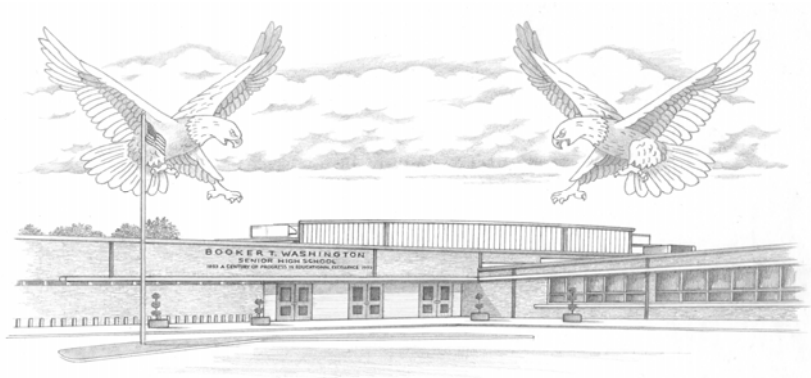


**BOOKER T. WASHINGTON SENIOR HIGH SCHOOL/
HIGH SCHOOL for the ENGINEERING PROFESSIONS
HOUSTON INDEPENDENT SCHOOL DISTRICT**

**2008 – 2009
PARENT/STUDENT HANDBOOK**



Home of the "WAR EAGLES!"

MARK T. BEDELL, Principal

**BOOKER T. WASHINGTON SENIOR HIGH SCHOOL/
High SCHOOL for the ENGINEERING PROFESSIONS
HOUSTON INDEPENDENT SCHOOL DISTRICT**

**119 East 39th
Houston, Texas 77018
713-692-5947, Office
713-699-9965, Fax**

"IMPROVING A CHILD'S LIFE EVERY MINUTE OF EACH DAY!"

2008 – 2009

PARENT/STUDENT HANDBOOK

CAROL GALLOWAY
HISD District II, Board Member

DR. ABELARDO SAAVEDRA
General Superintendent

CYNTHIA WILSON
North Region Superintendent

Dr. SHARON D. BERRY
Executive Principal

MARK T. BEDELL
Principal
Lashonda Bilbo-Ervin, Dean of Instruction
Emile Fair, Grades 9-12 Discipline/Athletic Director
Dr. Rosa Smith-Williams, Literacy Coach
Lloyd Lawrence, Title I

FOREWORD

This handbook concerning the philosophy and operational procedures of Booker T. Washington High School and High School for the Engineering Professions has been prepared to be informative to you the student and your parents/guardians. The handbook was developed to familiarize students and parents with the high school's programs, policies, and expectations. It is important that each student understand both district and school policy, and that the parent/guardian encourages the child to follow the rules and regulations so that we can continue to provide an environment that is conducive to effective teaching and learning.

The Houston Independent School District and/or Washington High School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including Career and Technology programs, in accordance with Title VI of the Civil Rights 1964 as amended; Title IX of the Educational Amendments of Section 504 of the Rehabilitation Act of 1973, as amended.

Each day, our instructional day will begin with the morning activity; a patriotic/motivational song, a reading of the pledge of allegiance to the U.S. flag, the salute to the Texas flag, a moment of silent meditation, and finally a quote of the day.

The Pledge of Allegiance to the U.S. Flag

"I pledge allegiance to the flag, of the United States of America.
And to the republic for which it stands, one nation, under God, indivisible,
With liberty and justice for all."

The Salute to the Texas Flag

"Honor the Texas flag. I pledge allegiance to thee, Texas, one state under God,
one and indivisible."

School Vision Statement

The vision of Booker T. Washington High School is to provide a challenging curriculum and empower students to live as responsible citizens in a global society.

School Mission Statement

Booker T. Washington High School/High School for the Engineering Professions provides quality learning and social activities in a safe and nurturing environment.

The administration, faculty, and staff join the parents, community and businesses to ensure excellence in curriculum and programming for students that will maximize learned skills needed to become productive and responsible citizens.

SCHOOL MASCOT
The "WAR EAGLES"

SCHOOL COLORS
Royal Blue and Gold

SCHOOL NEWSPAPER
The "EAGLE EXPRESS"

SCHOOL YEARBOOK
Senior class choice

SCHOOL MOTTO
"Seek Wisdom"

"IMPROVING A CHILD'S LIFE EVERY MINUTE OF EACH DAY!"

SCHOOL ALMA MATER

School Song - "Washington High"

~1~

Wash-ing-ton High, we pay thee homage!

Thou art the mother of our light.

Constant forever our devotion,

As we through life's battles fight,

WASH-ING-TON!

~CHORUS~

There is no high like our Wash-ing-ton High

And time hallows the spot of old Wash-ing-ton High.

There are no lessons beneath the sky

Just like the lessons we learned from thee, Wash-ing-ton High!

Bravely lift up thy standards, Wash-ing-ton High

And to thy colors we'll ever be true.

As we journey down life's pathways

We will mingle "GOLD and BLUE."

~2~

Just like a "mighty Eagle flying"

Towering o'er his fellows' flight.

So, will we too, thy sons and daughters,

Soar o'er wrong to fields of right,

WASH-ING-TON

School Directory

Administration

Principal: Mark T. Bedell	(713) 696-6600
Dean of Instruction: Ms. Lashonda Bilbo-Ervin :	(713) 696-6611
School Improvement Facilitator: Dr. Rosa Smith-Williams:	(713) 696-6611
Athletic Director: Mr. Emile Fair:	(713) 696-6611
Title I Coordinator: Mr. Lloyd Lawrence	(713) 696-6611

Counselor's Offices

Alphabets A-L Ms. Walker:	(713) 696-6642
Alphabets M-Z Ms. Allen-Cooper:	(713) 696-6646

Other Office Extensions

Secretary: V. Cage	(713) 696-6600
Student Information Specialist Ms. L. Smith:	(713) 696-6621
SIMS Clerk Ms. Johnson:	(713) 696-6650
Attendance Clerk Ms. Cortez:	(713) 696-6621
Band Director Mr. Bigsby:	(713) 696-6683
Business Manager Ms. L. Smith	(713) 696-6615
Campus Officer Ratliff:	(713) 696-6636
Campus Officer Glaze:	(713) 696-6636
Choir Director Ms. Lee:	(713) 696-6640
Communities In Schools Ms. Herrion:	(713) 696-6618
Communities In Schools Mr. Moore:	(713) 696-6618
Data Manager Ms. L. Smith	(713) 696-6621
Food Service Manager Ms. Houston:	(713) 696-6628
College Access Coordinator Ms. Swinson:	(713) 696-6665
Librarian TBA:	(713) 696-6606
Nurse Ms. Jones:	(713) 696-6603
Plant Operator Ms. Hicks:	(713) 696-6643
Registrar Ms. Reynolds:	(713) 696-6645
Student Activities Director Ms. Lee:	(713) 696-6640
Yearbook Sponsor Ms. Lewis:	(713) 696-6635
BTW HS/HSEP Alumni Association Ms. Rosa Abram:	(713) 453-1803

SCHOOL HISTORY

Booker T. Washington High School/ High School for the Engineering Professions

Booker T. Washington High School, the oldest African American high school in Houston, was established in 1893. This school has moved forward in prominence and stature, remaining dedicated to the educational needs of its students. The rich heritage of this institution epitomizes the dedication of talented teachers and staff members; the wisdom, vision and selfless service of administrators; and the support of a community that believes that ALL CHILDREN CAN LEARN!

The predominant population of the community is changing to include more Hispanic families. A larger percentage of the school community population is now considered to be economically disadvantaged by the Texas Education Agency (TEA) standards.

The school enrollment is approximately 915 students: 78.9% African American; 16.7% Hispanic; 3.5% Anglo; and 1.0% Asian.

Under the progressive leadership of retired principal F. D. Wesley, the High School for the Engineering Professions was conceived and designed on the campus of B. T. Washington to provide a high quality college-preparatory program for students interested in Engineering and Applied Science. This program has established a reputation as one of the premier pre-engineering programs for minority students in the state as well as the nation. This high school also produced the first Black National Merit scholar in HISD and also received EXEMPLARY rating on the state-mandated test for two consecutive years. The campus is comprised of 3 buildings: Main Building, North Wing, and F. D. Wesley Science Building.

The current principal of Booker T. Washington is Mark T. Bedell. Under the leadership of Mr. Bedell, the vision is to further develop a professional learning community where continuous growth of our staff, students, and community is embraced through collaboration. We believe that all students deserve an equal opportunity to master the skills and objectives needed to survive in a technologically advanced global economy. Mr. Bedell understands that an effective educator is one who can meet the needs of the whole student whether it's academic, social, mental, or emotional. It is our goal to ensure that "No Child is Left Behind" at BTW.

GOALS AND OBJECTIVES

- To assist all students to achieve and maintain academic excellence.
- To meet or exceed the educational performance standards set by the Texas Legislature, the State Board of Education (SBOE), Texas Education Agency (TEA), and the Houston ISD Board of Trustees.
- To offer high school activities for all students that cultivate self-discipline, develop respect for others, and foster patriotism.
- To provide alternative educational programs for students with special needs or unique abilities and/or provide student referrals for students with qualifying disciplinary misbehavior.
- To create a drug-free environment throughout the campus and offer substance abuse/drug information and education.
- To offer guidance and counseling services that focus on academic, social, and emotional factors and emphasize the significant transition periods that occur throughout a child's high school career.
- To ensure student programs, curriculum development, and organization success by securing adequate levels of local and state funding and expending these resources in an equitable and accountable manner.
- To maintain adequate, safe, appropriate facilities through a long-range school improvement programs.
- To continue to support the school district's public information and the community-based volunteer programs to promote effective communication and to emphasize parental involvement and collaboration.
- To recruit, select, and retain staff members of the highest quality in all areas of school operation.
- To establish a working environment where all employees can achieve their potential and earn the appropriate recognition for dedication, integrity, accomplishments, contributions, and professional advancement.
- To monitor & assure that changes are made in Washington High School programs and procedures when they reasonably can be expected to generate academic, operational, and financial improvements immediately or in the foreseeable future.

