

# Student and Parent Campus Handbook



2023-2024

*Greetings Wunsche Family!*

*Welcome back to another exciting year! It's time to kick off another school year and I'm excited to welcome all of our students back on campus! We are eagerly awaiting their return and are ready to promote high academic standards and achieve our goals. We will focus on six goals and several performance objectives. We always strive for 100% of our students to pass at the approaches level on the STAAR EOC assessments. 80% of our students will perform at the meets level and 40% of our GT students at the masters level. With the support and efforts of our staff and parents/guardians, the preliminary results reveal that we should be celebrating achieving an "A" rating based on the State's accountability measures. The official results will be released soon. Also, we will continue to focus on literacy across all content areas to ensure growth in reading and writing skills. **Please see the attachment with our goals and objectives for the year.***

*Our campus vision is: **Carl Wunsche Sr. High School students will be confident in their abilities to be college and career ready, socially responsible, and globally competitive.** With your support and feedback, this vision will be realized.*

*As we begin the school year, please see the following important information:*

- Thursday, August 10, you will receive a list of where students will report for their first period. Schedules will be distributed during that period.*
- NO TRANSFERS the first week of school. Students who have classes at their zoned campus will report to Wunsche.*
- Students will attend all eight classes the first week of school **but will not transfer** to zoned campus.*
- Student parking passes are available. Passes may be purchased through RevTrack. To provide an opportunity to obtain passes, students may park without a pass for a few days.*
- Since we are a Blended Learning campus, Chromebooks are available and will be distributed to all students. The link to request technology is included in the new/returning student online registration forms.*
- Transportation is available. Please use the link to locate your bus.*  
*<http://www.infofinderi.com/ifi/?cid=SI3EP1SK4WO>*

- The school supply list is posted on our campus website.
- The instructional day begins at 7:10 and ends at 2:30. **See the attached bell schedule.**

Our theme this year is **Success Begins With You!** We're ready for students to be back on campus on Thursday, August 10! I look forward to partnering with each of you. Please let me know if you have any questions or concerns.

Respectfully,

Dr. James

Sincerely,  
Alfred James, Ed.D.  
Principal, Wunsche High School



### **Mission**

Carl Wunsche Sr. High School's mission is to provide a strong foundation for lifelong learning and achievement by focusing on student career interests.

### **Vision**

Carl Wunsche Sr. High School students will be confident in their abilities to be college and career ready, socially responsible and globally competitive.

### **Campus Expectations**

*Model the Wunsche Way - You are Wunsche!*

- *Serve and Represent yourself and our campus as a Young Professional!*
- *Be where you are supposed to be, when you are supposed to be there!*
- *When moving throughout the building, students and staff are expected to respect the learning that is occurring throughout the campus.*
- *Take ownership of your learning and aspirations for career and college readiness!*

### **Commitments**

*At CWHS we commit.....*

- to respect you, our students, and treat you as partners
- to provide a safe place for our students to learn
- to be in our classrooms, prepared and ready to teach you
- as a staff, to continue learning and growing in our skills to better meet your needs
- to make ourselves available to students for any concerns they might have
- to promoting constructive and valuable feedback to ensure your student success
- to be enthusiastic about what we are teaching
- to providing a rigorous, challenging learning environment

**Wunsche Terminology**

CWHS is a Career Academy and embraces a business culture. CWHS utilizes the following terms that may be new to students:

- Corporate Headquarters--main office
- Research & Development--library
- Food Court--cafeteria
- Main Street--the downstairs hallway that runs the length of the building
- Conference Center--auditorium
- Executive Suite--the assistant principal's office
- College and Career Center - Located in the Professional Academy
- Academies--the 3 separate schools that make up CWHS
  - Medical Academy
  - Technology Academy
  - Professional Academy

**Staff****ADMINISTRATION**

Dr. Alfred James	Principal
Ayesha Ahmad	Associate Principal for Administration
Danielle Williams	Associate Principal for Instruction
Dan Ponce	Professional Academy Assistant Principal
Andrew Papke	Technology Academy Assistant Principal
Ericca Douglas	Medical Academy Assistant Principal

**COUNSELORS**

Dr. Sherrie Mason	College & Career Counselor
Elysia Calhoun-Mezgebe	Professional Academy Counselor 10th - 12th Grades
Julia Phillips	Technology Academy Counselor 10th - 12th Grades

