

# CYPRESS RANCH HIGH SCHOOL



**It's a Great Day to be a Mustang!**

10700 Fry Road  
Cypress, Texas 77433

Phone: 281-373-2300  
Fax: 281-213-1976

## Alma Mater

Oh Cypress Ranch, may we ever be grateful.  
Of Mustang pride may stories e'er be told.  
May we remember you, our alma mater,  
And hold upright the navy and the gold.  
We stand as one, with courage, strength, and honor.  
Cypress Ranch, in our hearts ever hold.

## Fight Song

Fight, Ranch, Fight!  
We know that you can win tonight!  
Stand proud, Mustangs, and fight with all your might!  
Brave and strong, the blue and gold won't lead you wrong.  
Pony up, Mustangs.  
And bring victory home!

**Michael Maness, Ed.D.**  
Principal

**Sheila Garcia**  
Associate Principal

**Lisa Parliament**  
Director of Instruction

*At Cypress Ranch High School, our vision is to prepare students for a lifetime of learning, productivity, and service as innovative, responsible, compassionate citizens.*

*Updated October 2021*

## **I AM CR**

### **INTEGRITY**

Follow your moral convictions and do the right thing in all circumstances.

### **ATTITUDE**

Approach your day with a positive mindset.

### **MINDFUL SAFETY**

Minimize risk through sound safety practices.

### **COMPASSION**

Show kindness, caring, and a willingness to help others.

### **RESPECT**

Be considerate and honor the feelings, opinions, and property of others.

## **SAFETY PLEDGE**

Recognizing that every student has the right to a safe environment where everyone is treated with respect:

- I understand that I have an essential role in school safety and violence prevention.
- I will not bully, tease, or hurt anyone. If I hear or see bullying or teasing, I will tell the person to stop and report it to an adult.
- I will immediately report any threats of violence, suicide, presence of weapons, explosives, or drugs to school administrators/school tipline allowing them to investigate and determine the seriousness of the report.
- I will do all I can to stop harassment of others.
- I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of my school.

**CYPRESS RANCH HIGH SCHOOL  
GUIDELINES AT-A-GLANCE**

**AFTER SCHOOL**

Students who remain in the building after 2:50 PM must be in a supervised setting with a campus teacher, coach or administrator. Unsupervised students will be asked to leave the building. Students who attend tutorials or club meetings after school must get a pass/stamp from teacher/sponsor in order to go to study hall if not leaving the building.

**ASSISTANT PRINCIPALS**

The assistant principals at Cypress Ranch are responsible for monitoring the academic performance of students and maintaining a safe and orderly environment along with a variety of other duties assigned. They work hard to build positive relationships with students while holding them accountable for their behavior. To contact the assistant principals' office, call 281-373-2300 and follow the prompts.

<b>Student Last Name</b>	<b>Contact</b>	<b>Email</b>
<b>A-B</b>	Johnathan Heefner	johnathan.heefner@cfisd.net
<b>C-Fis</b>	Shahana Wallace	shahana.wallace@cfisd.net
<b>Fit-H</b>	Ashley Richardson	ashley.richardson@cfisd.net
<b>I-Mej</b>	Shannon Roth	shannon.roth@cfisd.net
<b>Mek-P</b>	Gregory Batiste	gregory.batiste@cfisd.net
<b>Q-Si</b>	Kristy Chavis	kristy.chavis@cfisd.net
<b>Sk-Z</b>	Dale Cowser	dale.cowser@cfisd.net

**ATHLETICS**

For inquiries regarding the athletics programs at Cypress Ranch, contact the athletics office at 281-373-2520 or fax 281-373-2521.

**ATTENDANCE**

To contact the attendance office, call 281-373-2300 and follow the prompts. If a student is absent and the attendance office has not been notified, the parent/guardian will receive an automated phone call regarding the absence. Parents may notify the attendance office of an absence by sending an email or faxing a note to 281-213-1998.

For an excused absence, a written note must be received from the parent/guardian or doctor within three days. Notes received after three days will be processed as a "late note." If a note is not received, the absence will be coded as "no contact."

Students who are absent without permission are considered truant and may be subject to disciplinary consequences, which may also include court action.

<b>Student Last Name</b>	<b>Contact</b>	<b>Email</b>
<b>A-F</b>	Andrea Kostawich	andrea.kostawich@cfisd.net
<b>G-O</b>	Monica Ellis	monica.ellis@cfisd.net
<b>P-Z</b>	Amy McClellan	amy.mcclellan@cfisd.net

### **AWARDS**

End of year awards for freshman, sophomores, and juniors will be presented by the teacher during class time during the last week of school. An honor cord recognition will be held for seniors who are graduating cum laude, magna cum laude and summa cum laude.