HOW TO STUDY AND DO WELL IN SCHOOL

- The teacher is there to instruct and to answer questions. Ask for help or explanations of anything not understood.
- ALWAYS pay attention in class.
- Start on long-term class and homework assignments promptly. Set a realistic schedule of how much to be done each day or each week. DO NOT create self-pressure by waiting until the last night or weekend.
- See that there are proper homework study conditions: a quiet area, proper lighting, and necessary materials, etc., and set a regular time, if possible, for studying.
- When studying, give the subject full attention and do not allow thoughts to be distracted. Turn-off the radio and television. One half-hour of intense concentration often will be worth two hours of time spent with distractions.
- Learn to take notes in class. Do not try to make complete sentences; just write down key words and phrases. One method is to take notes and later copy them into a special notebook. By doing this, reviewing takes place while copying the notes.
- Before beginning to read a chapter, glance at any questions that are listed at the end. Read the captions of the pictures and look at the illustrations. If finding any words not known, look them up in the glossary or a dictionary. This will assist in establishing purposes before beginning to read. It will also help you build your vocabulary.
- After having read the chapter or pages, go over the material carefully and make notes of the important points that are to be remembered. DO NOT skip words or problems not understood.
- Examine questions about the assignment and, if they are unanswerable; skim the material again looking for that precise information.
- DO NOT get upset with difficult assignments. After studying a lesson for a reasonable length of time, place it aside and come back to it again when the mind is rested. The assignment will be easier the next time that it is reviewed.
- Ask teachers for specific suggestions about how to study. There are certain techniques that vary among subjects, and teachers know special methods that will help to remember and to understand difficult material.
- **ALWAYS believe in yourself and strive to learn something new from every academic endeavor..**

"IMPROVING A CHILD'S LIFE EVERY MINUTE OF EACH DAY!"

HOW TO TAKE TESTS (RECOMMENDED)

- ✓ If your basic preparation during the course has been adequate, you should feel confident. DO NOT plan to “cram” the night before. Review your notes, reread the material, and get a good night’s sleep.
- ✓ Be sure you have adequate pencils, erasers, pen, ruler, paper, etc., so you will not be distracted due to a lack of equipment. Go to the restroom and get a drink of water before the test, if possible.
- ✓ After the test has been distributed, and verbal instructions given, look it over quickly but carefully. Find out exactly what is wanted. Check on the number of questions to be answered. Are there any choices? Are there any specific instructions as to how the answers should be prepared or how the papers should be marked?
- ✓ Answer the questions that you know, then the next-easiest ones, etc. DO NOT waste time at first on the hard ones. DO NOT be upset, as they are usually easier when you try them later. If you do not have time for all of the questions, be certain you have answered the ones you understand or know.
- ✓ Do your scratch work on separate pad/paper if this is permitted? Put the required work on the answer sheet in an orderly, neat arrangement. Label your answers, if applicable.
- ✓ Check your work. Watch for careless errors. Make a quick estimate on mathematics tests to see if the answer you obtained is reasonable.
- ✓ Reread your paper. Be certain your answers are what is wanted and in the way it is requested. The ability to follow instructions counts a lot in a test or examination.
- ✓ In case of an obvious misunderstanding of a question, and if the rules permit it, ask the teacher for clarification.
- ✓ Be careful of spelling, grammar, and sentence structure. Write simple, concise, and clear answers.
- ✓ DO NOT pay attention to others, especially those who leave early. There is no reward given to those who finish a test first. Take full advantage of all the time allowed. Budget your time and use all you have to check and recheck. Have you fully answered the question? Have you answered all is required? DO NOT leave any questions unanswered unless there is not time remaining or there is a scoring formula that will penalize you for guessing.
- ✓ Ask your teachers about special test-taking techniques that they have used through the years. They will be pleased to share them with you.

EXPECTED BEHAVIOR OF STUDENTS IN THE CLASSROOM

The following suggestions will be helpful in maintaining a good relationship with your teachers and fellow students throughout the school year:

- a. When you enter the room, find your seat and conclude conversations so that you are ready to begin work when the tardy bell rings.
- b. Bring the materials needed for your class every day. Be responsible for your textbooks and keep them covered.
- c. Avoid talking during class time so that you do not miss information and instructions or disturb others. Allow the teacher to decide if students are to study together.
- d. Use the restroom for personal grooming and avoid using combs and makeup in the classroom. Plan your rest stops and use the water fountain between classes.
- e. Assume the responsibility of arranging for makeup work and tests on a reasonable schedule to be determined by the teacher. If you are absent, comply with the handbook attendance regulations concerning absences and makeup work. Work not made up may result in "Zeros (0)" which may severely damage your grade average.
- f. Do not allow others to make use of your class work. Cheating doesn't help anyone learn and may result in a "Zero (0)" and an "Unsatisfactory (U)" in conduct for all involved students. Other consequences for dishonesty may apply as well.
- g. Stay alert. You cannot pay attention or participate in class activities with your head on your desk or if you are sleeping in the classroom. If you are ill, obtain a hall pass to the clinic.
- h. In order to have clean, pleasant classrooms, students are asked to pick up trash before leaving the class and refrain from bringing food, candy, or drinks into the halls and classrooms. GUM is not permitted on campus. Cafeteria area is the only place for food and drinks.
- i. Always remember that the teacher dismisses the class, not the bell. Do all you can to help prepare for dismissal. You may expect your teacher to appreciate your courtesy and release you at the bell.
- j. In order to maintain a mature and respectable educational atmosphere, students are reminded that any physical display of affection in a school setting is considered unsuitable and will be corrected.

RESPONSIBILITY FOR ACADEMIC SUCCESS

Students, parents, teachers, and staff members have certain responsibilities given a common goal for each student to attain his/her full academic potential. The responsibilities of each group are outlined below.

MUTUAL RESPECT AMONG STUDENTS:

Washington High School students are expected to respect the right of others to learn and work in a secure environment. Harassment, threatening behavior, vandalism, and / or violence are not acceptable at any time. These behaviors will result in serious consequences which may include removal from Washington High School.

IT IS THE STUDENT'S RESPONSIBILITY TO:

- Be organized. Bring all materials to class daily.
- Study daily. Have a regular time period devoted to homework and/or studying each day. Ideally, this would be in a quiet, well-lit area free from distractions.
- Complete and turn-in ALL assignments and homework when due.
- Attend school regularly and arrive on time to all classes.
- Ask teachers for help during class or during tutorials when a lesson or concept is not understood.
- Discuss academic problems with your homeroom teacher, and/or the assigned grade level counselor.
- Go to teachers when classes are missed, even if for school-sponsored activities, to find out what work was missed. Then, fulfill these academic responsibilities in a timely manner.

IT IS THE PARENT'S RESPONSIBILITY TO:

- Establish and closely monitor a daily homework / study period. Have a regular time period devoted to homework and / or studying every day. This should be in a quiet, well-lighted area free from distractions, such as television and telephone.
- Treat school personnel with courtesy and as a partner in their children's education
- Support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards
- Read all communications from the school
- **Supply accurate, updated information (including current address and telephone numbers) to the school promptly.** Notify Toujour Smith in the Attendance Office; 713-696-6602.
- Monitor homework progress. Take a genuine interest in your student's studies. Ask about the work he/ she is doing and what is being learned.
- Monitor student's grades. You should receive a report card every six weeks throughout the school year. If your child is in danger of failing, you should receive a progress report as early as the third week of the six week grading cycle. Additional grade checks can be arranged with your child's counselor. Review all these reports with your student.
- Set realistic academic goals with student and reward him / her when these goals are met.
- Communicate with school personnel. Attend Open House, parent workshops, and call, or meet with teachers, counselors, and / or administrators about your child's progress.

Methods to reach your child's teacher are by e-mail, or by calling the school and asking that a message be placed in their box. If you have not heard back from the teacher within 72 (working) hours, the next step to take is to contact your child's Assistant Principal.

IT IS THE TEACHER'S AND STAFF'S RESPONSIBILITY TO:

- Provide appropriate curriculum and instruction that prepares students for life-long learning and the world of work.
- Provide counselors and support staff that assist students with academic and career guidance as well as support for individual problems.
- Provide a student tutoring program available to all students.
- Monitor each student's academic achievement and progress towards graduation and communicate with students and parents in these areas.
- Notify the parent or legal guardian if the student is not progressing satisfactorily with a progress report as early as the 3rd week of a 6 week grading period if the student is at risk of failing.
- Provide a safe and orderly environment in which students have the maximum opportunity for academic success.
- Respond to parent phone calls and e-mails within 72 (working) hours, i.e. before the end of 3 working days.
- Have clear, concise homework assignments posted.
- Provide clear, concise expectations of assigned projects, including due date(s)
- Treat parents and students with courtesy

Booker T. Washington

Regular Bell Schedule

Monday-Thursday-Friday

2008-2009

7:00 – 7:45	Club/Organizational Meetings	
7:50 AM	First Bell	Students move to class
8:00 AM	Tardy Bell	Students in class
8:00 – 8:52	1 st Period	Pledge of Allegiance, Texas Pledge, Moment of Silence, Principal’s Message
8:57 – 9:43	2 nd Period	ADA Attendance taken
9:48 – 10:37	3 rd Period	Student Announcements
10:42 – 11:12	First Lunch	C Hall First Floor, Gym, Band, Chorus
11:17 – 12:03	4 th Period	
12:08 – 12:54	5 th Period	
10:42 – 11:28	4 th Period	
11:33 – 12:03	Second Lunch	J Hall First Floor, J Hall Second Floor
12:08 – 12:54	5 th Period	
10:42 – 11:28	4 th Period	
11:33 – 12:19	5 th Period	
12:24 – 12:54	Third Lunch	North Wing, Science Building, ROTC
12:59 – 1:45	6 th Period	
1:50 – 2:36	7 th Period	
2:41 – 3:27	8 th Period	

Booker T. Washington

Advocacy/TAKS Tuesday Bell Schedule

2008-2009

7:00 – 7:45	Club/Organizational Meetings	
7:50 AM	First Bell	Students move to class
8:00 AM	Tardy Bell	Students in class
8:00 – 8:46	1 st Period	Pledge of Allegiance, Texas Pledge, Moment of Silence, Principal’s Message
8:51 – 9:30	2 nd Period	ADA Attendance taken
9:35 – 10:17	3 rd Period	Announcements