Susan Rhodes	Medical Academy Counselor 10th -12 Grades
Joshua Westbrooks	All Academies 9th Grade Counselor

**DEPARTMENT CHAIRS**

CTE	Jessica Graham
LOTE	Florida Chicas
English	Mariah Dancy
Math	Jordan Carpenter
Science	Matthew Murdock
Social Studies	Roger Solis Avila

## Bell Schedule

	Monday	Tuesday	Wednesday Odds Only	Thursday Evens Only	Friday
1	7:10-7:55	7:10-7:55	1st 7:10-8:45	2nd 7:10-8:45	7:10-7:55
2	8:00-8:45	8:00-8:45			8:00-8:45
3	8:50-9:35	8:50-9:35	3rd 8:50-10:25	4th 8:50-10:25	8:50-9:35
4	9:40-10:25	9:40-10:25			9:40-10:25
5	10:30-12:00	10:30-12:00	5th 10:30-12:50	6th 10:30-12:50	10:30-12:00
Lunch	A - Lunch 10:27-10:57 B - Lunch 10:59-11:29 C - Lunch 11:30-12:00	A - Lunch 10:27-10:57 B - Lunch 10:59-11:29 C - Lunch 11:30-12:00	A - Lunch 10:30 - 11:00  B - Lunch 11:30 - 12:00  C - Lunch 12:20 - 12:50	A - Lunch 10:30 - 11:00  B - Lunch 11:30 - 12:00  C - Lunch 12:20 - 12:50	A - Lunch 10:27-10:57 B - Lunch 10:59-11:29 C - Lunch 11:30-12:00
6	12:05-12:50	12:05-12:50			12:05-12:50
7	12:55-1:40	12:55-1:40	7th 12:55-2:30	8th 12:55-2:30	12:55-1:40
8	1:45-2:30	1:45-2:30			1:45-2:30

## Important Dates 2023 - 2024

### Student Holidays

- Half Days: December 15, May 31
- Sept. 4 - Labor Day
- Oct. 9 - 13 - Fall Break
- Nov. 7 - Election Day
- Nov. 20 - 24 - Thanksgiving
- Dec. 18 - Jan. 3 - Winter Holiday
- Jan. 15 - MLK Day
- Feb. 15 - 19 - Mid-winter Break
- Mar. 11 - 15 - Spring Break
- March 29 - Spring Holiday
- May 27 - Memorial Day
- June 19 - Juneteenth

### Grading Periods

## Test Dates\*

STAAR End-of-Course & Other Testing Dates:

EOC	English 1	April 16, 2024
EOC	English 2	April 18, 2024
EOC	Algebra I	April 23, 2024
EOC	Biology	April 24, 2024
EOC	US History	April 25, 2024
Grades 9-12	STAAR Alternate 2	April 2-19, 2024
Grades 9-12	TELPAS	February 20 - March 28, 2024

*\*pending final district approval*

**Retesters (those who have taken, but have not passed the EOC exams or didn't take the required exam(s), will retest during the December 2023 and again in April and/or May 2024 if needed.**

### ACT/SAT/PSAT Registration Information and Test Dates

Important Registration details:

- PSAT: no registration required
- SAT Day: no registration required

- **ACT Day: no registration required**
- SAT: Seniors will register with their English class.
- TSIA2 -Throughout year - See Dr. Mason to take prior to dual credit semester.

Exam	Grade	Date
PSAT/NMSQT	10 <sup>th</sup> Grade	October 5, 2023
PSAT/NMSQT	11 <sup>th</sup> Grade	October 5, 2023
PSAT 8/9	9 <sup>th</sup> Grade	October 4, 2023
ASVAB	12th Grade	Pending
ACT	11th Grade	November 2, 2023
SAT	11 <sup>th</sup> Grade	March 2024

\*ACT and SAT testing sites: Dekaney, Early College, Spring, Westfield and Wunsche HS..

\* PSAT and AP testing will occur at each high school campus, including Wunsche HS.

