefits and privileges received by students are dependent upon the good behavior of each student. Behavior that threatens the welfare and morale of the school will be referred to the student's Assistant Principal. Students should also realize that teachers have the authority and the responsibility to correct inappropriate behavior when correction is necessary. The school tries to involve the student in some decisions regarding discipline. The following procedures may be used separately or collectively to modify student behavior in correction of problems.

After-school Detention

After-school detention (ASD), a silent study period, is used for some violations of the student code of conduct. ASD is held Monday through Friday from 2:45-4:45. The student is responsible for transportation arrangements. The student is required to stay busy with school assignments the entire time of the assignment and will be dismissed for failure to comply with this requirement. A student who fails to attend ASD, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. Tardiness will result in refused entry, as well as additional consequences.

Friday Night Lights

"Friday Night Lights" Friday detention is used for some violations of the student code of conduct. Friday detention is held on specific Fridays throughout the school year from 2:45 PM- 6:45 PM. The student is responsible for transportation arrangements. The student is required to stay busy with school assignments the entire time of the assignment and will be dismissed for failure to comply with this requirement. A student who fails to attend Friday detention, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. Tardiness will result in refused entry, as well as additional consequences.

Alternative Placement Disciplinary

In-School-Suspension (ISS)

ISS is provided as a disciplinary action for repeated offenses or offenses of a serious nature. ISS hours are the same as the regular school hours. Students assigned to ISS report to ISS bringing school books, lunches, and needed study materials. In this supervised class, the student studies regular school work, receives assistance from the teacher, and takes all required tests. All school rules and regulations, including Dress Standard, will be in effect for students during the ISS assignment. ISS assignments are made for entire/partial school days. A student who fails to complete a full day in ISS, who is absent on the assigned day, who leaves without

permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments, is subject to further disciplinary action. For example, leaving ISS for a physician's appointment will result in the student returning to ISS to complete their assigned time. Additional rules and regulations will be in effect for students assigned to ISS. ISS rules will be given to and discussed with all students at the time they are assigned to ISS. Students assigned ISS may not participate in extracurricular activities during their ISS assignment. Late arrival and early release students will serve the entire school day. Students may be granted special permission to go to work.

Out of School Suspension (OSS)

The Principal or other appropriate administrator may suspend a student who engages in any misconduct subject to suspension as identified in the Student Code of Conduct or GOHS handbook. The student who has been suspended may not attend school or any school related functions during this time. Additionally, any work missed during the suspension must be made up in accordance with campus and/or classroom rules.

Disciplinary Alternative Education Program (DAEP)

DAEP is located at 701 N. 3rd Street in Conroe. It is the consequence for serious or persistent misbehavior identified in the Student Code of Conduct and/or the GOHS Disciplinary Management Plan.

Disciplinary Consequence Appeal Process

Parents have the right to appeal a decision of the consequence that has been assigned to a student. Consequences will begin as scheduled pending the outcome of the appeal. The following is the appeal process of a consequence:

1. The student or parent must contact the Associate Principal for Operations in writing or email indicating the appeal within 48 hours of receiving the consequence.
2. The student or parent must identify (1) what they are appealing, (2) why they are appealing, and (3) the desired outcome of the appeal.
3. The Associate Principal of Operations will respond in writing regarding the decision of the appeal of the discipline consequence.

The appeal process should be completed within 3 school days of the receipt of the written appeal. Certain circumstances may require an extension of this time frame as the Associate Principal will gather information from everyone concerned and a decision will be made, then communicated to the student or parent. The decision of the Associate Principal can be further appealed to the building

Principal by contacting the Principal's office in writing expressing desire for an appeal. The decision of the building Principal is final.

Disciplinary Conferences

Parent/Teacher Conferences (PTC)

If the student has difficulty overcoming behavior or academic concerns, then the school feels a responsibility for involving the parent. Parent conferences may be scheduled before or after school or during a teacher's conference/planning time. Please call the counselor's secretary to schedule a conference at least 48 hours prior to the desired conference date. This will allow all parties involved to appropriately prepare for the conference.