10:22 – 11:12 Advocacy/TAKS Power Period

11:17 – 11:47	First Lunch	C Hall First Floor, Gym, Band, Chorus
11:52 – 12:31	4 th Period	
12:36 – 1:15	5 th Period	
11:17 – 11:56	4 th Period	
12:01 – 12:31	Second Lunch	J Hall First Floor, J Hall Second Floor
12:36 – 1:15	5 th Period	
11:17 – 11:56	4 th Period	
12:01 – 12:40	5 th Period	
12:45 – 1:15	Third Lunch	North Wing, Science Building, ROTC
1:20 – 1:59	6 th Period	
2:04 – 2:43	7 th Period	
2:48 – 3:27	8 th Period	

Booker T. Washington

PLC Wednesday Bell Schedule

2008-2009

7:50 – 9:10	PLC Meetings
9:10 – 9:15	Students move to First Period Class
9:15 – 9:55	1 st Period Pledge of Allegiance, Texas Pledge, Moment of Silence, Principal’s Message
10:00 – 10:37	2 nd Period ADA Attendance taken
10:42 – 11:22	3 rd Period Student Announcements
11:27 – 11:57	First Lunch C Hall First Floor, Gym, Band, Chorus
12:02 – 12:39	4 th Period
12:44 – 1:21	5 th Period
11:27 – 12:04	4 th Period
12:09 – 12:39	Second Lunch J Hall First Floor, J Hall Second Floor
12:44 – 1:21	6 th Period
11:27 – 12:04	4 th Period
12:09 – 12:46	5 th Period
12:51 – 1:21	Third Lunch North Wing, Science Building, ROTC
1:26 – 2:03	6 th Period
2:08 – 2:45	7 th Period
2:50 – 3:27	8 th Period

****Clubs and organizations will meet 1 time per month during this meeting period.**

Booker T. Washington

Early Dismissal

Bell Schedule

2008-2009

7:50 AM	First Bell
8:00 AM – 9:00 AM	1 st period/ 5 th period
9:05 AM – 10:05 AM	2 nd period/ 6 th period
10:10 AM – 11:10 AM	3 rd period/ 7 th period
11:15 AM – 12:15 PM	4 th period/ 8 th period
12:20 PM – 12:50 PM	LUNCH

**Pledge, Texas Pledge, Moment of Silence, Principal's message (1st/5th)

**School announcements and ADA attendance (2nd/6th)

EARLY DISMISSAL DAYS:

September 19, 2008- Professional Development

October 17, 2008- Parental Involvement

November 25, 2008- Professional Development

December 19, 2008- Professional Development

January 16, 2009- Parental Involvement

March 6, 2009- Parental Involvement

Creating an Educational Environment Through Formative Discipline

The faculty, staff, and administration are committed to offering the finest education available for every student. To achieve this goal an orderly environment conducive to the educational process must be established and maintained. Through a process known as Formative Discipline, the faculty, staff, and administrators will work with parents and students to assure that all rules and regulations are followed.

The Student Code of Conduct of the Houston Independent School District provides a description of a broad range of behavior considered to be student misconduct. Acts of misconduct are classified into Level I, II, III, IV, and V. Examples of the Levels of offenses and a brief overview are listed on Page 5 of the Student Code of Conduct.

Disciplinary misconduct by students can best be resolved at the campus level, where the problem starts. The following is a step by step progression of how disciplinary misconduct will be handled at Booker T. Washington.

Level I Infractions:

- Student commits a Level I infraction the first time. Teacher corrects the misbehavior and meets individually with the student regarding the misconduct. This meeting will occur after class, after school or before school.
- Student commits a Level I infraction the second time. Teacher corrects the misbehavior and informs the student that their parents will be contacted. Teacher will contact parent/guardian to discuss the misconduct.
- Student commits a Level I infraction the third time. Teacher corrects the misbehavior and calls parent/guardian to set up a conference. Teacher may also assign student detention.
- Student commits a Level I infraction the fourth time. Teacher will send student to the Office of Discipline with documentation of the misbehavior (on a Student Behavior Referral Form) and documentation that the initial three steps have been completed. The following could occur:
 - Conference between administrator and student will occur to discuss the misbehavior
 - Parents will be sent written notification of misbehavior
 - Student could be assigned detention
 - Student could be assigned In School Suspension (ISS)
 - Student could be suspended at home (1-3 days)

Level II Infractions:

- Student commits a Level II infraction. Teacher corrects the misbehavior, documents the misbehavior on the student Behavior Referral Form and sends the student to the Office of Discipline with the completed form. The following will occur:
 - Conference between administrator and student will occur to discuss the misbehavior
 - Parents will be sent written notification of misbehavior
 - Student could be assigned detention
 - Student could be assigned ISS
 - Student could be suspended at home (1-3 days)

"IMPROVING A CHILD'S LIFE EVERY MINUTE OF EACH DAY!"

Level III Infractions:

- Student commits a Level III infraction. Teacher corrects the misbehavior, documents the misbehavior on the student Behavior Referral Form and sends the student to the Office of Discipline with the completed form. The following will occur:
 - Conference between administrator and student will occur to discuss the misbehavior
 - Parents will be sent written notification of misbehavior
 - Student could be assigned ISS
 - Student could be suspended at home (1-3 days)
 - Student may be referred to a district Disciplinary Alternative Education Program (DAEP) for a period of time determined by the Office of Discipline.

Level IV Infractions:

- Student commits a Level IV infraction. These infractions require removal to a Disciplinary Alternative Educational Program (DAEP). Teacher corrects the misbehavior, documents the misbehavior on the student Behavior Referral Form and sends the student to the Office of Discipline with the completed form. Please refer to the Student Code of Conduct (pg. 9, 10) for explanation and clarification.
 - Conference between administrator and student will occur to discuss the misbehavior
 - Misbehavior is documented and parents send written notification
 - Student will be suspended for 3 days
 - Student will be referred to a district Disciplinary Alternative Education Program (DAEP) for a period of time determined by the Office of Discipline.

Level V Infractions:

- Student commits a Level V infraction. These infractions require expulsion from school. Misbehavior is documented on the student Behavior Referral Form. Student is sent to the Office of Discipline. Please refer to the Student Code of Conduct (pg. 9, 10) for explanation and clarification.
 - Conference between administrator and student will occur to discuss the misbehavior
 - Misbehavior is documented and parents send written notification
 - Student will be suspended for 3 days
 - Process of expulsion will begin. (pgs. 11, 12, 13)

In School Suspension

In School Suspension (ISS) is a disciplinary consequence designed to help students learn how to function successfully in the classroom. ISS is designed to be a stricter discipline environment where individual privileges may be lost and/or modified to effect punishment. Determining factors in assignment to ISS will be the nature, number, and seriousness of the offense(s) committed by the student. Students may be assigned to ISS for one day or multiple day assignments, depending on the severity of the offense. Students will be counted present in school and will receive credit for school work completed. While serving in ISS, students are required to complete all classroom assignments provided by their subject-matter teacher. These assignments will be graded by the teacher and will count toward the student's six-week class grade.

While in ISS, students are prohibited from participation in or attending any extra-curricular or co-curricular activities. Teachers, counselors, and administrators will monitor this process and keep parents/guardians notified as necessary.

Students who are uncooperative, misbehave, and are repeatedly disruptive in ISS are subject to further disciplinary action including, but not limited to having their ISS assignment extended, placed in another ISS facility at another campus, being suspended from school, or being placed in the District Alternate Placement Program (CEP)

Written notification will be sent home to parent/guardian regarding ISS assignment.

The Office of Discipline will contact parent/guardian to inform them about the suspension.

Rules and regulations for BOOKER T. WASHINGTON IN SCHOOL SUSPENSION (ISS)

- If the session is not served successfully, the student will be reassigned by the student's grade-level Assistant Principal. Failure to serve detention without prior approval will result in the original assignment being doubled. **STUDENTS WHO FAIL TO SERVE ISS ASSIGNMENTS WILL BE SUSPENDED (ISS OR HOME) PENDING A PARENT/ADMINISTRATOR CONFERENCE.**
- Any student change in detention time must be arranged in advance by a parent phone call to the Office of Discipline.
- If a student is dismissed from ISS for talking, not working, or any inappropriate behavior, the matter will be handled as though the student did not attend the session. Rule number 1 will then be enforced.
- Students who arrive after the ISS starting time will not be allowed into the session. A doubled assignment will then be made by an administrator.
- Students must bring sufficient textbooks and materials to the ISS to keep busy during the entire session.
- Students will not be allowed to their lockers.
- All work in ISS must be school-related. Reading of non-school materials is prohibited.
- There will be no talking to other students.
- Students will be allowed to go the restroom at a specified break time.
- No food or drink will be allowed in ISS.
- Lunch will be provided to all students in ISS.
- Students must schedule their own transportation to and from ISS. Prompt pick-up of students is expected.
- BTW student I.D. is required for admittance.

Behavior Contracts

A student may be placed on a Behavior Contract by the school administration. The purpose of a Behavior Contract is to impress upon the student that his/her behavior has been unacceptable and any subsequent violation of the Behavior Contract would result in a referral to a District Alternative Education Program. (An example of a Behavior Contract is on page 21.)

Terms of the contract will be reviewed by parent/guardian, student and administrator.

The Contract will be signed by parent/guardian, student and administrator.

If any terms of the Contract are broken, the student will be:

"IMPROVING A CHILD'S LIFE EVERY MINUTE OF EACH DAY!"

Suspended (out of school) for 3 days.
Student will be referred to a District Disciplinary Alternative Education Program (DAEP) for a period of time determined by the administration.

Disciplinary Points of Importance:

When misconduct by a student occurs, a Student Behavior Referral Form is completed by either the teacher or the Office of Discipline. A copy of this form is sent home with the student so parent/guardian is aware of this unacceptable behavior.

When a student is assigned ISS, a Student Behavior Referral Form is completed and sent home with the student. Attached to this form will be an ISS assignment form which you the parent/guardian must sign. This must be returned by the student to the Office of Discipline.