#### AP Test Dates

	8 AM	12 PM
Monday, May 6, 2024	U.S. Government & Politics	Chemistry
Tuesday, May 7, 2024	Human Geography	Statistics
Wednesday, May 8, 2024	English Composition & Literature	No PM testing at CWHS
Thursday, May 9, 2024	Environmental Science	No PM testing at CWHS
Friday, May 10, 2024	U.S. History	Macroeconomics Spanish Literature & Culture
Monday, May 13, 2024	Calculus AB/ Calculus BC	PreCalculus
Tuesday, May 14, 2024	English Language & Composition	No PM testing at CWHS
Wednesday, May 15, 2024	World History	No PM testing at CWHS
Thursday, May 16, 2024	Spanish Language & Culture	Biology
Friday, May 17, 2024	Physics 1	Physics 2



## Table of Contents

- ❖ [Enrollment Policy](#)
- ❖ [Campus Safety](#)
- ❖ [ID Badge Policy](#)
- ❖ [Dress Code Policy](#)
- ❖ [Backpack, Book Bag, Purse Policy](#)
- ❖ [Technology Expectations](#)
- ❖ [Cell Phone Usage Policy](#)
- ❖ [Attendance Policy](#)
- ❖ [Hallways and Class Transition Policies](#)
- ❖ [Tardy Policy](#)
- ❖ [Bells](#)
- ❖ [Food Court Policies](#)
- ❖ [Fundraising](#)
- ❖ [Substitute Expectations](#)
- ❖ [Transfers](#)
- ❖ [Transportation](#)
  - Standard Daily Route Buses
  - Student Driving and Parking
  - Monday and Thursday Tutorial - After School Academic Buses
- ❖ [Google Classroom and Schoology](#)
- ❖ [Spring ISD Exemption Rules](#)
- ❖ [Wunsche Exemption Application](#)

- ❖ [Grading Policy](#)
- ❖ [Reteaching/Reassessment](#)
- ❖ [Late Work Policy](#)
- ❖ [Flipped Learning](#)
- ❖ [Email Policy](#)
- ❖ [Research and Development \(R&D\) Policy](#)
- ❖ [Milestone Projects](#)
  - Foundation Projects
  - Cornerstone and Stepping Stone Projects
  - Capstone Projects
- ❖ [Field Experience Policy](#)
- ❖ [Guest Speaker/Field Trip Etiquette](#)
- ❖ [Internship](#)
- ❖ [CHAMPS](#)
- ❖ [Clubs and Organizations](#)
- ❖ [Guidance and Counseling](#)
- ❖ [Pathway Change Policy](#)
- ❖ [Personal Graduation Plans](#)
- ❖ [Schedule Change Policy](#)
- ❖ [College and Career Center](#)
- ❖ [Dedicated Service Graduate](#)
- ❖ [Lost and Found](#)

## Enrollment Policy

Once a student accepts a selection invitation following the lottery, they are committed to remain at Wunsche until graduation; however, if a student fails to adhere to entrance commitment and/or requirements by remaining in good academic, attendance, and/or maintain behavior expectations, then he/she will be placed on an intervention plan. If the student fails to make progress once on the intervention plan, then he/she will return to his/her zoned campus. If a student is withdrawn to an alternative discipline placement center, he/she will return to his/her zone campus upon completion.

## Campus Safety

Keeping our campus safe is everyone's responsibility.

- All students and visitors must enter and exit through the front entrance doors between 6:40 am and 2:40 pm. Students arriving/leaving school via bus may enter/exit through exit doors from the Food Court.
- All students upon arrival at school will be subject to be searched via metal detectors and staff bag checkers.
- Afternoon Transfer students will use the doors in the Food Court to board the transfer bus.
- Morning Transfer students will enter through the main doors upon their return to campus.
- Students will be required to show and wear ID badges when returning to campus.
- Do not prop any doors open or open doors to people who are attempting to enter the building. **Note: Discipline consequences will be issued according to the SISD code of conduct.**
- If you see someone on campus who is not a Wunsche student, tell a staff member immediately. Do not open any exit doors to allow a person inside.
- **Earbuds: only wear one earbud in ear while in hall or in common areas to hear guidance when needed.**

## ID Badge Policy

It is critical for campus safety that all CWHS students wear their school issued, **unaltered** ID badge every day, all day, **just as expected in most places of business**. The ID badge is used to enter classrooms, in the food service lines for breakfast and lunch, to enter and check out books from Research & Development, to check out textbooks throughout the year, and to monitor the student body in the halls.

**Again, all universities and jobs require staff members to have proper identification and as part of the college and career culture at CWHS students are expected to adhere to the same guidelines.**

For \$5, students can submit a picture of themselves and use that picture for their ID. The picture must be approved by Ms. Williams. Once approved, you will have to pay the \$5 fee prior to the ID being processed. A Google Form will be sent out later.