Student Conferences

If a student receives a written Incident Notification from a faculty member, he/she will discuss the problem with the Assistant Principal. The student is responsible for his/her own behavior. The Assistant Principal will help identify the problem and establish steps to help the student correct the problem.

Elected Student Offices/ School Honors

In order to be eligible for school honors and student offices, as a minimum requirement the candidate must have currently and for the preceding semester (Aug-Dec or Jan-May) have a passing mark in all subjects and have a general grade average of 75 or better the preceding semester. Students so selected must maintain the outlined standards in citizenship and scholarship or relinquish their honors and offices. Students who do not meet standards for continued participation in accordance with the ADDENDUM TO THE STUDENT CODE OF CONDUCT: PARTICIPATION IN EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES will not be allowed to participate for a period of time to be determined by the severity of the violation, during which time the student may practice and/or work out, but not participate. If, at the end of the first removal, the student has an unsatisfactory academic average or conduct, a second period of removal from participation will be given. If unsatisfactory academic progress remains, and/or if conduct problems remain, the student will be dismissed from the activity for the remainder of the school year. In order for a student to be eligible for school honors based on academic achievement, the student must have a general average of "B" (80 or better) and must earn his/her last five credits at GOHS.

Electronic Devices

The policy includes but is not limited to devices that emit an

audible signal, vibrate, display a message, or otherwise summon or deliver any form of communication, including photos and videos, to or from the possessor. This may include, but is not limited to, cell phones, smart phones, iPads, tablets and smart watches.

The use of electronic devices at Grand Oaks High School will be permitted ONLY in the common areas of the campus (hallways, cafeteria, & courtyard); before school; during passing periods; during the student's lunch period; and after school. Use of electronic devices in any area of the building during instructional time is strictly prohibited. Instructional time is defined as the time period between the tardy bell and the dismissal bell for all class periods. All electronic devices must be turned off, silenced, and not visible prior to a student entering any classroom or other instructional environment including but not limited to the auditorium and the gymnasium. A student leaving the building to use an electronic device is strictly prohibited.

A teacher may choose for students to utilize their electronic devices for instructional purposes. Students must follow the teacher's guidelines in regards to its use and may not use the device for any other purpose during that time period; this would include, but not be limited to texting, phone calls, unauthorized web browsing, and social media.

Electronic devices are strictly for personal use and should not be audible to others. Portable speaker devices are not allowed at school. The student's ability to hear and/or comply with verbal direction should never be impaired. Ear bud use (1 only) is acceptable, but headphones that cover the ears are prohibited.

Cell phones should never be used as a camera or video camera while on campus. The use of any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at school-related or school sponsored events. Electronic devices used for inappropriate purposes that include but are not limited to academic dishonesty, cyber-bullying, and sending or receiving inappropriate pictures/videos, are strictly prohibited. The unapproved or inappropriate use of electronic devices will result in confiscation and disciplinary consequences for each violation of this policy. In limited circumstances and in accordance with the law, a student's personal electronic device may be searched by authorized personnel prior to reclaiming the item.

The student assumes all responsibility for any electronic devices brought to school. Confiscated electronic devices are not the responsibility of the school or its personnel. Grand Oaks High School and Conroe ISD will not be responsible for damaged, lost, or stolen electronic devices

Evacuation of the Building/ Fire Drills

There may be a need to evacuate the building due to emergency conditions. Evacuation drills are preparation for the reality of fire or imminent disaster. The school administration, faculty, and staff, therefore, ask each student's absolute cooperation abiding by the rules set forth in this section of the handbook. Students are to remain with the teacher who facilitates the evacuation. When leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus that is closest to the exit point. Close all doors as you evacuate. Students are to take nothing except their valuables. Students are urged to consider the seriousness of drills. False alarms may occur from time to time as a result of a system malfunction. In such cases, everyone will be notified via the school intercommunication system. Without such notification, students should assume the alarm is valid and move to evacuate the building. A false alarm intentionally initiated by anyone constitutes a criminal act and will result in prosecution to the fullest extent possible.