When a student is assigned ISS the parent/guardian will receive a phone call from the Office of Discipline to inform you that your child has been assigned ISS.

When a student is suspended (out of school) a parent/guardian will be called from the Office of Discipline and informed about the suspension. The parent/guardian will be required to pick the student up from school.

All in school and out of school suspensions will be considered excused absences.

Students will have a 5 day grace period to make up any missed work (from out of school suspension) once they are reinstated in school.

In order for a suspended student to get reinstated, the parent/guardian listed as the contact person must accompany the student back to school and sign the necessary paperwork in the Office of Discipline. **STUDENTS WILL NOT BE ALLOWED TO RETURN TO SCHOOL FROM OUT OF SCHOOL SUSPENSION WITHOUT PROPER REINSTATEMENT.**

Behavioral Contract & Memorandum of Understanding (MOU)

The parties of: _____ (Student) and _____ (Guardian)

Washington High School
Mark T. Bedell, Principal

To formalize a verbal agreement between the parties, the signatures below will honor the following Behavioral Contract for _____(Student) and _____ (Guardian) and Booker T. Washington Senior High School:

_____, a current _____ grade Washington student, will satisfy the behavioral/conduct standards as described in the Code of Student Conduct (CSC) of all the students. Particularly attention will be given to disruptive behavior or any violation of the CSC, which includes:

- Disrespect toward school personnel
- Dress code violations
- Disruptions during any portion of the school day
- Use or possession of any drugs
- Leaving campus
- Skiping class and tardiness to class
- Any type of behavior in which an administrator may deem inappropriate that's not stated in this contract.

Any violations of the Code of Student Conduct and/or violations of school rules by: _____ will result in her referral to CEP, the District Alternative Education Program placement facility. She will be assigned an appropriate period of time with an ongoing review of her attendance, behavior, and academic progress. Exit for CEP will only be approved at the end of the grading period or at the beginning of the next semester.

Signatures affixed below shall verify acknowledgement, agreement, and willful compliance by the parties with this behavioral contract/memorandum of understanding and designated consequences:

Signature of Student

Signature of Parent/Guardian

Signature of Mark T. Bedell, Principal

Date:_____.

STANDARD POLICIES AND PROCEDURES

1. ASSEMBLIES/AUDITORIUM PROGRAMS

Students are required to be courteous and orderly at all times in assemblies. They are expected under supervision to proceed to the assembly in a quiet manner and take their seats without delay. Students who do not abide by the rules of conduct during assembly shall be removed from the assembly and subject to disciplinary action.

2. BELL SCHEDULE

Washington High School is on a traditional 8 period schedule. Students will have a total of eight (8) classes each semester. Classes will meet on Monday-Friday **STUDENTS MUST ATTEND EACH CLASS 90% OF THE DAYS THE CLASS IS OFFERED.** (See Bell Schedules on page 12 & 13)

3. CAFETERIA/FOOD/DRINKS/GUM

Washington High School now has a closed campus policy regarding lunches. Students may not leave campus during their lunch period. Students are not allowed to order food for delivery to the campus at lunch or any other time. However, students are allowed to bring a prepackaged lunch to school. Such deliveries will be confiscated and disposed of. **Students may not take food from the cafeteria into the hallways, classrooms, or any other campus areas.**

Students are expected to conduct themselves in an orderly fashion in the cafeteria. Tables must be kept clean and all trash must be thrown in the trash receptacles provided.

In order to maintain the highest standards of cleanliness of the campus, GUM is not allowed on campus at anytime.

4. CELL PHONES/MP3 PLAYERS/PAGERS/ELECTRONIC DEVICES

Students are permitted to carry cell phones with the following limitations: **Cell phones may not be seen, used, or heard during the regular school hours.** Cell phones/pagers and other electronic devices improperly used will be confiscated by school officials. At the first offense, the student's parent/guardian has thirty (30) days from the date the device is confiscated to pick-up the device from the grade principal for a fee of \$15. After 30 days and/or subsequent offenses, the cell phone may become the property of the school district for disposal per the student code of conduct. It is the staff member, grade level principal, and student's responsibility to notify the parent that any item has been confiscated. Subsequent offences will result in disciplinary action and permanent confiscation of the device which will be forwarded to HISD property disposal.

5. CLOSED CAMPUS

Washington High School is a closed campus and no student, following his/her arrival on campus, shall leave the campus without following the appropriate check-out procedures as established by school administration (permission from an administrator). Once a student arrives on campus for the school day, he or she will not be permitted to leave the campus without administrative approval. Students who leave campus without following these procedures will be disciplined as it is a level III infraction in the Student Code of Conduct. Also, students are not allowed to leave campus during the lunch periods.

6. COMPUTER ACCESS

Only students who have been authorized by the district and only while under direct supervision of designated district employees are permitted to use a district computer or to access any local network or outside telecommunications services such as TENET or the INTERNET. Prior to such authorization, both student and parent/guardian must sign and return the district Acceptable Use Form acknowledging their responsibilities and the consequences of violations.

"Acceptable use" of this network is use that is consistent with the instructional goals of the District. Electronic teaching and learning tools and online access are designed to support student education. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Internet filters are not a substitute for educators diligently monitoring students' computer and Internet use. Students will be appropriately monitored to ensure that they are complying with the school's acceptable use policy (AUP) and other school rules. If you, the student, break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of the school administration.

- **Treat computer equipment with care and respect** – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- **Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.**
- **Do not use school computers for illegal activities such as planting viruses or hacking.**
- **Do not use school computers for commercial purposes.**
- **Follow copyright laws at all times** – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- **Keep your password secret** – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- **All online communication must be polite and not threatening or offensive in any way** – The District has the right to review any email sent or received using District equipment. Remember that even if you delete the email, there is a record of its content on file at the District.
- **Do not give out personal information on the Internet.** Never give out your phone number, social security number, full name, age, home address, or any other personal information.

7. CONDUCT

All students must comply with all policies and procedures as outlined in the *HISD CODE OF STUDENT CONDUCT: YOUR RIGHTS AND RESPONSIBILITIES*. Students who violate the rights of others or who violate district or school policies shall face disciplinary action in accordance with established district and school policies, including removal from participation in school activities. **All district and school rules apply to actions of students at all school-sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies, fairs, or evening school-related activities.**

8. CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before-or after-school activities on District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply

during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

9. CONFERENCES/CONCERN/COMPLAINTS

Students or parents who have academic concern(s) should first discuss the problem with the teacher. If the outcome of that discussion is not satisfactory, you can request a conference with the teacher and appropriate grade level administrator. If the outcome of this discussion is not satisfactory, a conference with the school principal may be requested.

Parents wishing to set up a conference with a teacher or counselor may do so by contacting the grade-level principal or counselor. Teachers are available for conferences and to return phone calls ONLY during their conference periods, before and after school, and by appointment. Counselors are also available for conferences by appointments. Parents who want to meet with all of the child's teachers can request a TEAM conference at appropriate times established by school administration.

Parents must report to the main office when arriving for any conference. **Visitors are not allowed to go directly to any campus area or interrupt or disrupt school operations. (i.e. classrooms, offices, gym areas, cafeteria, etc.)**

10. DAMAGE TO SCHOOL PROPERTY

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for repair or replacement. Students who are caught in the act of vandalizing the school in any way will be prosecuted to the fullest extent of the law, and they and their parents will be billed for the cost of repairs.

11. DISHONESTY in SCHOOL WORK (i.e. Cheating)

Dishonesty in school work is defined as the giving or receiving of assistance without the permission of the teacher-Cheating. The assignment is supposed to be solely the work of the student who is being graded. A pupil found to be dishonest in any phase of school work shall be penalized by receiving a "Zero (0)" for the work. He/She also renders himself/herself subject to receiving an "Unsatisfactorily (U)" in conduct and placement in the In-School Suspension (ISS) class. Students found to be dishonest in school work are not eligible for membership into the National Junior Honor Society, scholastic honors, and various groups/organizations.

12. DISTRIBUTION OF MATERIAL/POSTING OF SIGNS

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and building principal. Written materials, photographs, pictures, petitions, film, tapes, or other visual or auditory materials may not be sold, circulated, or distributed by anyone without the approval of the building principal and in accordance with district and campus regulations. All material intended for distribution to students that is not under the district's editorial control must be submitted to the building principal for review and approval. If the material is not approved within 24 hours from the time it was submitted, it must be considered disapproved.

13. DISRUPTION of CLASSES

On school property or public property within 500 feet of the school, NO person shall be permitted to willfully disrupt, alone or in concert with others, the conduct of classes or school activities. Conduct that disrupts the educational activities of a school includes:

- Emission by any means of noise of an intensity that prevents or hinders classroom instruction
- Enticement or attempted enticement of students away from classes or other school activities that students are required to attend
- Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend
- Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud profane language causing disruption of class activities

For purposes of this provision, “school property” includes the public school campuses or school grounds upon which any public school or school-owned facility is located, and any grounds or buildings used by District schools for assemblies or other school-related activities; “public property” includes any street, highway, alley, public park, or sidewalk. Students who continually and persistently disrupt the classrooms, violate the student code of conduct **may** be placed on a behavioral contract before being recommended for District Alternative Education Program (DAEP) assignment.