## Dress Code Policy

Students at CWHHS are expected to *maintain **visible** CWHHS IDs with their name and photo* and to follow the district dress code as a minimum expectation of appropriate dress. We do not currently impose a uniform or required dress, however the way students and staff dress and present themselves is very important to our continued relationship with business partners and visitors from the community. Business partners sponsor our events, provide field experiences and internships. They expect to see students who demonstrate an appreciation for their effort by dressing in attire that is acceptable in the business community. We provide an example from Dress Codes 101 which provides an excellent example of the levels of dress.

- School Appropriate Dress: Bottoms without rips showing skin above the knee. Shorts/skirts should be finger-tip length or longer, Tops covering shoulders and midriff. Shoes must have a back strap. No head covering (except for religious purposes or approved by the Nurse).
- Business Casual: Collared shirts, khaki or black dress pants, skirt or dress, tie optional, dress shoe with low heel.
- Business Professional: Collared shirts, tie, dress pants, skirt or dress and a jacket, dress shoes with low heels.

We recommend that students include a black blazer as part of their school clothes in order to have the appropriate attire for meetings, field experiences and internships.

\*Use jackets and/or sweaters for colder seasons or colder classrooms - **Blankets are Not permitted.**

## Backpacks, Book Bags, Purses Policy

Students who choose to carry a backpack or bookbag may do so as long as the bag is a non-tinted, clear or mesh bag. Students who choose to carry a purse may do so as long as the purse is smaller than a loaf of bread. Any purse that does not meet the size requirement will need to adhere to the standards of backpacks and book bags.

*Athletic bags and band equipment should be left in the front storage area.*

*Note: Laptop bags have to be clear or mesh. Students can use a laptop sleeve to place laptop in their backpack*

## Technology Expectations

The campus permits students to bring personal devices to school in accordance with the Technology Responsible Use Guidelines for Students and after signing the Personal Device Agreement for Students. It is expected that every student will check-out a laptop or bring his/her personal laptop to school as appropriate to access Google Classroom, digital textbooks and assignments, and engage in technology use throughout their instructional day, as outlined by their instructor.

*Laptops and Tablets - Students without a personal laptop are expected to rent a laptop from Carl Wunsche Sr. High School for a \$40.00 fee. Students must sign and adhere to the SISD Laptop Acceptable Use Agreement. (Financial hardships must be submitted in written form to the Campus Principal).*

### Cell Phone Usage Policy

During the school day - Cell phones are for instructional use only as determined by the instructor. Electronic devices shall be silenced during school hours and while in the instructional setting. Students may be asked to turn-in their electronic devices at the beginning of class as a part of instructional procedures or if distracting from personal learning and progress. Failure to relinquish the device to an instructor when respectfully requested until the end of the period will result in collection by administrator with fee assessed and/or parent retrieval.

### Attendance Policy

Regular school attendance is essential for students to earn the full value of his or her education. Daily attendance allows students the benefit of: teacher-led instruction, peer discussion, building each day's learning on the previous day's learning, participating in school activities, and grow as individuals. Absences may result in serious disruption of a student's mastery of instruction and required CTE seat time; therefore, the student and parent should make every effort to avoid unnecessary absences. Students will receive a warning letter when they have accumulated three or more absences in any one class. Students may also be required to complete an attendance contract for excessive absences. Students who accumulate more than 9 absences in a class may be denied credit for the course and jeopardize enrollment at Wunsche for the following year.

### Hallways and Class Transition Policies

Students have four minutes to move from one class to the next. During the transition period, students should maintain professional behavior, talking quietly and moving respectfully through the hallways. Students standing idle will be asked to move to class appropriately. Failure to do so does not support the Wunsche Way of self-monitoring and professionalism, hence jeopardizing the behavior expectations.

**\* One earbud should be out of ears \***

### Tardy Policy

Students are expected to be in class and prepared to work when class is scheduled to begin. Students will receive a consequence for tardies to each class period regardless of the number of minutes they arrived late to class. There are no warnings for tardies. Students who drive to campus will receive additional consequences for arriving tardy to campus because driving to school is a privilege. To retain this opportunity, students must be on time to school each day. Consequences for tardies are as follows:

1. Teacher Warning
2. Teacher Warning
3. Teacher Warning w/parent contact.

4. Administrative referral with consequence of lunch detention
5. Administrative referral with consequence of two lunch detentions
6. Administrative referral with consequence of ISS and loss of exemptions
7. Administrative referral with consequence of ISS and loss of driving privileges for a length of time as designated below:
  - a. Students will lose driving privileges for ONE week on the first violation during the grading period.
  - b. Students will lose driving privileges for THREE weeks on subsequent violations within each grading period.
  - c. Repeated violations may result in loss of privileges that could extend beyond a single grading period.

