



ELKINS HIGH SCHOOL

SUPPLEMENT TO THE 2013 - 2014 FBISD STUDENT/PARENT HANDBOOK

Disclaimer: This information is subject to change as deemed necessary by EHS school administration/FBISD administration.

Revised 01/07/2014

PRINCIPAL

Barbara Whitaker

EXECUTIVE ASSISTANT I

Cindy Collins 281-634-2602

ROOM 300 (Front Office)

RECEPTIONIST – MAIN NUMBER

Helen Savage 281-634-2600

ATTENDANCE

Kelly Cummins 281-634-2619

REGISTRAR

Brucella Corhn 281-634-2621

REGISTRAR’S ASSISTANT

Kristi Mack 281-634-2622

BOOKKEEPER

Cyndi Flores 281-634-2623

ROOM 401 (Upstairs)

ASSOCIATE PRINCIPAL (12th)

Samantha Ray 281-634-2618

ADMINISTRATIVE ASSISTANT

Gina Cerio 281-634-2604

ASSISTANT PRINCIPAL (P-Z) (9th-11th)

Jerrold Smith 281-634-2605

ENGINEERING ACADEMY COORDINATOR

Brian Tucker 281-634-4290

ROOM 402 (Upstairs)

LEAD COUNSELOR (12th)

Dina Powis 281-634-2613

SUPPORT STAFF

Ethel Allen 281-634-2616

COUNSELOR (A-G) (9TH -11TH)

Demetria Howard 281-634-2607

Linda Horvath 281-634-2609

COUNSELOR (H-O) (9TH -11TH)

Brian Williams 281-634-2615

COUNSELOR (P-Z) (9th-11th)

Braiylon Sands 281-634-2612

ROOM 434

CAMPUS IMPROVEMENT SPECIALIST

Debra Novosad 281-634-2606

ROOM 341 (Downstairs)

ASSISTANT PRINCIPAL (A-G) (9th-11th)

Tim Gloster 281-634-2611

ADMINISTRATIVE ASSISTANT

Doshie Murphy 281-634-2617

ASSISTANT PRINCIPAL (H-O) (9th-11th)

Lisa Woodworth 281-634-2603

ROOM 332.6 (Library)

COLLEGE & CAREER READINESS ADVISOR

Narietha Carter-McClain 281-634-9033

CAMPUS POLICE OFFICERS

Officer Bob Richards 281-634-2662

Officer Jenny Robles 281-634-2672

MISSION STATEMENT OF ELKINS HIGH SCHOOL

Elkins High School, a supportive learning environment, provides students with the knowledge and skills necessary to become productive, responsible and successful members of society.

Please Note: Please be sure to read the Fort Bend ISD Student/Parent Handbook as we will follow all policies and procedures set forth by Fort Bend ISD. This supplement contains additional information that is specific to Elkins High School.

Bell Schedule 13-14

7:22	Bell for students to go to lockers
7:30-8:25	First Period (55 minutes) <i>Announcements 1st period</i>
8:30-9:20	Second Period (50 minutes)
9:25-10:15	Third Period (50 minutes)
10:20-11:10	Fourth Period (50 minutes)
11:10-12:40	Fifth Period Lunches
	First Lunch: 11:10 -11:36
	Class 11:41 -12:40
	Second Lunch: 11:41 -12:09
	Class 11:15 -11:41
	12:14 -12:40
	Third Lunch: 12:14 -12:40
	Class 11:15 -12:14
12:45-1:35	Sixth Period (50 minutes)
1:40-2:30	Seventh Period (50 minutes)



SCHOOL CALENDAR 2013-2014

August 26	1 st Student Day
September 2.....	Holiday - Labor Day
September 10.....	Fall Open House
September 27	Holiday- Fort Bend County Fair Day
October 18	End of 1 st Term
October 25.....	EHS Homecoming Game (Dance, 10/26)
November 25-29.....	Holiday – Thanksgiving
December 17-20	Semester Exams
December 20.....	End of 2 nd Term, First Semester Ends
December 23 – Jan. 7.....	Holiday - Winter Break
January 8	1 st Day of 2 nd Semester
January 20.....	Holiday - M.L. King, Jr. Day
March 10-14.....	Holiday - Spring Break
March 21.....	End of 3 rd Term
April 18.....	Holiday – Good Friday
May 17.....	Junior/Senior Prom
May 26.....	Holiday – Memorial Day
June 2-5.....	Semester Exams
June 5.....	End of 4 th Term, Second Semester Ends
June 6	Teacher Workday - Friday
June 6	EHS Graduation Ceremony at 2:00 P.M. (Toyota Center)

*Progress reports will be mailed home after the third and sixth week of the term.

