

# 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*

**Deirdre Cash**  
*Lead Counselor*

*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 August 2023*

## **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.

## Campus Contacts

Associate & Assistant Principals	Contact	Email
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Assistant Principal (Alpha A-B)	Johnathan Heefner	johnathan.heefner@cfisd.net
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Athletics	Contact	Email
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Clinic	Contact	Email
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Counselor	Contact	Email
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Curriculum	Contact	Email
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Instructional Coach (Math)	Mary "Beth" Douglass	mary.douglass@cfisd.net
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Library	Contact	Email
Campus Librarian/Media Specialist	Jean Qualtrough	jean.qualtrough@cfisd.net

Registrar	Contact	Email
Lead Registrar	Sheri Meredith	sheri.meredith@cfisd.net
Registration Liaison (Alpha A-K)	Jennifer Brewer	jennifer.brewer@cfisd.net
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Special Programs	Contact	Email
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Academic Achievement Specialist/504 Coordinator	Kay Routh	kay.routh@cfisd.net
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Testing	Contact	Email
Testing Coordinator	Kristina Schad	kristina.schad@cfisd.net

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

**AFTER SCHOOL**

Students who remain in the building after 2:40 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.

**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.

**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, non-tinted 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. NOTE: Backpacks will NOT be sold at the campus.

**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. Buses are equipped with seat belts, and students should wear their seat belt when riding to/from school and/or school events. Student who misbehave on the bus may have bus privileges revoked as a disciplinary consequence.

## **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. Phones should be turned off or placed in silent mode when stored during class.

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.

The campus will not accept food/drink deliveries made by restaurants, food delivery services as a form of "medical treatment." If a student is ill, he/she should report to the nurse so that parent contact can be made.

To contact the clinic, call 281-373-2300 and follow the prompts. The campus fax number is 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.

## **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**

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:

- Bottoms: Students should not wear clothing that reveals underclothing. Bottoms should be mid-thigh in length or longer.
- Tops: Students should not wear clothing that reveals underclothing, midsection, torso, or back. Student may wear hoodies/jackets with hoods but must refrain from covering their head (see "Head Coverings" in bullet 4).
- Shoes: Footwear must not detract from or interfere with the learning environment or present a safety or health hazard.
- Head Coverings: Hats, caps, durags, hoods, are not to be worn. Assistant principals may approve headwear for religious/medical purposes.

See the CFISD Student Handbook for additional information on Jewelry/Piercings, Tattoos, and Hair/Make-up.

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 out your child at the attendance office. We are unable to call for students after 2:30 PM.

## **EARLY RELEASE & LATE ARRIVAL GUIDELINES**

Early release and/or late arrival may be granted to seniors who meet at least one of the following conditions: are enrolled in a college course on a college campus, are employed/have a job, are attending to critical family needs such as being head of household or a wage earner, are a caregiver for an infant/child or elderly or disabled parent or grandparent, or who have other situations that have been requested in writing by the parent and are approved

by the principal. Students who are granted early release and/or late arrival may NOT remain on campus. They must have reliable transportation and will be expected to arrive on time (late arrival) and leave the building after their last class (early/double early release).

### **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**

The campus follows district guidelines related to eligibility for exemptions. See details at the end of this document.

### **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. Fines and fees will be posted individually on each student's School Cash account. 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.

### **FOOD DELIVERY PLATFORMS**

The campus will NOT accept food deliveries for students from any restaurants or food delivery services/platforms.

### **GRADUATION (HONOR CORDS/STOLES)**

Honor graduates who meet the district designated academic criteria will be recognized as follows: Summa Cum Laude, Magna Cum Laude, or Cum Laude. The following list of honor cords/stoles has been developed by the district and is observed by all high schools in the district. Honor cords/stoles not on the following list may not be worn.

Recognized Honor Cords/Stoles: Future Business Leaders of America, Future Farmers of America, Health Occupations Students of America, Interact Service Program (Rotary Club), International Thespians Honor Society, Key Club (Kiwanis International), Mu Alpha Theta (Math Honor Society), National Art Honor Society, National Business Professionals of America, National English Honor Society, National French Honor Society, National German Honor Society, National Honor Society, National Latin Honor Society, National Spanish Honor Society, National Speech and Debate Association, National Technical Honor Society, Quill and Scroll Journalism Honor Society, Rho Kappa Social Studies Honor Society, Science National Honor Society, Student Council, Texas Association of Future Educators (Educators Rising), Tri-M Music Honor Society, Junior Reserve Officer Training Corp, Lone Star College/College Academy, Armed Forces/Military (for those students who have made a commitment to enlist in military service after graduation).

### **HALL PASSES**

Student found outside of the instructional area during class time must have a valid pass given by the teacher. Students found outside of their assigned area without authorization will receive disciplinary consequences.

### **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 7:15 AM, and the day concludes at 2:40 PM. Students should leave the campus immediately at the end of the day unless they are staying after school to participate in tutorials or extracurricular activities.