Tardy count will reset at the end of each grading period. However, once exemption is lost, it cannot be regained. Whereas driving privileges can be restored, but if the problem persists, administrators have the discretion to revoke driving privileges permanently. Further, being late for any class can make a student lose the possibility of exempting final exams and can make it more difficult to excel in the course.

### Bells

A tone will sound at beginning and end of each day as well as during the designated Average Daily Attendance (ADA) time (9:20 AM)

#### Why no bells? - Part of the Wunsche Way as a Young Professional

- to help students learn time management
- provide experience with a college/corporate atmosphere
- students need to be aware of the schedule and the end of their lunch period there are 5 minutes between classes
- the expectation is that students will respect their teacher and classmates by being on time to class

### Food Court Policies

Like all Spring ISD campuses, CWSHS is a closed campus which means that students are not allowed to leave campus at any time during the school day.

- The patio will be closed to students during lunch.
- At CWSHS we expect our students to respect themselves and their school. This includes cleaning up after breakfast and lunch. Make sure that the area where you sit is clean before leaving the food court.
- Students must have ID's to purchase breakfast and lunch in the food service lines.
- A charge limit has been put in place to allow students to eat when they do not have money. Meals may be charged until the remaining balance does not allow

for any additional meal purchases. A la carte items will not be available for charge.

- Students will find microwaves located in the Food Court which they are welcome to use. Please be courteous to others and clean up after yourself. Students are allowed to purchase food items from the Log-On Cafe when they are available.
- For the safety of students and staff, students/parents are not allowed to use food delivery apps or businesses to have food delivered to the school. Parents are allowed to bring a lunch to the front office for their child(ren) only.
- For the safety of students and staff, students are not allowed to bring baked goods and share with others. Students may bring baked goods as part of their personal lunch but they are not allowed to share those items with other students.

### Fundraising

- Students are only allowed to sell items that are a part of school sponsored events.
- Students may not bring items to sell at school for personal profit. Any student found in violation will have their items confiscated and a parent/guardian will have to pick them up.

### Substitute Expectations

All classroom rules and expectations are to be followed when a substitute is in the classroom. Students should not ask to leave class unless requested by an instructor.

### Transfers

Students who transfer to their zoned campus during the school day will not be released from class early in order to board the bus for transfer. Students have five minutes from the end of class until the bus leaves. Students who drive may do so only for transfers at the beginning or end of the day (1st/8th). *Students who opt to drive during transfer period may not provide rides to other students. Doing so will result in driving privileges being revoked.* **Students must have visible ID to transfer.**

### Transportation

#### **Standard Daily Route Buses**

The school bus is considered an extended part of the school day, therefore, students are expected to follow the same Student Code of Conduct as if they were on campus.

- The morning drop off area is outside of the Food Court.
- Transfer buses will pick students up outside of the Food Court, but will drop them off in front of the main entrance to the building.

#### **Student Driving and Parking**

- Students must drive no more than 5 miles per hour in the student parking lot.
- Students who drive and have a class at their zoned campus 1st period are able to drive from their zoned campus to CWHS.
- Students who have a 8th period class at their zoned campus are able to leave

CWHS at the end of 7th period (or 6th period on Thursdays only) and drive to their class.

- Students who drive are not allowed to transport any other student in his/her vehicle.
- Students must have the appropriate parking sticker displayed in order to drive and park at CWHS or your vehicle may be towed.
- Students must purchase a parking sticker in order to park on campus (\$35) or your vehicle may be towed.
- Students must park in the parking lot (Lot B) that is west of the building and adjacent to the retention pond.
- Students may not park in the row facing the building, as these are designated for staff.

**\*\*Students who do not adhere to the guidelines outlined may have their driving privileges revoked.**

### **Monday and Thursday Tutorial - After School Academic Buses - Pending**

Transportation may be provided for students requiring academic support. These bus stops may differ from their normal designated stop and the route may differ from the student's regularly assigned bus, which takes them to and from school during regular school hours. Students may remain on campus for extracurricular activities after receiving academic support. If a student is suspended from riding a regular bus, they will not be able to receive this type of transportation for academic support.