### **BACKPACKS**

Only clear backpacks with no padded backs, stripes, or mesh will be permitted to be carried during the day. Instrument cases and athletic bags must be dropped off in the music/locker rooms before going to first period. The maximum purse/lunch bag size is 6"x9"x5." Only two items this size may be carried along with the backpack.

### **BEHAVIOR**

It is our belief that an orderly school atmosphere is most conducive to student learning. Students are expected to be respectful and comply with the directions given by adults. Misbehavior will be handled in accordance with the Student Code of Conduct.

### **BUS**

Student may only ride their assigned bus and must have their ID to board. Students may not ride another bus to go home with a friend.

### **CELL PHONES**

Each teacher will set guidelines for the use/non-use of cell phones and other electronics in the classroom. Teachers may set requirements for where cell phones should be stored during instruction and/or testing. Examples include but are not limited to: inside backpack, teacher-designated holding area, etc. Students who are not following teacher directions regarding cell phone use/non-use will be expected to turn in the phone to the assistant principal's office. A student who refuses to turn in the cell phone will receive a disciplinary consequence. Once a cell phone is received by the assistant principal's office, a parent/guardian will need to come to school to pick up the device. These guidelines also apply to earbuds.

### **CLINIC**

Students requesting to go home for medical issues should call home from the clinic only. Students must be picked up from the clinic and will not be allowed to drive themselves home.

Students are not allowed to carry or bring medication to school. All medication must be brought in the original, unopened container to the clinic by a parent or adult. Parents must fill out a permission form for medication to be administered in the clinic. Antibiotics and similar medications ordered 1-3 times daily can usually be given at home. Medications given 4 days a

day can be given at lunch if the original container is received in the clinic and a parent permission form is completed.

Inhalers and epi-pens are allowed to be carried by students only after the physician self-administration medication form has been turned in to the nurse. A new form must be completed at the beginning of each school year.

Due to important changes in the Texas Administrative Code, Chapter 97, Rule 97.7 regarding control of communicable diseases, CFISD will implement the following in regard to our exclusion policy in our efforts to preserve student health:

- Student who have a temperature at or above 100°F must be excluded from school until fever free for 24 hours without the use of a fever suppressing medication.
- Student with diarrhea must be excluded from school until diarrhea-free for 24 hours without the use of a diarrhea suppressing medication.

To contact the clinic, call 281-373-2300 and follow the prompts.

<b>Campus Nurse</b>	<b>Email</b>	<b>Fax</b>
Jenny Sturdevant	Jenny.sturdevant@cfisd.net	281-213-1976

### **CLOSED CAMPUS**

Cypress Ranch is a closed campus, meaning students may not leave the premises for lunch. Students who leave will be considered truant and will receive disciplinary consequences.

### **COLLEGE/MILITARY VISIT**

Two days for college visits are allowed during the junior year and two days during the senior year. Request forms are available in the attendance office and must be fully completed and presented to the attendance office upon return. A parent signature is required on the college request form, along with the signature of the college representative, along with an official stamp/seal.

Student must be 17 years of age or older to attend a military visit, and the District cannot excuse more than four days of school during a student's high school career for this reason. Upon return, the student must present a fully completed military visit verification form from a branch of the armed services or Texas National Guard.

### **COUNSELING**

Counselors at Cypress Ranch provide guidance and counseling services. A student may request to see a counselor using the QR codes posted throughout the building. Parents who need to speak with the counselor should request an appointment unless the concern is an emergency. To contact the counseling office, call 281-373-2300 and follow the prompts.

<b>Student Last Name</b>	<b>Contact</b>	<b>Email</b>
<b>A-Bro</b>	Danielle Abrams	danielle.abrams@cfisd.net
<b>Bru-Dom</b>	Lindsey Housson	lindsey.housson@cfisd.net
<b>Dr-Han</b>	Chelsea Evans	chelsea.evans@cfisd.net
<b>Hao-L</b>	Natasha Brooks	natasha.brooks@cfisd.net
<b>Le-Muo</b>	Zachary Lucas	zachary.lucas@cfisd.net
<b>Mur-Ram</b>	Charmaine Perkins	charmaine.perkins@cfisd.net
<b>Ran-Sta</b>	Latrice Patton	latrice.patton@cfisd.net
<b>Ste-Z</b>	Brandye Jackson	brandye.jackson@cfisd.net
<b>Coordinating/Lead</b>	Deirdre Cash	deirdre.cash@cfisd.net

### **DELIVERIES**

We are unable to make deliveries to students in the classroom. Any items brought to school must be left in the reception area. Parents should send a message/text to their child letting them know an item has been dropped off. It is the student's responsibility to pick up the item. The school is not responsible for items not picked up by the student. Deliveries made by restaurants, food/floral delivery services, etc. will NOT be accepted and will be returned to the vendor.