Drill Instruction: The following procedures will be used in the event that it is necessary to evacuate the building for any reason.

Evacuation Procedures

- Follow all staff directions
- When the alarm sounds, all students and building personnel will leave the school.
- Silence is to be maintained during the drill.
- Everyone is to exit as quickly as possible, but do not run.
- The drill should be treated as a real emergency by everyone. This is essential to the safety of everyone.
- If any exit is blocked, use the nearest alternate exit.
- If a fire occurs during a change of classes, use the nearest exit.
- After the drill is over, return to your room by the same route that was used in vacating. **No person should re-enter the building until the all-clear signal is given.**
- Be aware of the location of fire extinguishers and fire alarms. Know where the nearest one is at all times.
- Directions for fire drill and evacuation procedures are posted in each classroom.

Hazardous Weather Procedures

- Remain calm - do not panic.
- Teacher will advise you if you are moving to an interior room or hallway, or moving over to a safety area in your classroom.
- Once in the predetermined position as advised by your teacher or supervisor assume the "tuck and cover" position when advised to do so, or when the need is apparent.

- Remain quiet and in position until the “all clear” signal is given.

- Possible access to the VIP lounge during dances
- Ability to wear a hat or hoodie in hallways and/or classroom (Must still meet Dress Standard requirements).
- PBIS prize opportunities

Food and Drinks

Food, candy, and drinks may be consumed only in the cafeteria. No food items are allowed in any other part of the building. Vending machines will only be open during breakfast, during lunch, and after school.

GO Card

The Student GO Card Program aims to promote personal responsibility for all students in regards to the Classroom, Hallway, Extracurricular Behavior, and Academic Expectations at GOHS.

All students will receive a GO card from the administration during the first week of school. The GO card should be carried and displayed at all times in conjunction with the school ID while on campus or at extracurricular events. Cards must be affixed to clothing or lanyard and be worn between the shoulder level and student’s waist on the front of the body, unless instructed otherwise by staff.

If a student steps beyond the positive expectations of GOHS, they may have their GO card revoked for a minimum of 5 school days per infraction, up to a maximum of a semester, in certain instances. A student's GO Card can only be taken by an Assistant Principal and can only be given back by them directly or through the AP’s Secretary. A staff Incident Notification will result in a visit to the AP’s office and any loss of a GO card will be documented within ViewIT.

Things that can cause a loss of card (5 school days up to the remainder of the semester) include:

- Code of Conduct violations
- Excessive absences or tardies
- Failure to wear ID
- Falsifying or using another student’s GO card

Privileges of the GO Card include, but are not limited to:

- Access to collaboration spaces during class time with teacher approval
- Entry to priority sections or student sections at athletic and extracurricular events
- Access to classroom field trips
- Lunch on patio
- Lunch in LGI
- Priority Access to the library during lunch and after school (and their speakers/workshops in the library)
- Access to pep rallies (must have your GO Card at time of pep rally, with a valid ticket)
- Access to the school store to purchase items (during Breakfast & Lunch)
- Access to purchase Homecoming tickets

Grading Policy

Each teacher will have two grading categories: Major and Minor. The tables below apply to Level, Honors, AP, and Dual Credit classes.

| Level | % of Grade |
|------------------------------|------------|
| Daily | 10% |
| Formative | 30% |
| Summative | 60% |
| Honors/AP/Dual Credit | |
| Daily | 10% |
| Formative | 20% |
| Summative | 70% |

Retest Policy

The **retest policy** was designed with the expectation that students reflect on the previous learned content and attempt to relearn information previously taught. With this in mind, the following policy will not only help the student’s grade, but also help them master the necessary content.