*Report cards will be issued after the end of each term.

What to do if:

You need to see your principal...

Go to your alpha principal's office.

You need to see your counselor...

Go to your counselor's office in the morning, after school, or during passing period and fill out an appointment request form.

You lose your ID badge/lanyard...

Go to the bookroom at 7:10 A.M. and get a new one (fine only). If you lose it during the school day go to your principal's office and pay the fine and discipline may apply.

You are absent from school...

Bring a written note within 2 days, signed by a parent or guardian with a reason provided, even if you are 18 or older, when you return.

You arrive to school after 7:40 A.M.....

Sign- in at the attendance office

You need to leave early...

Bring a note signed by your parent or guardian to the attendance office before first period. If you do not have a class first period, take the note to the attendance office when you arrive on campus. As you are leaving, you are required to sign out in the attendance office.

You have lost a textbook...

Check the lost and found (office 341), your classroom and/or the bookroom first period. If you do not find the book, pay the lost book fee in the bookkeeper's office.

You have found personal property or a textbook that is not yours...

Give the property to office 341 or to the police office (located by the gym).

You have become ill while at school...

Get a pass from your teacher and go to the clinic, located on the 1st floor Blue Hall. Never call your parent to come pick you up without seeing the nurse first.

You need a Verification of Enrollment form...

Go to the front office.

You have trouble with your locker...

Go to office 341.

You need a parking permit...

Go on-line to <https://www.permitsales.net/EHS>

You need to report bullying...

Go to a principal's office and **fill out a statement form**.

You need to report a crime anonymously...

Go to **Crime Stoppers by calling 281-491-TIPS (8477)**.

You feel hopeless and need to talk...

Go to your counselor/principal or call **Talk Line 281-240-TALK (8255)**

You are a bus rider and need to ride a different bus for 1 day only...

Go to your principal with a note from your parent. Please allow 1 day to process and obtain a bus permit coupon to present to the driver.

ABSENCES

All day absences- When a student misses one or more days of school due to illness or some other reason, he/she will bring a note to the attendance office upon their return to school. Please provide a specific reason for absences. **Personal or family emergency is not an excused absence and will be marked unexcused.**

1. The absence is excused only if a note is received in the attendance office within 2 days of the student's return to school.
2. If a note is not received within 2 days the absence will be coded unexcused, a discipline consequence can be assessed which could include truancy charges.
3. If a student misses 20 minutes of a class, they are considered absent for that class period, unless you can verify your attendance in an office by signing in and out.

ARRIVING LATE TO SCHOOL

1. Students arriving between 7:30 and 7:40 should go directly to a tardy station to get their tardy counted in V- Soft and be escorted to class. In addition, students need to sign their teacher's tardy log and the tardy will also be marked in Skyward.
2. Students arriving after 7:41 should report to the attendance office. Students who arrive after 7:55 have missed half of 1st period are marked absent for 1st period.

ANTICIPATED ABSENCES

When you know in advance that you will need to be absent, it is to your educational advantage to talk to your teachers and arrange to get your assignments ahead of time. Also you must contact your alpha principal and complete an anticipated absence form in the attendance office.