- Buses will run on Mondays and Thursdays and will depart CWHS at 4:15pm
- The after school Academic buses are available for students who receive a minimum of 45 minutes of instruction after school.
- Students **MUST** have an After School Academic Bus pass from the teacher who provided the instruction.

### **Google Classroom and Schoology**

Google Classroom and Schoology are the campus online learning classroom tool. Teachers post class materials, assignments, and resources online through their Google Classroom course. Students are expected to adhere to the Technology Responsible Use Guidelines outlined in the Spring ISD student handbook when using Google Classroom or Schoology.



## Spring ISD Exemption Rules

### Spring ISD Final Exemption Rules

Students will be eligible for exceptions if they meet all of the requirements below:

Grade Range	Letter Grade	Academic	Pre-AP	AP / Dual Credit
90–100	A	4.0	5.0	6.0
80–89	B	3.0	4.0	5.0
75–79	C	2.0	3.0	4.0
70–74	D	1.0	2.0	3.0
Below 70	F	0	0	0

Requirements in EACH Class		
Grades	85 in class	9 <sup>th</sup> 1 Exemption (not STAAR tested)
Absences	No more than 3	10 <sup>th</sup> 2 Exemptions (not ELA)
Discipline	None (except d-hall) and grades meet exemption policy	11 <sup>th</sup> 3 Exemptions (not History)
		12 <sup>th</sup> 4 Exemptions (any)

## Additional Wunsche Exemption Policy

In addition to the Spring ISD exemption rules, students enrolled in any AP course will not be allowed to exempt the Fall semester exam no matter their average in the class. Also, only students who meet the Spring ISD qualifications for exemption and take their AP exam in May 2024 will be eligible to exempt the AP exam in the Spring semester (except AP US History).

## Wunsche High School Exemption Applications

Exemption applications will be available 1 to 2 weeks before final exam week. Students must apply for exemptions. The exemption application will be sent via Google forms to students' Spring ISD email. **It is the student's responsibility to check the school's website and announcements in order to know when the form is available.**

## Absences and Exemptions

The only absences that do not count against you for exemptions are coded as medical/healthcare, bereavement or school related. Please submit your absence notes upon your return to school.

## Advanced Placement (AP) Course Exam Exemption Policy

Students in **AP courses are not eligible for fall semester exam exemptions.** AP

students are required to take AP mock exams in December. These exams will be taken during semester final exams, and therefore cannot be exempted.

### **Grading policy**

Each grading period should consist of a minimum of 12 numerically graded items. A minimum of three grades recorded should be major grades. A minimum of nine grades recorded should be daily grades. One to two daily grades per week and/or nine daily grades per nine weeks.

### **Reteaching/Reassessment**

Reteaching must occur whenever the teacher determines that a student has not mastered the objective(s) at the independent practice or assessment level. Documentation that reteaching has occurred must consist of entries either in the teacher's lesson plans or grade book. Reassessment methods include, but are not limited to:

- Additional assignments
- Cumulative tests (Unit, nine weeks, semester)
- Demonstration/performance
- Discussion/review
- Observation
- Oral questioning with documented responses
- Problem-solving
- Reteaching in another unit
- Teacher-made checklist/rubric
- Retesting

### **The following guidelines apply to retesting:**

- Students who received a failing grade on an assessment must have the opportunity to retest; the retest may include items from all objectives covered on the original assessment or only those objectives not mastered by the student.
- The maximum score that may be earned on a retest is 75 percent.
- Documentation of retesting must be maintained in the student information system.

### **Late Work Policy**

For each day an assignment is late, a student will receive a deduction of 10 pts. Students are encouraged to use study hall and other tutorial times offered by your instructor if you do not understand an assignment. For students who use study hall and teacher tutorials to put forth effort in getting a late assignment turned in, the minimum grade that the student will earn on the late assignment is a 50. Otherwise, the student will receive the deduction for late work, as well as, the deduction for incorrect or incomplete work.

## Flipped Learning

Flipped Learning is a form of blended learning in which students utilize resources (including online lectures) outside of the classroom and work on applying those concepts during class time.

## Email Policy

Students are expected to check their Spring ISD email daily. Weekly announcements, course-work reminders/assignments, zoned campus information, and club updates will be sent to students through school email. It is important that students communicate in a positive and respectful manner using email.