- The highest grade a student can make on a retest is 85%
- Students are not allowed to retest semester exams*
*See Appendix A for information on Semester Exams

Late Policy

All assignments at GOHS will have the same late policy. Minor/Major assignments– A minor/major grade that is assigned will be accepted late, however it could incur a deduction from the overall score. For each school day* late, minor/major grade assignments could incur a 5 point deduction from the total points of the assignment.

*If an assignment is due on a Monday, but not turned in until Wednesday (the next time the class meets), then the assignment is 2 days late. If the grade for this assignment is a 100%, then the grade entered in the grade book should be a 90%.

Hall Passes

During normal instructional (non-passing) time, a hall pass is required of any student outside the classroom. Permission to leave is at the discretion of a staff member. It is the student’s responsibility to request a hall pass whenever it becomes necessary to leave the classroom. Students in the hall without an approved pass will be sent back to the classroom they left to secure a pass. For reasons of safety and security, no student

should be in school hallways during class time without an approved pass. Students needing to go to their car during the school day must obtain a pass from the Assistant Principal's office.

Identification Cards

All students are required to have and wear a student identification card. Students must wear their ID above their waist at all times. Failure to show student ID upon request by a school staff member may result in disciplinary action.

Replacement cost for a lost ID card will be \$5. Temporary ID cards may be printed for \$1 in administration offices. ID cards are required in the attendance office, administration office, library, and when picking up VOE's, textbooks and yearbooks.

Library Policies

Passes and Policies:

- Students must have a pass to the Library during the school day.
 - Students must "sign in" when they come to the Library.
 - No food or drinks (including water) are allowed in the Library.
 - The Library enforces the GOHS cell phone/electronic device policy.
- Circulation of Materials: Students must present a student ID or know their ID number in order to check out library materials.
- The online Card Catalog is accessible on any computer via the Library website.
- Books are circulated for two weeks (10 school days). Overdue fines are 10 cents per school day. Students are encouraged to renew their books and are expected to pay for lost books or overdue book fines.
 - Reference books, periodicals and "on reserve" materials are not available for checkout but will remain in the library for all patrons to use.

Library issues (lost books/fines) must be resolved before textbooks, parking permit, VOE, or prom tickets can be obtained.

Lockdown Procedures

If staff and students are directed to lockdown and/or evacuate a specific area of the school, it is of the utmost importance that you cooperate and follow all directions carefully. We ask that you give your full attention to the adult in charge of your supervision at the time such an announcement is made, as order and safety are of the highest priority in these situations.

Lost and Found

Articles that are found should be brought to the administration offices. If you have lost something on campus or at a school activity, please check the lost and found in the Kiosk area or your administrator.

Make Up Work

As per Conroe ISD Secondary Student Handbook, "Students will be given the opportunity to make up work missed due to any absence with the exception of truancy. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. For any work assigned during a student's absence, the student will be permitted one day for each day of absence to complete that work. Long term assignments are due even if the student is absent on that day."

Office/ Building Hours

Offices and switchboard hours are 6:45 a.m. - 4:00 p.m. Staff members will be available to assist callers during these times. The main campus number is (281) 939-0000.

The building will be open at 6:45a.m.

Parking Regulations

Parking at Grand Oaks High School is a privilege. Registration for parking will begin during the summer prior to the school year. A vehicle registration application will be filled out by each student wanting to receive a parking permit. Applications for parking will not be accepted unless all outstanding fines, fees, and/or dues have been cleared (examples – lost or damaged textbooks and/or library books, fundraisers, fees for materials used in some courses). All students must complete the Drivers Safety and Orientation course each year before a parking permit will be issued. Cost of the parking tag is \$75.00 and must be paid before the tag can be issued. A student may be registered for one parking space only. Students may register more than one family vehicle, but only one tag will be issued.

All vehicles parked at Grand Oaks High School are subject to search.