MAKE-UP WORK FOR EXCUSED ABSENCES, ISS or OSS

1. **It is the student's responsibility** to make arrangements for make-up work on the day they return to school.
2. If a student is absent on a known test day (and has been absent on that day only), they will be expected to take that test on the day they return to class. If absent only the day before the test and no new material has been covered, they will be expected to take the test at the regularly scheduled time. If absent 2 or more days, upon return to school they will immediately make arrangements with their teachers to take the make-up test upon returning to school.
3. If the absence is not due to truancy, the teacher will make every effort to give the student the opportunity to make-up the work. It is the student's responsibility to secure information concerning make-up work from their teachers immediately upon returning to school. Students who fail to do this will not receive credit for work missed. **RESPONSIBILITY FOR MAKE-UP WORK RESTS WITH THE STUDENT, NOT THE TEACHER.**
4. Failure to meet the deadline for make-up work will result in a late grade or a zero.
5. If you are absent 1 day, you have 1 day to make up your school work, 2 days, 2 days, etc. (see grading procedures)

BICYCLES

Students who ride bicycles to school are required to ride to the designated bike rack immediately upon arriving on campus. Bicycles may only be parked on the designated bike rack and must be locked to the bike rack at all times. Any student riding a bicycle or skate board around the campus will be subject to disciplinary action. The school is not responsible for stolen or damaged bicycles. The bicycle rack is located in the teacher's parking lot entrance, near the softball field.

BOOKS, BACKPACKS, PERSONAL BELONGINGS & ELECTRONIC DEVICES

Never leave your books, backpacks, purses, and other personal belongings unattended. Never ask another student to be responsible for your personal items. Keep your belongings with you or in your locker. EHS will not be responsible for lost and/or stolen electronic devices or any prohibited item. **(Prohibited items: ear buds/headphones, iPods, MP3 Players, portable gaming devices, phone chargers)**

BRING YOUR OWN DEVICE CAMPUS (BYOD) PROCEDURES

Fort Bend ISD is encouraging the safe and responsible use of technology on campus for educational purposes. Elkins HS students are encouraged to bring your own device (**BYOD**) for use in designated instructional areas and designated non-instructional areas as determined by campus procedures. Students must have a signed digital citizenship document on file in order to access district network resources and use their personal electronic devices on campus (See the Digital Citizenship Q and A in the FBISD Student Parent Handbook for more information). **Violations of the Digital Citizenship Responsible Use Policies will result in loss of privileges, discipline consequences, and/or confiscation of technology (returned to parent only) \$15.00 fine for cell phones.**

Fort Bend ISD and EHS is not responsible for lost or stolen electronic devices that are brought to school. EHS will not investigate or search for lost or stolen electronic devices.

Please note that for safety reasons ear buds and ear phones of any kind are prohibited items and may not be on campus at any time before, during, or after school. Students found in possession of earphones/ear buds or any listening device at any time will have the item confiscated and returned to parent only, as well as possible discipline.

BUS PASS (1 day)

If a student plans to ride on a school bus other than her/his own, a **note** from the student's parent must be provided and **verified in advance** by the student's assistant principal. To verify the note, the principal must be able to contact the parents of both

students. Phone numbers must be provided and if the assistant principal is unable to verify the note, permission will not be granted to ride the other bus on that day. This process may take 1 school day as the principal issues the permit which must be presented to the bus driver.

CAFETERIA/COMMONS

- Students are to eat in the cafeteria ONLY. Students are to stay in this area during their lunch time; they are not to wander the halls, go to a classroom, upstairs, the bus ramp, the band area or their car.
 - Students will clean up after they eat or be subject to sparkle duty. Keep Elkins Beautiful!
 - During lunch time students are to use the restrooms in the commons. Other restrooms are "OFF LIMITS" at this time.
 - Unacceptable behaviors such as causing a verbal or physical disruption, running, taking a backpack in the lunch line, skipping in line, stealing food are all examples of unacceptable behavior and will result in disciplinary action.
- 1.) Sparkle duty/Saturday detention
 - 2.) ISS, Suspension or DAEP are possible.

CELL PHONES

Students do not need cell phones for phone calls at school as they are permitted to use office phones. **Parents, do not call or text your student during the school day.** If a student does bring a cell phone to school it is to be turned off and not used **or visible at any time between 7:22-2:30 except during your student's assigned lunch period in the commons only, not in the hallway, bus ramp or patio.** Phones should remain off and out of sight except at the designated campus times and locations (see BYOD Policy). Due to safety concerns cell phones/electronic devices cannot be used or visible on the bus ramp or in the hallways at ANYTIME. EHS is not responsible for lost and/or stolen cell phones/technology.