### **DRESS CODE**

Cypress Ranch adheres to guidelines set forth in the CFISD Code of Conduct. High school students have been in school long enough to know when they are NOT in dress code and should not be surprised or offended when addressed. If students have a question about whether or not to wear something, they should probably choose another outfit.

Dress code highlights are as follow: No visible underclothing; no pajamas; no caps/head coverings (exception – religious/medical purposes); no tops/dresses/shorts skirts that are too revealing.

Dress and grooming shall not lead school officials to reasonably believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities and shall not create a health problem or safety hazard for students or others.

Students participating in school-related activities, such as extracurricular or UIL activities or other special functions, may have a different dress or grooming code required by the sponsor, coach, or administration.

Student who come to school in violation of dress code will have the option of correcting the violation or being placed in DMC for the remainder of the day.

### **EARLY PICK UP**

If picking up your child early, send a note with your child to deliver to the attendance office before first period. Please arrive at least 15 minutes prior to the time you need to leave so that we may have time to assist you. When picking up your child, you must enter the building, present your

picture ID to the receptionist, and then sign our your child at the attendance office. We are unable to call for students after 2:30 PM.

### **EXCESSIVE ABSENCES**

Excessive absences are also known as EA's. A student whose attendance is less than 90% will need to meet with his/her assistant principal in order to arrange a plan to make up days so that credit can be restored. In some cases, EA's may require the approval of an attendance committee.

### **EXEMPTIONS**

To be exempt from semester/final exams, students must have at least an 80 in the course and may not have a "U" in conduct. Additional requirements include: students may not have any suspensions or DAEP placements; fines/fees must be cleared. Freshmen may receive 1 exemption per semester. Sophomores may receive 2 exemptions per semester. Juniors may receive 3 exemptions per semester. Seniors may exempt up to 4 courses in the fall and 7 in the spring.

### **FIELD TRIPS/SCHOOL-RELATED ACTIVITIES**

Board Policy (FM) states that the district shall not schedule, nor permit students to participate in an school-related extra-curricular or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten times during the school year. All UIL sponsored activities are sanctioned as school-related activities, and therefore come under the provisions of Board Policy (FM).

### **FINANCE OFFICE**

For finance related questions, contact the finance office at 281-373-2300 and follow the prompts.

### **FINES/FEES**

Occasionally students will incur fines/fees. In order to pay a fine/fee, a student may report to the finance office before school, during lunch, or after school. A student with fines/fees will not be able to purchase tickets for events such as homecoming dance, prom, or exempt exams etc. before clearing fines/fees.

### **HOME ACCESS CENTER**

Home Access Center (HAC) allows parents and students to view student registration, scheduling, attendance, and grade information. Parents and students may obtain login information from the registrar's office.

### **HOURS**

Students may not enter the building until 6:45 AM. First period begins at 7:20 AM, and the day concludes at 2:50 PM.

**ID BADGES**

Students will receive a new ID badge at the beginning of each year. It is an expectation that students will wear their ID badge at all times so that it is visible and located above the waist. Badges are not only used in the classroom, but also in administrative offices, the library, cafeteria, and for bus transportation. Students who forget their ID badge will be expected to purchase a temporary badge. Students who lose their ID badge will be expected to purchase a new ID badge. Failure to wear an ID badge appropriately will be addressed by assigning disciplinary consequences.

Temporary Badge (Valid 1 Day) - \$1

Replacement Badge - \$3

**LATE BUS**

Late buses are available for students who stay late for tutorials or extracurricular practices. A stamp from the school is required in order to ride a late bus home. Students may not leave campus and return in order to ride the late bus home. Discipline issues on the late bus can result in removal/loss of late bus privileges.

**LATE WORK**

It is an expectation that students will turn assignments in on time. However, in the event a student misses a deadline, late work will be accepted within four days of the assignment due date. Points will be deducted each day an assignment is late. Late work will not be accepted if it is more than four days late.

Number of Days Late	Points Deducted
1	10
2	20
3	30
4	40

**LUNCH DELIVERIES**

The campus will not accept any deliveries of food from restaurants or food delivery services. Any food dropped off must be delivered by a parent and placed on the appropriate cart that coincides with your child's lunch (A, B, C, or D). The student's name should be clearly displayed on any packaging. Large quantities of food (nugget trays, sandwich trays, large orders of pizzas) that are meant to be shared will not be accepted or delivered to the Commons. The school is not responsible for items dropped off.