Items Required when Purchasing a Parking Permit

- A valid Texas Driver's License
- Proof of Texas Liability Insurance (20/40/15) with the student's name on the policy.
- A current Texas Inspection sticker
- A Texas Registration and License Plate number for the vehicle the student will be parking on campus.

Vehicle Requirements

- Must have a parking permit displayed (rearview mirror) - only one tag is issued for each space. Replacement tags will cost \$10.
- Only vehicles registered for that space will be allowed to park in that space.
- New vehicles must be registered before school starts at 7:15 with Assistant Principal Dr. Moreno in 1206
- Student's will not be given a pass to class and can be considered tardy or absent for not following this policy.
- No parking in handicap spaces without a tag from the Associate Principal for Operations.
- Student vehicles will be towed if parked in fire zones, bus ramps or visitor parking area.
- **Speed limit for all parking lots is 10 mph.**
- While in the parking lot, all occupants of vehicles shall be seated and wear safety belts (cannot ride in beds of pick-ups or on tops of vehicles)
- If a student parks on campus during school hours while on parking suspension his/her vehicle will be towed.

a doctor's appointment, temporary handicap or other situations beyond the control of the student, if 24 hours' notice is given.

- A temporary space will not be given for a student who has missed the bus, missed their ride with a partner, etc.
- No students are to park in visitors parking for any reason.
- If a student registers for a parking space after the school year has begun and has one truancy on record he/she may be issued a parking space but it will be revoked for any one violation after the effective date of issuance.

Parking at Grand Oaks High School is a privilege and not a right. Conroe I.S.D. provides bus transportation. Therefore, we are not obligated to furnish parking for students. Parking privileges are only for registered students at their respective campuses. A parking fee is charged at GOHS. If parking is permanently suspended during the school year no money will be refunded at any time.

Additional parking suspensions/sanctions may be assigned at the discretion of the Assistant Principals.

Parking Suspensions

Suspension of Parking (5 school days)*

- Moving violation
- Parking violation

Suspension of Parking (10 school days)*

- Unregistered vehicle.
- Unauthorized use of personal vehicle during school hours.
- Eleven (11) total tardies per semester

Suspension of Parking (15 school days)*

- Truancy (2nd truancy will result in a 30-day suspension)
- Registered in more than one parking space.
- Sixteen (16) total tardies per semester
- First DAEP assignment

Permanent Loss of Parking*

- Excessive Absences (in excess of 10% of classes in a semester)
- Second DAEP assignment
- Any drug and alcohol related offenses.
- Third truancy
- Handtag borrowed, traded, stolen, sold, lost or given away will result in all parties involved losing parking.
- Parking while serving a parking suspension
- Any combination or repeated offenses for temporary suspensions will result in permanent loss of parking.

**Administrators have the discretion*

Special Parking Circumstances

- A temporary parking space will be issued in case of

Practice Limitations

Practice by a student shall not exceed eight hours per extracurricular activity per school week (12:01 a.m. on the first instructional day of the calendar week through the conclusion of instruction of a calendar week, excluding holidays). This limit applies to time before or after school.

Random Searches on Campus

Every person coming onto Grand Oaks property is subject to random searches for weapons, drug, and drug paraphernalia in accordance to CISD District policy. The following are provisions of this policy:

1. Students may be subject to random searches for weapons in accordance with the provisions of this policy.
2. Students may be subject to search by a metal detector if there exists an individualized reasonable suspicion that the student possesses an illegal weapon.
3. All persons may be screened by a metal detector before entering a school-sponsored activity.
4. If any weapons are found, the student will be subject to appropriate disciplinary action. [See FO series]
5. All illegal weapons found shall be turned over to the applicable law enforcement agency to determine if criminal prosecution is warranted.
6. The student's parent(s) or guardian or other person

having lawful control shall be notified if weapons are found in searches conducted under this policy.

In addition, trained dogs will be used to conduct random searches of areas around lockers, vehicles, vacant classrooms, and vacant common areas, and prior to extracurricular trips. If a dog alerts to something in these areas, a more thorough search will be conducted by school officials.