If the district/campus policy is not followed, the cell phone will be confiscated until the next school day and subject to a return fee of \$15 and possible disciplinary action. (See Board Policy FNCE or the FBISD Student Parent Handbook)

CHEATING

Students who cheat or plagiarize on research papers, homework, class work, projects or tests:

First Offense

1. Will be given a zero on that work and the teacher will contact parent.
2. Discipline referral forwarded to alpha principal.
3. Notice to counselor, coach and/or club sponsor.
4. Possible teacher/parent conference.

Second Offense

5. Will be given a zero and parent contact by their teacher.
6. Possible Saturday detention.
7. Possible principal/parent, teacher conference.
8. Dismissal from any organization or club for remainder of the semester or subject to organization procedures/by-laws.

CLINIC

The clinic is located in the Blue Hall by the Principal's office 341. Except in an emergency, students will not be permitted in the clinic without a pass. ALL STUDENTS must have an emergency form on file in the clinic and emergency contact information updated in Skyward.

CLOSED CAMPUS

- ONCE STUDENTS ARRIVE AT SCHOOL, THEY ARE NOT PERMITTED TO LEAVE CAMPUS WITHOUT PROPER AUTHORIZATION. Students violating this rule will be assigned a disciplinary penalty.
- Siblings and friends that are not EHS students cannot attend classes or have lunch on campus.

NOTE: We are concerned about the security of everyone on our campus.

CONCERNS/COMPLAINTS

In most cases, concerns can be addressed by a phone call or a conference. Teachers, counselors and administrators welcome the opportunity to have individual conferences with parents and/or students either in person or via a courtesy call. Appointments should be made in advance to ensure a mutually convenient conference time. If parent(s) or community member(s) wish to express themselves in a conference concerning a specific issue, teacher or child, dialogue should begin with the person closest to the concern.

CONFERENCES

If a parent has a 7:00 A.M. appointment they must wait until 7 to obtain a visitor's badge before they proceed to the conference room or classroom.

CONFISCATED PROPERTY

Students may not bring items which are inappropriate or specifically against school rules. If those items are brought to school, that property may be confiscated and held for the parent of record to pick-up. The following rules apply:

- Any food or drink beyond the cafeteria is prohibited.
- Cigarettes, matches, lighters, tobacco products, weapons, taser devices and any other items prohibited in the student code of conduct will not be returned to the student; in addition, disciplinary action will be taken.
- Dominos, playing cards and dice are all prohibited.
- Toys, games, squirt guns, masks, costumes, wigs, etc. that are not appropriate for school or disrupt the school environment will be confiscated and will not be returned to the student.
- Flowers, balloons, stuffed animals, cakes, brownies, etc. will be confiscated and sent to the assistant principal. **Delivery of such items is not permitted.**
- ELKINS HIGH SCHOOL WILL NOT BE RESPONSIBLE FOR THE LOSS OF ANY CONFISCATED PROPERTY.

COURSE CHANGES and DROPPING COURSES

1st Semester:

September 6, 2013 - Last day to change to a new course. These changes will only occur if:

- There is an error in the student schedule.
- The student took the course in summer school which constitutes a change.

November 1, 2013 - Last day to change a level and/or drop a course for, off campus (12th grade only) or office aide (11th and 12th grade only). Also this is the last opportunity to drop a full year course.

2nd Semester:

January 22, 2014 - Last day to change to a new course. These changes will only occur if:

- There is an error in the student schedule.
- The student took the course in summer school which constitutes a change.

March 21, 2014 - Last day to change a level and/or drop a course, off campus (12th grade only) or office aide (12th grade only). Full year courses can only be dropped during the 1st semester.

COUNSELORS' OFFICE

- If you need to see your counselor, make an appointment unless you have an emergency.
- The student may make this appointment with the counselor's secretary before school, between classes, or after school.
- Class time is not an appropriate time to request to go to the counselor's office.

SCHEDULE CHANGES

Class changes will not be made to accommodate students' likes or dislikes of a particular teacher, preferred period, or preferred lunch schedule.

Required courses cannot be dropped or changed other than with level changes as listed below:

- 1.) Students must be enrolled in at least 5 credit classes.
- 2.) District timelines and requirements for schedule changes, including level changes, will be strictly followed. Students should consult with their counselors for specific details.
- 3.) Level changes require a "level change request form" which the student must get from the counseling department. The following signatures are required: student, parent, teacher, counselor, and the associate principal.