14. DRESS AND GROOMING STANDARDS FOR STUDENTS

At BTW/HSEP, students are expected to enter this school well groomed and DRESSED FOR SUCCESS! SCHOOL UNIFORMS ARE IN EFFECT ON THIS CAMPUS. Students will NOT be allowed to attend class without the proper attire. The exception will be those students who are members of Clubs and Organizations who wear the individual Club attire on meeting day (Wednesday) and for special activities. Additional information regarding school uniforms may be received from the Office of Discipline or from any school faculty or staff member. Finally, all clothes must be purchased to fit. Baggy and sagging pants will not be permitted on campus. The school uniform dress code for 2008-2009 is as follows:

The standard of dress for young men is as follows:

PANTS/SHORTS (Dockers Style)

Cotton Khaki
Cotton Blue
Cotton Black

Collared Shirts/Tops (Polo Style)

White
Navy Blue

- **All pants must be fitted at the waist with belts.**
- **All shirts must be tucked inside the pants at all time.**
- **All male students are required to wear belts.**
- **Sleeveless polo shirts are not to be worn.**
- **Only white undershirts are allowed as undergarments.**
- **No calf length bottoms of any kind are not allowed (Boys).**

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The standard of dress for young ladies is as follows:

PANTS/SKIRTS/CAPRI

Cotton Khaki
Cotton Blue
Cotton Black

Collared Shirts/Tops (Polo Style)

White
Navy Blue

- All pants, skirts, and capri must fit appropriately. Skirts should not be more than two inches above the knee.
- Shirts must meet the skirt/pant/capri. No midriff or cleavage is allowed to show.
- Shorts must be knee-length
- Sleeveless polo shirts are not to be worn.
- No tank type tops are allowed under or over the uniform shirt.
- No spaghetti strap shirts allowed over uniform shirt.

Additionally, all students will be required to purchase a physical education uniform.

T-Shirts are Gold or Royal Blue	\$10.00
Shorts will also be Gold or Royal Blue	\$10.00

This “standard of dress policy “ is needed to create a more effective climate for learning, to improve safety and security, to promote school pride and unity, and to discourage gang-related problems.

DRESS CODE VIOLATIONS

Consequences for dress code violations are found in the HISD Code of Student Conduct. Specific examples of what to wear and what NOT to wear are available from the counselor and/or grade- level principal.

- a. Minor infractions: (Such as wearing a head rap, du-rag, or hat) Students may wear white T-shirts under the polo style shirts. No other colors will be permitted as it constitutes a violation of the dress code. Students will receive a warning and/or other progressive discipline consequences.
- b. Major or repeated infractions: (Such as not wearing a uniform)
Parents will be notified and requested to bring the appropriate apparel to school or to pick-up the student. If the parent can not be contacted, the student will not be permitted to attend classes for the remainder of the school day.
Days missed from school due to student dress code violations will be considered unexcused and do not qualify for attendance waiver credit.

ADMINISTRATORS HAVE THE RESPONSIBILITY AND RIGHT TO DETERMINE

“IMPROVING A CHILD’S LIFE EVERY MINUTE OF EACH DAY!”

APPROPRIATENESS OF ATTIRE AND GROOMING FOR THE SCHOOL SETTING.

15. DRILLS

Fire and Evacuation

On occasion, there may be a need to evacuate the school buildings due to emergency conditions (or due to a drill for such an emergency). In each room of the school, a map is posted that illustrates the appropriate route to use for evacuating the building. The routes for evacuation are designed to avoid excessive crowding at building exits. The map should also show alternate routes to be used should a primary route be inaccessible. Teachers should review with their students various evacuation routes to avoid possible confusion during an evacuation. Students must remain with the teacher at all times. 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 closest to the exit point. All windows and doors in the classroom must be closed upon evacuation. Students are to take nothing with them except their valuables. The teacher will take class attendance after the students have moved a safe distance away from the building. Make sure you stay with your teacher throughout the evacuation or drill. All students must remember the seriousness of fire drills. The drills are preparation for the reality of fire or imminent disaster. The school administration, faculty, and staff expect each student's absolute cooperation in abiding by these rules.

To prepare the students for a an orderly evacuation of the buildings during an emergency, drills are held throughout the school year, and all students and faculty are required to participate in such drills. An obstructed or unobstructed fire alarm drill will be conducted on an alternate basis each month. Disaster drills will be conducted once each semester. Students are prohibited by state law from making false fire alarm or other false calls (bomb threats, etc.). Any student apprehended from making such false calls will be disciplined accordingly to the procedures outlined in the HISD Code of Student Conduct.

Fire Drill:

Students will hear the automatic fire alarm buzzer/tone or announcement over the public address system announcing the fire drill. Students are to walk out of the building orderly, without talking and under the direct supervision of the classroom teacher or designated school official. Students will hear an alarm buzzer/tone over the public address system or receive an ALL CLEAR verbal signal from an administrator signaling the return to the classroom or school area.

In case of power failure, only the fire alarm buzzer will sound. School administrators and security personnel will notify teachers, students, and employees when it is safe to reenter the buildings. A map indicating exits will be posted in each classroom and office areas.

Disaster Drill:

Students will hear an announcement over the public address system announcing the disaster drill. Students will move into halls or other secure areas of the building including classrooms. These "SHELTER-IN-PLACE" movements will be followed by an alarm tone which will signal the return to class. In case of severe weather without warning (tornado, high winds, etc.) teachers are to move students away from windows. Students are to drop to the floor, protect their heads, and follow the instructions given by school officials.

Security Drill:

Students and teachers will hear an announcement over the public address system announcing the security drill. Many times this drill may incorporate the use of police drug dogs in search of illegal materials on campus. Students will move to a secure area as directed by the teacher.

The principals will notify teachers and students when it is safe to move about the classroom or return to the classroom.

16. EMERGENCY SCHOOL CLOSING INFORMATION

Stay tuned to local radio and television stations for information about school closing during inclement weather and other emergency situations. Information on overnight weather closings can be obtained through the following radio and TV stations:

Radio	Television
KIKK-650 AM/.95.7 FM	KHOU-TV Channel 11
KPRC-950 IS	KPRC-TV Channel 2
KILT-610 AM/100 FM	KTRK-TV Channel 13

17. EXTRACURRICULAR ACTIVITIES

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege, not a right. Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL) – a statewide association overseeing inter-district competition. Students shall be permitted to participate in extracurricular activities, subject to the following restrictions.

- During the initial six-week period of the school year, students shall have been promoted into the next grade level or shall have accumulated the required number of credits toward graduation.
- During subsequent six-week periods, students who receive a six-week grade below 70 may not participate in extracurricular activities during the following three-week period. The suspension from extracurricular activities goes into effect seven days after the last day of the six-week period during which the grade lower than 70 was earned. Students shall regain eligibility to participate at the end of any three-week period if the student earns at least a 70 average in all classes and with a one-week wait period.
- Any school/state-sanctioned activity must meet the same academic requirements as extracurricular activities. (Ex. 4-H)
- Students attending extracurricular activities will sit in areas as designated by the campus principal, coaches, or security personnel to allow for easy access to the athletic event by all spectators.
- Restrictions on participation related to discipline may be found in the Student Code of Conduct or individual team/orientation contracts.
- An ineligible student may practice or rehearse.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student-clubs and performing-groups such as the band, choir, drill, and athletic teams may establish standards of behavior and in some cases contracts—which may include consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization or organization’s contract.

All clubs and organizations have a designated faculty sponsor who must be approved by the administration.

Students desiring to form new clubs and/or organizations should use the following procedure:

- Contact a teacher willing to sponsor the club or organization.

- Have a minimum of ten students sign a letter asking for the establishment of the club or organization.
- Submit the letter/petition, sponsor's signed approval signature, statement of aims, activities, purpose, and major projects to the appropriate administrator for final approval.

For non-curriculum clubs, the following additional criteria must be followed:

- Written parental permission is required for a student to participate in the club or organization.
- Certification is required of all sponsor applicants seeking to form a non-curriculum-related club.
- Full compliance with HISD Board Policy.

Student clubs and organizations, athletic teams and performing groups may establish rules of conduct – and consequences for misbehavior – that are stricter than those for students in general. If the violation of an organization's rules occur that is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Physical exams are required for students participating in athletics, drill teams, and cheerleading.

All clubs and organizations shall be closely supervised by classroom teachers or other professional educators. Individuals providing assistance to clubs and organizations must be HISD employees or a registered VIP.

Get Involved!

Clubs, Organizations, and Sports

Band (Marching, Concert, Jazz)	E. Bigsby
Flag Corps	W. O'Bryant
Majorettes	B. Hicks
Oceanettes	E. Bilton
Baseball	N. Jones
Boys' Basketball	V. Grayson
Business Professionals	M. Taylor
Cheerleaders	L. Bilbo
Choir	E. Lee
Cosmetology	M. Suarez
Engr. Society of Asian Americans (ESAA)	TBA
Family, Career, & Community Leaders (FCCL)	E. Lewis
First Ladies	R. Cerf
Football	M. MacMillan
Varsity	M. MacMillan
J V.	TBA
Freshmen	R. Austin
Future Business Leaders of America (FBLA)	M. Taylor
Gents	L. Knowles
Girls' Basketball	S. Anderson
Golf	J. Gray
Graphic Arts	R. Carter
Health Club	L. Blackmon-Jones
Key Club	J. Johnson/R. Powell
Mademoiselles	E. Lee, E. Cooper
Mexican American Engr. Society (MAES)	R. Brienzo
National Honor Society	R. Brienzo
National Society of Black Engr. (NSBE)	L. Lewis
Presidents	C. Cooper
Science Club	C. Burns
SECME	TBA
Soccer (Boys)	C. Nichols
Special Olympics	S. Solomon-Gardner
Thespians	TBA
Theatre Arts	N. Thomas
Track	R. Austin
Vocational Electronics	R. Lights
Rocket Club	N. Le
Soccer (Girls)	E. Fair
Softball	L. Jones
Student Council	D. Stokes
Volleyball	I. Varner
Yearbook	E. Lewis
21 st Century	V. Payne

18. FEES

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own school supplies (i.e. pencils, paper, notebooks, etc.), and may be required to pay other fees or deposits. Any fee may be waived by the building principal if a student is unable to pay and is on a free or reduced lunch program. It is the responsibility of the student to notify the school employee collecting the deposit or fee, in writing, to request a waiver. The request will be forwarded to the building principal for approval. All requests and actions will be confidential.

19. FIGHTING

Any fighting that occurs involving students en route to and from school, or on school property, could result in an immediate suspension from school, placement in CEP or Harper Alternative School (District Alternative Education Placement Centers), and/or referral to law enforcement authorities.

20. FIREARMS OR WEAPONS

Firearms, rakes, knives, razors, chemical weapons such as Mace, or any similar articles capable of inflicting serious bodily injury will not be allowed at school. Any student with such items found on his person or in his belongings (including the locker) will be subject to suspension or expulsion as per the HISD Student Code of Conduct. In addition, information will be provided to Harris County authorities who will determine if criminal charges will be filed.