## Research and Development (R&D) Policy

- **Mission Statement:** Spring ISD libraries are dedicated to empowering students to become lifelong and enthusiastic readers and learners; to become safe, competent, and ethical users of information and technology; and to develop skills that promote creativity, critical thinking, collaboration, and integration into the community.
- **Hours and Access:** Our hours on Mondays and Thursdays are 6:30 a.m. to 3:45 p.m. Our hours on Tuesdays, Wednesdays, and Fridays are 6:30 a.m. to 3:00 p.m. Students may visit R & D without a pass before school begins, during their lunch, and after school ends. During the school day, a pass from your classroom teacher is required.
- **Print Resources:** With over 17,000 fiction and nonfiction books, students will find what they need for class assignments, independent study, and reading for pleasure. Students may borrow 3 books for 2 weeks. Book requests are welcome and fulfilled after review.
- **Digital Resources:** We offer TexQuest resources including Gale Databases (with additional resources for CWHS), Britannica Online, EBSCO eBooks, PrQuest SIRS Discoverer, and PrepSTEP & LearningExpress Library. All digital resources offer translation assistance
- **Services and Promotions:** Our Priority is service. We provide reading recommendations, research assistance, class instruction, printing for class assignments, poster board for purchase and thematic promotions throughout the year.
- **Inquiries:**
  - Email Phyllis Anizan, Library Media Specialist [panizan@springisd.org](mailto:panizan@springisd.org)
  - R&D Website: <https://sites.google.com/springisd.org/cwhs-rd>
  - R&D on Twitter: [@CWHS\\_RD](#) - it's a suspended account
- **Students with Virtual Classes**
  - Students must have attendance taken by Ms. Anizan in ESchool.

## Milestone Projects

### **\*Expectation of Every Wunsche Student\***

#### **Foundation Project**

The freshman level project will focus on topic selection, researching, writing skills and appropriate note taking. Students will use Cornell Notes and graphic organizers to learn to organize thoughts in preparation for creating succinct outlines around his/her chosen topic(s).

#### **Cornerstone and Stepping Stone Projects**

These sophomore and junior level projects focus on researching various aspects of the student's chosen career pathway and the corresponding post-secondary options. Presentations will occur within various classes, depending on the stage and elements of the project.

#### **Capstone Projects**

This culminating senior project showcases an emerging trend, new technology, or innovation within the student's chosen career pathway. The topic is selected by the student in collaboration with both the CTE and core content teachers. Project components include a product, research paper, and a formal presentation in front of business partners, teachers and other students.

## **Field Experience Policy**

The Academy Leader and senior level CTE teacher may schedule field trips and special events throughout the year. Permission forms are required from each student prior to departure. In order to participate, students must adhere to the appropriate dress required for each trip. Students must be in good academic standing in all of their classes to participate in field experiences. Along with turning in a parent permission slip, students have to submit a grade check form to the sponsor of the field experience that has been signed by all of the student's teachers stating that they are in good standing. Students in online **Dual Credit** courses must fill out the form found [HERE](#). Your counselor will be the person who will sign off on your grade verification sheet. Students are responsible for making up any coursework that is missed as a result of their participating in a field trip.

## Guest Speaker/Field Experience Etiquette

Business partners volunteer their time and energy to give CWHS students incredible experiences and opportunities in the world of work. Listening effectively to others is one of the most important skills a young person can demonstrate. Introducing yourself, making good eye contact, asking questions, responding to a speaker's questions, and being polite with electronics and other noisy distractions show speakers and hosts how much you appreciate their efforts.

## Internships

Senior internships are required of each student who elects to take the Practicum level

course in their career pathway. There are several different types of internships that can be designed especially for you. During internship you may obtain a certification, work with business partners at their place of employment, work with a partner who brings a project or program here to the school, or attend a variety of job shadow experiences. You may utilize a program that we offer or secure an internship on your own. Each year seniors are trained for internships, prepare their resume, participate in Mock Interviews for practice and then take part in an internship experience. Meeting business partners is also an excellent opportunity to identify Capstone topics and meet potential experts who could be interviewed about your topic.

## CHAMPS

CWHS will implement a proactive and positive approach to the classroom management model to improve student success. The model that has been adopted is the CHAMPS model which will be used across the campus.