Seniors – Due to the method of determining class rank, it would be an unfair manipulation of rank to allow schedule changes during the second semester to avoid a low grade. Therefore, **seniors will not be allowed any schedule change with the exception of changes needed to meet graduation requirements after the fourth week of the second semester.**

COMMUNICATION WITH TEACHERS

Teachers have been asked to respond to parent communication or requests for information within 24-48 hours (2 school days). Parents can check current academic progress through Family Access. **Be aware that class averages and median scores for**

assignments are misleading because students with zeroes for work not completed are included in calculation of the class average.

DELIVERIES

To avoid classroom disruptions, deliveries **will not** be made to students. (lunch money, lunches, school work, textbooks, technology, and ID's). Food deliveries from off campus vendors are prohibited and students may not exit the building to receive a delivery. Parents must check in to the front office to deliver lunch to a student; the student will not be called down to the office. The delivery must be pre-arranged between the student and the parent if they are to be made.

DISMISSAL

All students must leave campus by 2:30 unless they are with a teacher, sponsor, or with a school activity. Students waiting for rides must wait at the front of the school building (front circle) or staff lot and be picked up no later than 3:00. Students may not remain on campus to attend sporting events; they must leave and come back no earlier than ½ hour before the event begins. There is no expectation of supervision for students who do not have transportation.

DRESS AND GROOMING

Students are expected to be appropriately attired at all times when on the EHS campus and understand that the FBISD dress code will be enforced at Elkins High School. We prepare students for success beyond high school. Students will dress for success at school, in attire that is appropriate for school. Dress code infractions cannot be corrected with jackets, sweaters, or sweatshirts. A student must call a parent/guardian to deliver a change of clothes. If the dress code infraction is not corrected or the student has more than one infraction, the student will be placed in ISS the remainder of the day.

Inappropriate attire at Elkins includes but is not limited to the following: (see district handbook for more details)

- Excessively tight Yoga pants, leggings, or sweat pants are not permitted, unless you have a shirt that goes to the mid-thigh (tunic shirt).
- Shorts or skirts must be at the length of the mid-thigh.
- Tights with a skirt or short shorts are never permitted unless they are at mid-thigh.
- Garments with logos, slogans or pictures which are suggestive or which represent tobacco products, alcohol, drugs, violence, or guns are not permitted.
- Hats, caps, hoods or other headgear.
- Excessively baggy or excessively tight garments.
- Pants and shorts must be worn at the waist. No sagging and must be at the length of the mid-thigh.
- Pants that are excessively flared; frayed pants/jeans or pants/jeans with holes that show skin above the mid- thigh. You may have holes below the length of the mid thigh.
- Pants resembling pajama bottoms or pajamas of any kind.
- Colors, or styles which can be considered to represent membership in a group, gang, or sector will not be allowed.
- Bandanas cannot be worn of any color or American Flag Bandanas, displayed, or in the student's possession and towels are not to be worn or carried.
- Combs, picks and metal picks cannot be worn in one's hair.
- Mouth grills will not be worn at school.
- Sunglasses are not allowed in the school building.
- Ears are the only acceptable area for wearing piercings.
- Undergarments cannot be visible or exposed at any time.
- Tank tops or spaghetti straps are not allowed.
- Facial hair is not permitted. Students must be clean shaven at all times.
- Designs or patterns shaved into the hair/eye brows are not permitted.
- All tattoos must be covered. Temporary tattoos are not permitted.
- No handwritten symbols or writing on the hands or arms is permitted.
- Rosary beads cannot be visible due to gangs using Rosary beads as an affiliation. They must be tucked inside the student's shirt.
- Any dress or hair style that is determined by an administrator to be a distraction or inappropriate is not allowed.
- No slippers.
- No blankets used as coats in the classroom or the hallways.

EXAMS – SEMESTER

All semester exams must be taken at the time scheduled. **No final exams will be given early.** Do not make dental and doctor's appointments or plans to leave town during the semester exam days. The EHS/FBISD exam schedule should be adhered to by students and their parents. Please be aware that exceptions will not be made because of inexpensive airfare reservations made that cannot be refunded, etc. Please be an informed parent when making travel arrangements.