**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**

Students are expected to eat only in the Commons or on the patio. In addition, during lunches, students should use the restrooms located nearest the Commons. Failure to comply with lunch expectations will result in disciplinary consequences.

**LUNCH DELIVERIES**

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. The campus will not accept any deliveries of food from restaurants or food delivery services.

**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 into 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.

Student who park on campus may not leave the building in between classes to go to their vehicle. If a student forgets something in a vehicle, he/she must report to the assistant principal's office and wait to be escorted to his/her car. Students found in the parking lot between classes without permission or an escort will receive disciplinary consequences.

Late arrival students who drive themselves to school will receive a parking space in the FRONT of the building so that they can enter the building through the front doors.

Early release students who drive themselves to school and receive a parking space in the BACK of the building where the buses load in the afternoon are required to move their vehicles so that they do not interrupt bus loading procedures in the afternoon.

### **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.

### **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/redo 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/redo is a 70.
- If a student earns a grade lower than the original grade on a retest/redo, the original grade will remain.
- District tests/benchmarks/semester exams are not eligible for retest/redo.
- 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 on Facebook, Twitter, and Instagram.

**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.

**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.

**VAPING/E-CIGARETTES (HB 114)**

Students in possession of, using, selling, giving, or delivering e-cigarettes on school grounds or at a school-related event will receive a Disciplinary Alternative Education Program (DAEP) placement. The 88th Texas Legislature passed House Bill 114 in response to the growing concerns surrounding e-cigarettes and vaping among young people. It is essential that parents take time to discuss the implications of this law with their students.

Please be aware that the term "e-cigarette" encompasses any component, part, or accessory for the vaping device, not solely the cartridge containing nicotine, THC, or other substances.

**VENDING MACHINES**

Vending machines are located in the Commons and the Fine Arts hallway. Students 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. Students with excessive absences are not eligible to receive a VOE until those absences have been cleared by the assistant principal.

**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.*

## Cypress-Fairbanks Independent School District 2023-2024 Semester Exam Exemption Guidelines

In CFISD, Semester Exam Exemptions are offered as attendance and behavior incentives for students. To qualify for an exam exemption in a class/course, a student must have per semester:

1. five or less absences;
2. three or less tardies;
3. an average of 75 or higher for the semester;
4. an E, S or I in conduct;
5. no OSS, ALC or JJAEP Placement; and
6. no fees or fines.

The number of available exemptions per grade level are as follows:

Grade Level	Available Exemptions (Fall)	Available Exemptions (Spring)
<b>9th</b>	1	1
<b>10th</b>	2	2
<b>11th</b>	3	3
<b>12th</b>	4	7

Absences that **will not** impact exemptions are listed below:

1. School-Sanctioned Field Trips
  - No more than 10 in any one school year.
  - This includes instructor-supervised field trips that are a part of the coursework for Off-Campus Physical Education.
2. Documented College Visits
  - Two days (including travel) during the junior year and two days (including travel) during the senior year of high school.
  - Upon their return to school, the student must present a completed College Visit Verification Form from the institution of higher learning.
3. Documented Military Branch Visits
  - Four days during a student's (age 17 or older) high school career.
  - Upon their return to school, students must present a completed Military Visit Verification Form from a branch of the armed services or the Texas National Guard.
4. Documented Visit to the Driver's License Office
  - One day during a student's (age 15 or older) high school career for the purpose obtaining a learner's license and one day for the purpose of obtaining a driver's license.
  - Upon their return to school, students must present documentation from the driver's license office confirming their attendance.
5. Class absences resulting from a meeting **initiated** by an administrator/counselor or verified, medically necessary visits to the clinic shall not count against the student.
6. Missing school for the purpose of observing religious holy days
7. Attending a required court appearance.
8. Appearing at a governmental office to complete paperwork required in connection with the student's applications for United States citizenship.
9. Taking part in a United States naturalization oath ceremony
10. Serving as an election clerk.
  - No more than 2 days in any one school year.
11. For students in the conservatorship of the DFPS, participating, as determined and documented by the department, in an activity that is not practicable to schedule outside of school hours or required under a service plan.
12. A temporary absence resulting from an appointment with health care professionals for the student or the student's child if the student commences classes or returns to school on the same day of the appointment.
13. An absence resulting from a severe or life-threatening illness or related treatment that makes the student's attendance infeasible, with certification from a physician licensed to practice medicine in Texas specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.
14. A temporary absence of a student diagnosed with autism spectrum disorder on the day of the student's appointment with a health care practitioner to receive a generally recognized service for persons with autism spectrum disorder.
15. Absences to visit with a parent, stepparent, or legal guardian who is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides.
  - No more than 5 days in any one school year.

For more information regarding Semester Exam Exemptions please refer to the Attendance Information section in the CFISD Student Handbook. The handbook is located at <https://www.cfisd.net/Page/1888>. Students and guardians may also visit their child's campus and/or contact the Office of Student Services for a hard copy of the Student Handbook.