**MAKE-UP WORK**

Students are allowed the same number of days to make-up their work as the number of days they were absent. Those who fail to make up all the work by the established deadline will not receive credit for any assignments not completed.

## **PARKING**

All students using the Cypress Ranch parking lot must have a parking permit affixed to the windshield (driver's side above valid inspection/registration sticker). Students may only park in their assigned spot. Students who exhibit reckless driving may have their parking sticker revoked and be subject to disciplinary action. Students who leave campus without permission from an administrator may have their parking permit revoked and be subject to disciplinary action. Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists. Students will be held responsible for any prohibited objects or substances found in their cars and will be subject to disciplinary action. When parking, vehicles should be pulled in and not backed in to the parking spot. Should someone park in a student's assigned spot, the student should temporarily park in visitor parking and immediately report to the assistant principals' office. Permission to access vehicles during the instructional day can only be granted by the assistant principals' office.

## **REGISTRATION/CHANGE OF ADDRESS**

Students who need to register to attend Cypress Ranch or who need to update their name, residence, mailing address, or telephone number after enrollment should contact the registrar's office at 281-373-2300 and follow the prompts. Information may be faxed to 281-213-1976.

<b>Student Last Name</b>	<b>Contact</b>	<b>Email</b>
<b>A-K</b>	Denise Mazza	denise.mazza@cfisd.net
<b>L-Z</b>	Michelle Turnbow	michelle.turnbow@cfisd.net
<b>Lead Registrar</b>	Sheri Meredith	sheri.meredith@cfisd.net

## **RETEST/REDO**

**Summative Assessment:** A student has one opportunity each grading period to retake a test for which he/she earned a failing grade (a grade below 70).

**Relevant Application:** A student has at least one opportunity each grading period to retake a relevant application for which he/she earned a failing grade (a grade below 70).

**Check for Understanding:** A student has at least one opportunity each grading period to retake an assignment for which he/she earned a failing grade (a grade below 70).

### *Please note:*

- The student must request and complete a retest/red0 within one week of the grade being posted in Home Access Center (HAC).
- A tutorial session may be required before a retest is allowed.
- The highest grade a student can earn on a retest/red0 is a 70.
- If a student earns a grade lower than the original grade on a retest/red0, the original grade will remain.
- District tests/benchmarks/semester exams are not eligible for retest/red0.
- If a student refuses to complete an assignment, he/she will receive a zero. Assignments that are failing because a student refuses to complete them are not eligible for redo.

- Assignments that are failing due to late work guidelines are not eligible for redo.
- If a student receives a zero for academic dishonesty/cheating, the assignment is not eligible for redo.
- Grading closes at the end of the grading period.

### **STAY CONNECTED/SOCIAL MEDIA**

Check out the latest Cypress Ranch High School information at <http://cyranch.cfid.net>. You can also stay connected at:

Twitter	@CyRanchHS
Facebook	@CypressRanchHS
Instagram	@CypressRanchHS

### **TARDIES**

Students have six minutes to move from class to class. If not in class on time, students are counted tardy. Students who arrive ten minutes or later after a class has begun will be counted absent. Tardies cannot be excused by teachers, parents, or other students. Excused tardies may only be issued by administrative staff. Excessive tardies will result in disciplinary consequences. NOTE: Students with parking permits will lose parking privileges on their 6<sup>th</sup> tardy to first period (or 6<sup>th</sup> tardy to second period if they have late arrival).

### **TEXTBOOKS**

In most cases, classes will not have a textbook or the textbook will be accessible online. Classes that issue textbooks will make arrangement for students to have access to these resources. If a textbook is checked out by a student and lost, the student will be responsible for payment. Payment for lost textbooks should be made in the finance office.

### **TRANSCRIPTS**

During the school year, requests for transcripts may be made through the registrar's office. Fees may apply.

### **TRANSPORTATION**

Students are not allowed to ride on any bus other than the one they have been assigned. Students may not ride a different bus home with a friend.

### **VENDING MACHINES**

Vending machines are located in the Commons and the Fine Arts hallway. You may make purchases before school, during lunch or after school. Items may not be purchased between classes.

### **VERIFICATION OF ENROLLMENT**

In order to obtain a learner's permit or driver's license, you will need a Verification of Enrollment (VOE). To obtain a VOE, see the secretary in the administrative office (across from the counseling

office) and make your request. VOE's are not printed automatically, and students must allow a minimum of three days to process requests.

**WITHDRAWAL FROM SCHOOL**

Individuals wishing to withdraw their students from school should seek assistance in the registrar's office.

*FOR A COMPLETE LISTING OF POLICIES/GUIDELINES/EXPECTATIONS, REFER TO THE  
CFISD STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT FOUND ONLINE.*