Students who miss final exams in December will be expected to make arrangements with their teachers to schedule their make-up exams within the first week back at school. No student will be required to take more than 2 exams in one day.

Students who miss final exams in June must take the exams as soon as possible. If illness prevents a student from being able to take exams during the final exam week in June, the student must make up the test with their administrator after school is out for the summer break. **Any request for making up an exam after the first week of summer break must be made and approved during the first week of the break following the end of school by a principal.**

FBISD EXEMPTIONS FOR SPRING SEMESTER EXAMS 2014 (revised 1/7/2014)

Grades 9-11 EOC Courses

Students in grades 9-11 can exempt the spring semester exam in any course with an EOC Exam if they meet the Level II standard score. The EOC courses eligible for spring semester exam exemptions are English I, English II, Algebra I, Biology, and US History. **Note: *If EOC scores are not received from TEA prior to the start of spring semester final exams then the criteria for non-EOC courses will be applied to EOC courses. Some students will not take an EOC exam if they meet certain criteria on other TEA approved standardized testing (PSAT, ACT Plan, SAT, ACT). Students that meet these criteria will be eligible for spring semester exemptions in an EOC course based on the criteria for non-EOC courses that is listed below.***

Exemptions for Non-EOC Courses by Grade Level

Students in grades 9-11 will be eligible for exemptions in non-EOC courses based on the following criteria. Students must have a minimum grade of 80 or above in the applicable courses. There must be no removals to DAEP/JJAEP in the spring semester and no outstanding fees or fines. Students may have no more than 4 absences in the spring semester. For the purpose of exemptions three tardies equal one absence in the spring semester. Students must attend class or all required activities during exam exemptions to receive exemptions.

9th Grade: Can exempt a maximum of 3 core courses. (which include the EOC courses listed above)

10th Grade: Can exempt a maximum of 3 core courses including English II and 2 non-EOC core courses if the above criteria are met. (Math, Science, or Social Studies)

11th Grade: Can exempt a maximum of 4 core courses including 3 non-EOC core courses if the above criteria are met. (English III, Math, or Science)

12th Grade:

Seniors are eligible to receive exemptions in **all** courses. Seniors must have met minimum standard (2100 scale score) on all sections of exit level TAKS tests and have a minimum grade of 80 or above in the applicable courses. There must be no removals to DAEP/JJAEP in the spring semester and no outstanding fees or fines. Students may have no more than 4 absences in the spring semester. For the purpose of exemptions three tardies equal one absence in the spring semester. Students must attend class or all required activities during exam exemptions to receive exemptions.

EXTRA CURRICULAR ACTIVITIES

Students should see an adult/teacher sponsor of Extracurricular Activities for criteria for participation. Students should see our Athletic Coordinator Coach Brantley (281-634-2649) or our Athletic trainer Ms. Tomlin (281-634-2651) for information on sports and physicals.

FIGHTING

Fighting is unacceptable at Elkins High School or at any school activities. A student who participates in a fight will be subject to all of the following actions:

- 3 days suspension

- Possible placement in Alternative Education Program (DAEP)

FINES AND FEES

Teacher, coaches, sponsors and principals can record fines with the bookkeeper. Some examples of fines are ID replacement, book fines, uniforms and equipment, etc. Please check the fine list each semester to ensure you are cleared of all fines. If you pay a fine save the receipt and check the list in 5 days to ensure your name was removed. Students who have fines may not purchase prom tickets, homecoming tickets, football tickets at school or be considered to participate in sports, clubs or organizations until they pay their fines.

GRADING PROCEDURES

A grade is a numerical indicator of mastery of the curriculum and overall performance within a designated level. Written communication of the student's achievement shall be reported to the parents on a nine-week basis. The student's actual numerical grades as determined by the teacher will be recorded in the grade book. The actual numerical score earned on the semester exam is recorded on the report card.