21. Grade System & Promotion Requirements

Students enrolled in the 9th grade have attained high school status. Credits toward graduation now begin to accumulate. Grades earned in the 9th grade are included in your grade point average (GPA) for graduation. 9th grade students should immediately become familiar with class ranking, Advanced Placement Classes (AP,) Dual-Credit College Courses, TAKS, Career & Technology Classes, and all academic opportunities available.

GRADE POINT VALUES

A student's GPA is computed by averaging a student's academic grades. Grades are reported in accordance with Texas State Law. The following point values apply in the ranking of graduates:

GENERAL CLASSES	ADVANCED CLASSES
A (90 - 100) = 4	A (90 – 100) = 5
B (80 – 89) = 3	B (80 – 89) = 4
C (75 – 79) = 2	C (75 – 79) = 3
D (70 – 74) = 1	D (70 – 74) = 2
F (Below 70) = 0	F (Below 70) = 0

Pre AP and AP courses listed above as advanced classes carry extra GPA values and are open to all qualified students who attend BTW / HSEP. AP courses now replace Honors' classes.

GRADING SCALE

Continuous assessment of student progress is essential to the learning process. Teachers use a variety of methods to determine the degree of mastery students have obtained on specific skills or concepts. Student performance is reported to parents in the following ways: **Progress**

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Reports- (At the end of three weeks of each grading period), **Parent/Teacher Conferences and Report Cards (Every six weeks). Grading Scale**

The grading scale for Houston Independent School District is:

- A= 90-100 Passing
- B= 80-89 Passing
- C= 75-79 Passing
- D= 70-74 Passing
- F= 69 and below Failing

INCOMPLETE GRADES

Teachers may elect to give students an “incomplete” grade on a report card rather than a failing one if there are extenuating circumstances explaining a student’s failure to complete assignments during a grading period. An “I” allows a student to finish his or her work, but **it also makes a student ineligible to participate in extracurricular activity events and competitions.** Incomplete grades must be changed to a numerical grade before the end of the next six week period. Teachers may not give “incomplete” grades during the last six week grading period of a semester. If incomplete work is not made up, then the “I” mark becomes a “50” and is averaged with the other six week grades to determine a semester average. Students who miss a final examination will receive a zero grade. Students who have a valid excuse for missing a final exam should telephone the dean of instruction immediately and explain the situation in full. Should the dean of instruction approve of the excuse after receiving adequate written documentation, then a makeup exam may be scheduled. Students should be aware that spring semester make up finals might be administered during the summer months after graduation. Requests for early finals must be made 2 weeks prior to the final exam date. Students wishing to take a final exam must submit written permission to do so in advance from the dean of instruction and present compelling, credible, and documented reasons for the request. Although the dean is under no compulsion to approve of any early final exams, should the request be approved, then arrangements will be made with the classroom teacher.

Each teacher has a course grading scale that includes the percentages of grades given to classroom participation, homework assignments, and tests.

HONOR ROLL

The Honor Roll Report lists students who meet the following grade, conduct and course requirements:

- 8 Grades: 90 – 100 (5 A’s and 2 B’s)
- 7 Grades: 90 – 100 and 1 Grade – 89 – 80
- 6 Grades: 90 – 100 and 2 Grades – 89 - 80

Note: The above requirements are also required to be eligible for other recognitions, awards, and offices.

PROMOTION STANDARDS

Grade level advancement for students in grades 9-12 shall be determined by course credits. Changes in grade-level classification shall be made at the beginning of the fall semester and may be made again at the beginning of the spring semester. High school students shall be classified annually on the basis of earned credits and course completion, as follows:

GRADE LEVEL	CREDITS EARNED (for 1997 forward)	EARNED CREDIT (from prior years in specific required courses)
9	0 – 5.5	English I Algebra I Integrated Physics and Chemistry (IPC) or Biology

“IMPROVING A CHILD’S LIFE EVERY MINUTE OF EACH DAY!”

		World Geography Studies Electives
10	6 – 11.5	English II Geometry Biology or Chemistry World History Studies Electives
11	12 – 17.5	English III Algebra II or Math Modules with Applications Chemistry or Environmental Systems U.S. History Studies Electives
12	18 and over	English IV Math Modules with Applications or Pre-Calculus Physics or Environmental Systems Government/Economics Electives

Note: Information of all Core-Course pre-requisite requirements, Summer School, Night School, and Alternative School is available from Counselors.

22. HALL PASSES

During instructional time, a hall pass is required of any student outside the classroom. Staff members should ensure that all the information requested on the hall pass (including student name, destination, and date and time) is included in ink. Students in the halls without permits are in violation of school rules and may be taken to the office of discipline. Students leaving a classroom for any reason during class time should be certain to get a permit from the teacher before entering the hallway. Students are expected to proceed directly to their destination, take care of business, and quickly return to their class to continue classroom instruction.

23. HALL AND STAIR PROCEDURES

Students are asked to observe rules of common courtesy and orderliness. In order to facilitate passing to class, students are requested to observe the following hall and stair regulations:

- Keep to the right at all times; the stairs directional arrows are on the walls.
- Be certain to use the correct lane at all times.
- Do not run or push in the halls and on the stairs.

24. INSURANCE

At the beginning of the school year, HISD will normally make available to students and parents a low-cost student accidental insurance program. Premiums will be paid to and claims will be submitted through the principal's office, but the district will not be responsible for the cost of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents MUST:

- 1) Purchase the student accident insurance,
- 2) Shown proof of current family insurance, or
- 3) Signed the district form rejecting the insurance offer and waiving any claim against the district for any injury which may result through student participation.

25. ILLNESS/INJURY

A school nurse is available for students who are ill or injured. NO STUDENT MAY LEAVE SCHOOL GROUNDS FOR ILLNESS OR INJURY WITHOUT THE PERMISSION OF THE

SCHOOL NURSE OR GRADE PRINCIPAL. School personnel will notify a parent/guardian when a student is ill or injured. Students will not be permitted to make phone calls to family members before seeing the school nurse. Students must have a Hall Pass to be admitted to the nurse's office unless the injury is an emergency.

26. LIBRARY

The school Library is open to students daily from 7:30 a.m. to 4:00 p.m. with exception of early dismissal days. Students may be scheduled in the library with their English and other classes. Students are not allowed to go to the library during class time unless they have a written permit from their teacher. Students are required to sign-in and out on the library student log. Overdue library materials are subject to fines. To use the library during lunch, students must obtain a pass from the librarian before school.

27. LOST AND FOUND

Each grade principal will temporarily store lost & founds items until claimed by the rightful owner. At the end of each month, all lost and found items held for the thirty day period are subject to removal from campus to the district's property disposal department. Students who find items should turn them in to their respective grade principal office or any staff member.

28. MAKEUP WORK

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his or her return to class from an absence, to request and complete any assignments or tests missed because of that absence. Most, if not all, teachers will have regular makeup policies already in place, and students should be aware of those requirements. HISD board policy says that teachers will provide a reasonable amount of time for students to make up work. A rough standard is one day of makeup time for every school day missed. Even so, the district generally allows the teacher to determine what is reasonable given the particular circumstances of a student's absence and the activities missed. For example, in determining when a student should make up a missed test, the teacher might legitimately consider such factors as the amount of time the student was absent, whether new material was covered during the absence, whether there was notice of the date and nature of the test available to the student prior to his or her absence, and so on. HISD board policy says that missed tests and quizzes must be made up outside of class time, usually before or after school. Remember that makeup work is the responsibility of the student. It is not the teacher's job to track down students to administer makeup tests and collect homework. Also, the teacher schedules makeup work, not the student. If a student is going to be absent for five or more days in a row, a parent or guardian may contact the counselor for assignments. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments *before* the class is missed.

29. MEDICAL SERVICES

All students must meet state health requirements before attending classes. The school district employs a school nurse on a full-time basis. The school nurse will be in the school regularly and will be on-call at all times in case of an emergency. Students wishing to see the school nurse should first receive permission from their teacher obtain a Hall Pass and proceed directly to the clinic for medical evaluation by the nurse. Students who become sick or who have any type of accident at school will be sent to the nurse by the supervising teacher. Using medical guidelines and Board policy, the school nurse will decide whether the student is to be sent home ill or to be sent back to class. Students who leave campus, even with parent permission, without following this procedure will be given unexcused absences for the classes missed. If the nurse is not available to make this determination, the student should report to the grade principal.

Anytime a student misses school for an appointment with a physician or dentist, the student is responsible and accountable to document the visit with an appropriate note or medical form from the doctor.

Screening programs are required by state law and are conducted for growth and development, vision, hearing, and scoliosis, to name a few. You will be notified if your child has not met state guidelines and/or needs further screening.

If possible, all medication should be given by the parent and taken at home. However, if the student needs to take medication during the school day, the medication will be dispensed according to the following guidelines:

1. Written permission and specific directions for administration of medication is required. Directions must include student's name, date, and name of medication, dosage, and time to be administered. A physician authorization form must be signed by the physician or dentist and parent if a medication is to be administered longer than ten (10) consecutive days. Over-the-counter medication and other prescription medication may be administered for a period of no longer than 10 consecutive days providing a signed permission has been submitted by the parent or guardian.
2. All medications must be in the original container.
3. All medication must be brought to the clinic upon arrival to school. Students who have medication and fail to bring it to the clinic (nurse) will be subject to disciplinary action.
4. The student should not carry with him/her, nor administer to himself/herself any medication without written permission from the physician.
5. Permission to carry asthma inhalers will be given to students provided a written contract between student, parent, nurse and doctor is signed. You may obtain this required form from the school nurse. This privilege may be withdrawn by the school nurse if the student does not demonstrate proper responsibility in regard to medication.
6. Only the nurse may dispense the first dose of any medication given at school.
7. Field trip medication ordered by a physician will be given on a field trip provided the parent adheres to the following:
 - The parent must supply an additional appropriately labeled prescription container for the medication.
 - The parent may elect not to have the child receive medication on the field trip.
 - It will be the parent's responsibility to administer any injectable medication needed on a field trip. Examples include, but are not limited to, insulin.
8. The nurse or a designated employee will supervise the storing and dispensing of medication.
9. Every effort will be made to give medication as close to the specified time as possible. However, students often forget medication or there may be emergencies in the clinic.