Scheduled Activities

All student activity events must be approved and scheduled by the Associate Principal for Operations and must be attended and supervised by a sponsoring member of the GOHS faculty. Timely scheduling will prevent conflicts between competing activities. GOHS facilities must also be scheduled through the Associate Principal for Operations. A calendar is kept for each major venue.

Sanctioned Activities

The only activities that may use the school name or "nickname" are those that are approved by the school administration. Use of the school name without the permission of the Principal will be subject to disciplinary action. School clubs and organizations may not be affiliated with college fraternities and sororities. Initiations and "hazing" are strictly prohibited. All club and organization activities must be approved and chaperoned by a faculty sponsor.

Off-Campus Activities

All school-sanctioned activities must be placed on the school calendar, regardless of whether the activity is held on campus or off campus. School policies and regulations apply to all school sponsored activities.

Student Activities: Dress Standard/ Travel Expenses

The Principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students should be aware that there are additional expenses that may be required for some extracurricular activities, such as drill team and cheerleading. The sponsor will provide a written estimate of required expenses.

Student Activities Policies

Co-Curricular

An extension of classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Absences that occur in classes other than the class taking the field trip will be counted as extracurricular

absences.

Extracurricular

School sponsored activities that are not directly related to instruction of the essential elements but offer significant contributions to a student's development. Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in order to participate. Absences due to extracurricular activities will be limited to 5 per semester, with the exception of play-off events.

Attendance Requirements for Participation

Ten Day Rule: Students will not be permitted to participate in such activities that would require a student to be absent from any class more than ten times during the year. Exceptions may be made for post-season activities with the proper prior approval. (EXCEPTIONS: An exception to the rule may be made on behalf of individual students who are competing in UIL sponsored activities. These exceptions must be based on circumstances that are unforeseen and result from the student's earning the right to compete at post-UIL district levels. Exceptions shall not exceed a total of five additional absences per year.)

Tutorial Services

At GOHS, all teachers will offer tutorial services in their classroom either before school or after school. Teachers will advertise their tutorial times to their students and post this information on their CANVAS page.

Vending Machines

CISD/GOHS is not responsible for lost items or money in any vending machines. Please notify school personnel if a vending machine is not properly working so that it can be marked as "out of order". However, the school does not have keys to the machine and cannot refund money. Students will not be permitted to go to the vending machines during instructional time.

Verification of Enrollment (VOE for Driver's License)

All students taking any test to obtain any part of their driver's license must have a PPD-043 verification of enrollment completed by the Front Office Receptionist. Please allow 48 hours for the completion of this process. Any student needing to renew his/her driver's license or applying for his/her first driver's license during the summer should request the VOE from the Front Office the last week of the spring semester (DPS accepts the VOE in June, July & early August if received from the high school the last week of the previous school year). A VOE may be requested digitally at <http://tiny.conroeisd.net/yNLba>

Every year until the student's eighteenth birthday, the student must obtain the VOE in order to renew his/her license. The student must sign the document in the presence of the school official. Texas Education Code, Section 25.092 states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered. The 90% attendance rule applies when determining VOE eligibility. A student must meet the following two requirements to be eligible to receive an instruction permit and/or a Texas Driver's license to operate a motor vehicle:

1. The student has been enrolled for at least 45 days and is currently enrolled in a program to prepare to

- pass the high school equivalency exam (GED).
2. The student is enrolled in a public or private school for at least 80 days in the fall or spring semester preceding the date of application.

Visitors

GOHS is a closed campus. Students may not have visitors during the school day, including lunch time. Persons visiting any CISD campus must check in at the Front Office and secure a visitor pass. A picture I.D. is required of all visitors. While on campus, a visitor must wear the pass in clear view at all times. Trespassers will be prosecuted.

Appendix A

Grand Oaks High School Semester Exam Exemption Policy 2024-2025

TBD