COMPUTING GRADES

The following system is the Elkins High School Procedure:

- 9 week grade report – at least 6 daily and at least 3 major grades per 9 week cycle.
- Daily grades average will count 50% and major grades average will count for 50% of the grading cycle average.
- 9 week grade reporting system:
 - 3 week progress – 2 daily 1 major grade minimum reported
 - 6 week eligibility – 4 daily 2 major minimum reported(determines UIL eligibility)
 - 9 week grade report – 6 daily 3 major minimum reported(determines UIL eligibility)

NOTE: Credit may be earned through district approved correspondence courses and through approved credit-by-examination. See your counselor for details.

COMPUTING SEMESTER GRADES FOR YEAR END AVERAGE

To determine the semester average:

1 st Term Grade is worth	42.5%
2 nd Term Grade is worth	42.5%
Fall Semester Exam Grade is worth	15%

Example:

T1 grade = 84

T2 grade = 90

Semester exam grade = 89

$$S1 = (84 \times 0.425) + (90 \times 0.425) + (89 \times 0.15) = 36.7 + 38.25 + 13.35 = 87.3 \text{ or } 87$$

YEAR END AVERAGE

The **Year End Average** will be determined by averaging the first and second semester grades. $(S1+S2)/2 = \text{Year End Average}$

Example:

1st semester average = 84

2nd semester average = 90

$$(84+90)/2 = 87(\text{Year End Average})$$

COMPUTING CLASS RANKS

We will be calculating and reporting class rank at the beginning (September) of the school year for grades 11 & 12. Class rank for senior honor grad status will be done after the end of T3. Only those who qualify as honor graduates will be given their rank in the spring semester. Final ranking for inclusion on the final transcript for graduates will be calculated within the first two weeks after the end of the school year. (See Board Policy EIC Local)

Specific explanations of class rank are available in the registrar's office, counselor's office and in the Program Guide.

GPA = $\frac{\text{Total Grade Points} \dots \dots \dots}{\text{Total \# of Credits Attempted}}$

Total # of Credits Attempted

LATE WORK POLICY

Major Grades-Student work is to be handed in the day it is due. Student work turned in the following day is considered late and points may be deducted, see course syllabus for the department policy. No late work will be accepted three days before any grading cycle, progress report or nine-week cycle. No late work will be accepted after the nine-week cycle in which the work was assigned.

Daily Grades – Student work is to be handed in the day it is due. Student work that is handed in late will be penalized. Please refer to each individual department's daily grade late work policy for specific criteria. These are available on teacher syllabi and on teacher websites. Please note, that no late work will be accepted three days before any grading cycle, progress report or nine-week cycle. Also, no work will be accepted for previous grading cycles.

LEAVING CAMPUS WITHOUT PERMISSION

Students are not allowed to leave campus without permission. A student who leaves campus without authorization, from a principal only, **anytime before school and until 2:30 p.m.** to any other location may receive discipline.

LEAVING SCHOOL EARLY

Students may leave school early for the following reasons:

- Dental, doctor or court appointment
- A reason excused by any of the principals or military families issues. (see district handbook)

Students must adhere to the following procedures:

The student must present his/her note to the Attendance Office prior to first period. **Any student leaving school for any reason must check out at the attendance office or clinic, if ill. Failure to do so will result in disciplinary action.**

LIBRARY USAGE

- Before school, after school and during your lunch period.
- You must have a current EHS ID card in order to check out books from the library.
- During the regular school day, you must have a pass from your teacher in order to use the library.
- You must have a current EHS ID card and signed Digital Citizenship Agreement on file to use the computers in the library.
- Computer work must be directly tied to classroom assignments.
- Any violations or behavior will involve you being asked to leave the library and/or going to your principal.

LOCKERS

Having lockers for storage is a **privilege** that is extended to all students. As such, the following rules will be followed: Remember that the locker itself belongs to the school and you are responsible for its contents.

- Students may request a locker from office 341.
- If you have trouble with your combination, report the problem to office 341.
- Lockers are school property and can be inspected by the administration at any time.

OFF CAMPUS PERIOD

Students are not to arrive early or remain after their classes causing them to be on campus unsupervised. **In other words, students must have daily transportation arrangements so that they arrive just before their classes begin and leave immediately after their classes end. An off campus pass is required and expected to be with the student at all times.**

Off campus privileges may be revoked for repeated academic, parking permit violations or disciplinary problems. There is a principal assigned to distributing off campus passes.