30. SUMMER SCHOOL

Each year, HISD offers a summer education program for high school students to make up coursework or to advance for the next school year. The District offers a variety of tuition-based programs for students who want to take courses for advancement. These tuition classes enable high school students to obtain credit toward graduation. All interested students should obtain a Summer School Counselor Approval Form from their counselor prior to registration. In addition, Rice University offers AP credit courses and other private learning centers offer summer high school courses. Interested parents/students should contact these schools directly about their programs. Contact your child's counselor during the spring semester to obtain more information on summer school.

31. TELEPHONES

The school telephones are for school business, and not available for student use. There are no pay telephones on the campus. Students will not be called to the offices for a phone call unless the phone call has been determined by a grade principal to be an emergency.

Students are prohibited by state law from making false fire alarm or other false calls (bomb threats, etc.) via the telephone. Any student apprehended from making such false phone calls will be disciplined accordingly to the procedures outlined in the HISD Code of Student Conduct.

Per HISD Policy, cell phones are permitted, but must not be seen, used, or heard during the regular school day.

32. TRANSPORTATION

HISD bus transportation is provided for students who live two or more miles from the school and for Magnet students. Bus schedules are posted at the beginning of the school year. Questions concerning bus transportation should be directed to Mr. Emile Fair in the Office of Discipline: 713-696-6600 or 713-696-6611.

33. VALUABLES

Students should not bring large sums of money to school nor wear expensive jewelry that must be removed to participate in physical education or athletics. When going to physical education, students should leave their valuables and purses in their locked lockers. Do not leave personal belongings, including purses and book bags, unattended in the cafeteria or any other area on campus. **The school does not assume any responsibility for personal property that is lost or stolen at school.**

34. WITHDRAWALS

The Withdrawal process begins in the attendance office. The completed request forms will be forwarded to the counselors for processing. Students who wish to withdraw must provide a written request from the parent/guardian prior to the date of withdrawal. A parent/guardian should be present on the date of the student's withdrawal from school. A parent/guardian must be present to sign the withdrawal form for any student who is under the age of 18 years old.

All monies owed for fees, fines, lost text book(s), library book(s), etc., and other school equipment must be paid and the student's school record is cleared before any student records will be released. Additionally, the student will not receive a report card until all records are cleared as well. However, a transcript of credits can be forwarded to another school or place of employment upon request. It will take a minimum of 24 hours to complete the withdrawal process (documentation).

Booker T. Washington High School assumes that the person who signed the student enrollment card is the parent, legal guardian, or the person having lawful control of the student under an order of the Court. Therefore, the right to withdraw a student belongs exclusively to the person signing the enrollment card. The only exception would be if a County Sheriff or Constable has in his/her possession a Court Order directing him/her to pick up the child(ren).

STANDARD POLICIES AND PROCEDURES

ADVOCACY

Student advocacy is the intentional personalization of the learning environment that provides long-term, caring adult relationships for all students. The student advocate's role is to personally ensure each student's social, and emotional needs are met through communicating with and, if necessary, referring student(s) to appropriate support staff for assistance.

ASSOCIATE TEACHERS (SUBSTITUTES)

Students are expected to treat guest teachers with the same respect and courtesy they give to their classroom teachers. Student behavior that fails to maintain a respectful relationship with a guest teacher will be handled as a disciplinary concern.

AWARDS/ACADEMIC RECOGNITION

In May of each year, students are recognized for their scholastic achievements in an awards assembly. Each department honors students with awards recognizing those who have excelled in a specific field. Academic recognition is also available through numerous academic competition opportunities such as UIL Academic Competition Challenge, Science Fair, Debate, etc. Students should check with their teachers in individual disciplines for competition opportunities.

ATTENDANCE

Official state attendance (ADA) will be taken during 2nd period at 9:25 A. M. Students must be in attendance for 90% of the days each semester to be awarded credit for the class. This is a STATE ATTENDANCE RULE.

EXCUSED ABSENCES

Excused absences shall include personal illness which may require certification of a physician; death of a family member which may require documentation; student's health services; family or individual counseling therapy appointments which will require verification; holy days; school-sponsored activities which may NOT exceed more than five (5) times per semester, and Court appearances which require documentation. Students have three days upon returning to school to submit the excuse to the attendance office personnel. Any excuses turned in after the three day period will be considered invalid and not accepted per secondary guidelines.

UNEXCUSED ABSENCES

An absence for any reason other than those listed under EXCUSED ABSENCES shall be classified as UNEXCUSED. Parents should send a note stating the reason for the absence when the student returns.

EXCESSIVE ABSENCES

Excessive absences, (more than 3 days excused and 5 days unexcused) will result in the student being denied credit for the course. When credit is withheld due to excessive absences, an asterisk is assigned. Students may appeal this decision to the Campus Attendance Committee, providing proper and verifiable documentation is provided. Only passing grades may be appealed. No other written excuse will be accepted.

ASTERISK POLICY

The following policy shall be in effect for removal of asterisks:

- The student may go before the Appeals Committee at the end of the semester in which the asterisk is first given.
- The Committee will determine if the asterisk is to be removed or retained.
- If the appeal is denied, the student must attend credit recovery, summer school or night school to remove the asterisk(s). Students' will no longer be allowed to remove an asterisk by working after school or during the summer. Our goal is discourage skipping and encourage responsibility to attend class daily by removing this option.

TRUANCY

Unauthorized absence will be considered *truancy* and will be unexcused. Administrative disciplinary action will be taken. This includes any classes that are "skipped" during the course of the school day. Additionally, students and their parents will be referred to the Harris County District Attorney's Office and be subject to fines or incarceration.

TARDIES / PENALTIES

Tardiness is defined as arriving to class late. Students riding HISD school buses are excused if their bus is late for any reason. When students arrive late, they must report to their class and sign the tardy list. There are no excused absences or tardies for students who provide their own transportation. When three tardies have been accumulated, the student will be assigned to AFTER SCHOOL DETENTION or one day of SATURDAY MORNING DETENTION (SMD). Students who do not serve assigned after school or SMD will be referred to the IN-School Suspension Center.

FIELD TRIPS

When a student leaves the school campus during the school day or represents the school in a school sponsored off-campus activity, a parent or legal guardian needs to sign a field trip form issued by the sponsoring teacher/staff member.

INFORMATION PROVIDED ON THE FORM:

- Description
- Location
- Date
- Time of departure and return to the BTW school campus
- Method of Transportation
- Cost
- Authorized chaperones (if information known)

INFORMAION THE PARENT MUST PROVIDE AND RETURN PRIOR TO THE EVENT:

- Signed release form
- Emergency home, business, and/or cell phone contact numbers

FREE BREAKFAST / FREE LUNCH

HISD/ARAMARK provides a Free Breakfast Program where all students may eat breakfast every morning at no cost. All students may enter the cafeteria for breakfast at 7:30 A.M. Free lunches are also available to all students enrolled at this school who qualify. Every student is encouraged to APPLY and complete the free lunch application regardless of economic conditions. Some funding for BTW/HSEP is based on the percentage of students receiving free lunches.

GAMBLING

Gambling is a **level III** offense. Students observed gambling will be subject to suspension or removal to a Disciplinary Alternative Education Program. Dice, cards, dominoes, and other gambling devices will be confiscated and students in possession of these items will be disciplined appropriately.

IDENTIFICATION BADGES

Students are required to wear pictured ID badges, which are provided free of charge at the beginning of the school year. ID badges are to be worn to school EVERY day. There is a \$5.00 replacement charge. These badges are required for checking out library books, text books, purchasing lunches, and for admission to programs and activities.

LOCKERS

Lockers are school property, may be searched by school officials with or without student permission, and should not be damaged or defaced. No "right to privacy" claimed by a student is recognized with regard to lockers. The Board of Education authorizes the school administration to conduct periodic searches of student lockers and may include searches using a drug-detecting dog.

Lockers shall remain under the jurisdiction of Washington High School/High School for the Engineering Professions and are the property of the Houston Independent School District even when they are assigned to students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable suspicion to do so whether or not the student is present. The student has full responsibility for the security of the locker and is responsible for making certain that the locker is locked and the combination is not available to others. **Students will not share lockers with any other students.** The school is not responsible for items missing or stolen from student lockers. Students should not keep personal valuables in their lockers. NO key locks will be allowed on campus (combination locks may be used in gym areas as needed). Any key lock found on a locker will be immediately cut off and all losses incurred will be at the student's expense. Students should provide their homeroom teacher with their combination number. Lockers will be inspected and emptied (cleaned) at the close of school. Locks will be cut off lockers at 8:30 a.m. on the last day of school. All articles, including textbooks will be removed from the lockers. Textbooks that are found will be taken to the book room and credited to the owner. The school is not responsible for any book that is not credited to the student and it will be considered as lost or misplaced. Other articles in the locker will be discarded.

Students will be allowed to go to their lockers before 1st period, before lunch, after 4th period, and after school. Please adhere to the timelines as directed. This will minimize the amount of interruptions and tardies throughout the day.

Parent Teacher Association

The Parent Teacher Association meets the second Tuesday of each month at 6:30 p.m. in the library. The president for 2008-2009 is Trinia Burton.

PARKING

Student Parking Rules and Regulations

All high school students who drive motor vehicles to Washington High School will be required to purchase a parking sticker for registration purposes from the school business manager in the school main office. Washington High School has a very limited number of student parking spaces so permits will be issued on a first-come-first-served basis at a cost of \$10 fee per semester (\$20 fee per school year). To be eligible for a parking sticker, a student must:

1. Show proof of being a covered driver on the liability insurance form (copy will remain on file);
2. Have a valid Texas driver's license (copy will remain on file).

The parking sticker must be properly displayed for on-campus parking privileges. **Vehicles parked in the student parking lot without a properly displayed sticker will be subject to issuance of a citation by the HISD police department and the student will be subject to school discipline.**

Vehicles permitted to park on school property are also subject to the search & seizure laws of the state of Texas and HISD policies. As a condition to parking on the campus, students will be required to sign a statement or a form provided by the school acknowledging that HISD may use a human/canine team in searches for any articles or substances not permitted on school property. If articles or substances not permitted on school property are found in the vehicle, the student will automatically lose his/her right to park a vehicle on the campus for the remainder of the school year in which the infraction occurred.