POLICE

The Police office is located in the Gold Hall near the gyms. The Campus School Police Officer is responsible for the safety and security of the students, as well as the building and grounds. Should you have any reason to make a report, please contact the school police. EHS participates in the Crimes Stoppers Program. The number for **Crime Stoppers is 281-491-TIPS (8477).**

PROFANITY

Profanity is not acceptable at Elkins High School at anytime. Using profanity will result in Suspension, In School Suspension and/or Saturday detention.

PUBLIC DISPLAY OF AFFECTION (PDA)/TANGIBLE COURTSHIP

Students are to refrain from holding hands, kissing, hugging, and any other type of sexual misconduct at school and/or school-related activities.

REGISTRAR

- The Registrar is located in the front office area.
- See the Registrar for transcript and withdrawal information.

SATURDAY DETENTION

- Failure to attend or complete Saturday Detention will result in one day of In School Suspension; you will be called down on Monday by your assistant principal.
- Students must be on time, adhere to Fort Bend ISD grooming code, and have work to do while in Saturday Detention.
- Tardiness, being out of dress code, misbehavior, or failure to have (or do) work will result in your parents being called to pick you up from Saturday detention.

STUDENT CLUBS/GROUPS

- Applications for new clubs must be made with all proper documentation and an eligible teacher **sponsor by June 1st of the school year prior to our current year in order to be considered (recognized)**. New clubs must be tied to academic purposes and cannot duplicate a club we may already have on campus.
- All requests for clubs or by a club must be made by the adult sponsor to the assistant principal over school activities.

IDENTIFICATION CARDS

All students must wear a current 2013-14 school year ID that is visible. The ID and lanyard must be worn at all times while on school grounds and at all school related activities. No other items may be on the lanyard such as past ID cards, keys, stickers or other items. These cards are used for the following:

- To enter each class period 1-7, ISS and Saturday detention
- Checking out books from the library
- Admission to school related activities
- Identification for students who leave school early
- Bus identification
- Identification/verification at tardy stations
- Any reason deemed necessary by the Principal

ID cards will be issued to all students and the first card is free. There is a \$7.00 replacement fee (cash only) - \$5.00 for the ID and \$2.00 for the lanyard. ID cards can be obtained through the bookroom before school and during first period without a discipline consequence. During the school day they can be obtained in office 341 or office 401, with a discipline consequence. **9th** graders are required to wear a GREEN Elkins lanyard, **10th** – GRAY, **11th** – BLUE and **12th** – YELLOW or a College lanyard of their choice.

STUDENT PARKING

Driving to school is a privilege that is extended to our responsible and mature students. As such, the following rules will be administered and followed. Permits for the school year will be sold for \$35.00 on-line at our EHS web site or Knight Wire <https://www.permitsales.net/EHS>. Each student has an assigned parking space with a number. Freshmen are generally not permitted to drive a vehicle on campus. Drivers must be on time to school or their privileges will be suspended or revoked. A complete list of rules is available on-line when you purchase your permit or in office 341.

TARDIES

Students are expected to attend each class everyday and to be on time. Tardy penalties will be assessed per class period by the tardy station duty staff and/or a principal. Discipline penalties for tardies are cumulative per semester.

If you are tardy the following will occur:

- 4th tardy warning of Saturday detention
- 5th tardy Saturday detention
- 6th tardy Saturday detention
- 7th- tardy Saturday detention
- 8th- ISS
- 9th- ISS

- 10th- is ISS/OSS parent conference

TEXTBOOKS

Students whose books are turned in late, at the end of a semester, or during the school year (lost) will be assessed a \$10.00 late fee. This includes books which have been left in teacher classrooms and/or lockers after the deadline for locker clean-out. See the FBISD Student/Parent Handbook for a list of fees for damages to textbooks.

VISITORS

For Your Safety:

- ALL VISITORS MUST REPORT TO THE FRONT OFFICE IMMEDIATELY UPON ENTERING THE BUILDING.
- All visitors must wear a visible badge
- Parents are invited to visit the school at any time. Appointments to visit teachers; however, must be made in advance and in writing with your child's principal.
- We will not issue visitor's permits to any other visitors, such as friends and former students.
- Students will not have visitors at school.

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