Students are not to return to their vehicles or the parking area at anytime after arriving on campus or during the school day without first obtaining a pass from their grade principal office. **Vehicles without parking permits parked in unauthorized areas, including designated faculty/staff parking areas, will be subject to being towed at the owner's expense, issued a citation, or both.**

Parking privileges may be withheld or revoked from students who abuse parking privileges and do not remain in good standing regarding lost textbook(s), unpaid fees, repeated disciplinary violations, etc. The school does not assume any financial responsibility for vehicles damaged, vandalized, or stolen while parked in designated school parking areas or for vehicles towed for rules violations.

POSTERS, SIGNS, & ADVERTISEMENTS

The principal or his designee must approve all posters, signs, and/or advertisements. After the advertised event or deadline has passed, the organization or individual that posted the notice must remove the posters promptly.

PROGRESS REPORTS

Communication between teachers and parent/guardians is an important aspect of monitoring student academic progress. At the end of the first three weeks of a grading period, the teacher shall provide notice of progress to the parent or guardian of a student whose grade average in any class is lower than 70, whose grade average is deemed “borderline failing” by the teacher, or whose grade average indicates a drop of the equivalent of two or more letter grades since the previous grading period.

All progress reports shall be dated and a detailed record of the student’s work retained by the teacher for parent review and/or challenge, if necessary.

It is the responsibility of the teacher and the administrative staff to keep the parent informed of the student’s major conduct infractions or habitual violations as per the Student Code of Conduct.

Every student or parent is entitled to a full explanation of how the grade was determined by the teacher, together with any recommendation and/or suggestions for improvement.

PROHIBITED MISCELLANEOUS ITEMS

The following items may be confiscated by school personnel:

- Hats, caps, head covering of any kind or sun glasses
- Headbands and bandanas tied from the forehead to the back of the head
- Jewelry or accessories with inappropriate lettering, decorations, or advertisements
- Walkman-type head sets, radios, electronic games, noise-making devices, paging devices, and walkie-talkies
- Large book bags, athletic-type bags, and duffle bags will not be allowed in the classroom, but appropriate bags must be kept in the student locker.
- Toys, dolls, stuffed animals, water guns, water balloons, dart guns, etc.
- Accessories identified as Gang-related.
- Laser pointers or laser lights of any kind.

PUBLICATIONS

The principal is responsible for all publications edited, produced, or distributed on the Washington campus, and therefore he may exercise editorial control over them. All school publications at Washington must be supervised and approved by a faculty sponsor, and reflect

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the high ideals and expectations of the citizens of the Washington community. No unauthorized publications may be produced or distributed on campus

Registrar

The registrar is located on the 1st floor in Room G122.

The registrar maintains a permanent scholastic record for each Washington HS & HSEP student and requests records from previous schools. Each scholastic record includes a student's number of credits and grade point average. The registrar computes class rank. Requests for HISD transcripts are handled through this office.

All students should provide the registrar with a copy of their Social Security card and any change of address.

REPORT CARDS

Report cards are distributed at the end of each grading period through the homeroom. A reporting cycle is established on the HISD and Washington High School calendars, and those calendars are distributed to each student and are published in school and PTO newsletters. The final report card is available for pickup in early June if students have clear financial and book records with the school. Parents should accept no excuse from their children for not producing a report card at the end of each grading cycle. If needed, call your son or daughter's counselor for missing grades or additional information. Each grading cycle counts for 25% of a student's final semester average. The final exam counts for 25% of the final semester average. For the 2008-2009 school year, report cards should be sent home with students.

SAFETY ABOVE ALL ELSE

Student safety on campus or at school-related events is a high priority of HISD. With safety in mind, the district has implemented and committed resources. However, the district can address only part of this challenge; the essential remaining part is the cooperation of students, including:

- Avoiding conduct that is likely to put the student or others at risk.
 - Following the Student Code of Conduct and any additional rules for behavior and safety set by school administration and/or teachers.
 - Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
 - Knowing emergency evacuation routes and signals.
- Following the instruction of teachers, school employees such as bus driver, and other district employees who oversee the welfare of students is imperative.

SCHEDULE CHANGES

To change a schedule, students must complete a *Request for Schedule Change* form and submit it to the counselor. All requests are processed in the order in which they are received. Parent visits, phone calls, pages, messages, and faxes receive no higher priority handling than does a student's written request. **Unless a counselor sends for a student, he or she is to remain in class and follow the original schedule until notified otherwise.** If a change can be made, then a new schedule will be sent to the student. If a request has been denied or a

change is not possible, a written response will be sent to the student. Schedule changes will be made only for the purposes of **correcting improper course placements** and **leveling classes**. The school's highest priority is placing each student in his or her required core curriculum classes at the appropriate degree of difficulty. However, when it comes to electives, each student is competing against every other student who requested the same electives. The computer will randomly select students for electives, and once the class limit has been reached, the section will be closed to other students. **Remember that all schedule adjustments must be completed by the fifteenth day of a new semester. Do not wait until the 15th day to make a request for a change of schedule.**

SCHOOL PROPERTY

Students guilty of defacing school property with graffiti, or other means that results in loss or destruction of property will be subject to disciplinary actions.

Senior Information

According to Board Policy, a fee may be required for students desiring to participate in senior social activities; however, participation is not mandatory.

Seniors who have disciplinary infractions during the last six weeks of school may have one or all of their privileges revoked. This restriction includes participation in class night, trips and outings during senior week, and the graduation ceremony.

Students acting inappropriately while walking across the stage during graduation will not receive their diploma.

SCHOOL SERVICES

1. Counseling/Guidance Services

Students should make an appointment to see their assigned counselor in the counselor's office. The counselors are available to meet with students any time in an emergency situation. Students who plan to withdraw from school must begin the withdrawal process with the attendance office and then their grade counselor.

2. Crime Stoppers

Washington High School has an active Crime Stoppers program which works collaboratively with the Houston Police Department and the assigned HISD Police Officers on campus. Anonymous tips to Crime Stoppers have helped solve school crimes and helped many students recover stolen items. We encourage our entire school family to be involved and report a crime, call 713-222-TIPS.

3. Free and Reduced Lunch Programs

The cafeteria provides free breakfast and lunch every school day for a nominal fee. Students have a choice at lunch between a plate lunch and a la carte

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lunches. Families in need of financial assistance are encouraged to apply for reduced or free lunch. An income formula is used to determine qualification of a student. Forms are available and can be obtained in the cafeteria and from the grade counselor.

4. Health Services

A school nurse will be on campus daily. Specific duties and responsibilities are addressed in the Medical Services portion of this handbook.

5. School/Community Liaison

The school/community liaison at Washington High School is there to serve the Eagle's community in bridging the gap between the school and home. Services and assistance are available to students and parents/guardians who need outside referrals and resources for basic needs, family issues, and crisis interventions. *"Being there to make a difference in the life of one child at a time"* is our goal. Contact your school counselor or any administrator about the program.

6. Special Education/504 Handicapping Conditions

Guidelines for special education and other 504 handicapping conditions are specified in the District Special Education Manual. Students or parents who need assistance can see the students' counselor, the special education counselor and/or coordinator, or any grade administrator about the program.

7. TAKS/LAT Testing Dates

October 21-24, 2008	Exit level TAKS (Retest)
March 3, 2009	9 th Reading, 10 th ELA, & 11 th English
March 3-6, 2009	Exit Level TAKS (Retest)
April 27, 2009	LAT 10 th Math
April 28, 2009	10 th Grade Math/LAT 10 th Grade ELA (LAT ELA administered over two days, April 28 & 29)
April 29, 2009	Exit Level Math
April 30, 2009	9 th Grade Math/10 th Grade Science/Exit Level Science
May 1, 2009	10 th Grade Social Studies/LAT 10 th Grade Science/Exit Level Social Studies
April 28-May 1, 2009	Exit Level TAKS (Retest)
May 2, 2009	Make-up

SAT 2008/2009 Program Test Calendar

www.collegeboard.com

Registration/Score Reports/Preparation

Test Dates	Regular	Late
October 4, 2008	September 9, 2008	September 16, 2008
November 1, 2008	September 26, 2008	October 10, 2008
December 6, 2008	November 5, 2008	November 18, 2008
January 24, 2009	December 26, 2008	January 6, 2009
March 14, 2009	February 10, 2009	February 24, 2009
May 2, 2009	March 31, 2009	April 9, 2009
June 6, 2009	May 5, 2009	May 15, 2009

Test Fees:

Reasoning Test	\$45
Subject Tests:	\$20
Lang. Test with listening	add \$20
All other Tests	add \$9

Register by phone \$12.50

Additional Processing Fees (Add to Test Fees)

Change of Date Fee:	\$22
Late Fee:	\$23
Standby Fee:	\$38

Fees for Receiving Your Scores:

Scores by phone (fee per call) \$12.50

ACT 2008/2009 Program Test Calendar

www.actstudent.org

Registration/Score Reports/Preparation

<u>Test Dates</u>	<u>Registration</u>	<u>Late</u>
September 13, 2008	August 12, 2008	August 22, 2008
October 25, 2008	September 19, 2008	October 3, 2008
December 13, 2008	November 7, 2008	Nov. 20, 2008
February 7, 2009	January 6, 2009	Jan. 16, 2009
April 4, 2009	February 27, 2009	March 13, 2009
June 13, 2009	May 8, 2009	May 22, 2009

Fees are from 2008 fee-chart

Test Fees:

ACT (No Writing) \$30.00

ACT Plus Writing \$44.50

(\$14.50 fee for the optional Writing Test is refundable if you are absent on test day or you change your Test Option to the ACT (No Writing) before testing begins.)

Additional Processing Fees (Add to Test Fees)

Re-registration by phone (to retake the test) \$12.00

Change of Test Center Fee: \$20.50

Late Fee: \$19.00

Standby testing Fee: \$39.50