## Clubs & Organizations

<i>Organization</i>	<i>Sponsor</i>	<i>Room #</i>
<i>Academic Decathlon</i>	<i>Rose Linseisen</i>	<i>1803</i>
<i>Black Student Union</i>		<i>Med Plaza</i>
<i>FBLA</i>		
<i>FFA</i>	<i>Jessica Gray</i>	<i>1702E</i>
<i>Fitness Club</i>		
<i>Gay-Straight Student Alliance</i>	<i>Derian Guthrie</i>	<i>2664</i>
<i>HOSA</i>	<i>Steven Herbert</i>	<i>1412</i>
<i>Humanitarian Club</i>		
<i>Key Club</i>	<i>Jordan Carpenter</i>	<i>2322</i>
<i>Latino Club</i>	<i>Florida Chicas-Castillo</i>	<i>1415</i>
<i>Mu Alpha Theta, Math Honor Society</i>	<i>Jordan Carpenter/</i>	<i>2322/</i>
<i>Music Club</i>		
<i>Nat. Art Honor Society</i>		
<i>National Honor Society</i>		<i>25</i>
<i>Nat. Spanish Honor Society</i>	<i>Jennifer Greenwell</i>	<i>1412</i>
<i>SECME</i>		
<i>Skills USA of Oil and Gas</i>	<i>Bobby Bruce</i>	<i>1512</i>

<i>Skills USA Construction Technology</i>	<i>Isaac Rivera</i>	<i>1802</i>
<i>Skills USA Computer Maintenance</i>	<i>Lisa Evans</i>	<i>1552</i>
<i>Skills USA Criminal Justice</i>	<i>Waylon Randolphy</i>	<i>1335</i>
<i>Skills USA Culinary</i>	<i>Stanley Idlebird</i>	<i>1354</i>
<i>Skills USA Welding</i>	<i>Michael Curtain</i>	<i>1808</i>
<i>Skills USA BIM</i>		
<i>Skills USA Pre-Engineering</i>	<i>Cristal Johnson</i>	<i>1533</i>
<i>Student Leadership Council</i>	<i>Michael Buchanek</i>	<i>1045</i>
<i>Teen Court</i>		
<i>Wunsche in Christ</i>	<i>Micahel Buchanek</i>	<i>1045</i>
<i>Wunsche Otaku (Anime Club)</i>		

### Guidance and Counseling

A counselor supports each academy. Students needing to visit with the counselor can complete a request in their academy office. If it is an emergency situation, a student should notify the academy secretary that they need to speak with a counselor concerning an emergency situation.

Counselors support students in the following:

- academic advising
- college and career advising
- social and emotional health
- relationships
- community resources

### COUNSELORS

Elysia Calhoun-Mezgebe	Professional Academy Counselor 10th - 12th Grades
Julia Phillips	Technology Academy Counselor 10th - 12th Grades
Susan Rhodes	Medical Academy Counselor 10th-12th Grades
Joshua Westbrooks	All Academies 9th Grade Counselor
Dr. Sherrie Mason	College & Career Counselor

### Pathway Change Policy

Each February rising freshmen (and as appropriate, sophomore) students have the

opportunity to request a change in their pathway of study for the next school year. An announcement will be included in the weekly student announcements and through school email letting students know when the request period opens and the process for completing the request. Students not completing this process before the posted deadline will not be granted a pathway change after the deadline.

### Personal Graduation Plans (PGPs) Policy

Students entering 9th grade will complete a Personal Graduation Plan with their counselor. This plan must be signed by a parent and will be updated each year to show student progress toward graduation.

#### **Graduation Cords by Pathway:**

Note Requirements to earn cord for graduation:

- At least 3 years in pathway
- Earned a certification related to pathway and/or approved by Instructor
- At least 1 year of active involvement in the CTSO or Pathway Organization
- Completion of 30 internship hours or 30 direct service hours and participation in pathway organization
- Maintained academic “A” in pathway
- Satisfactory behavior
- 90% attendance rate during senior year

**\*Note - Only 4 cords may be worn during the graduation ceremony. Two honor cords and 2 additional cords. This is a Spring ISD Policy**

<b>PATHWAY</b>	<b>CORD COLOR</b>
Computer Technology	Platinum
Construction Management	Blue and Yellow
Criminal Justice	Black and Royal Blue
Culinary and Pastry Arts	Emerald (Green)
Dentistry	Purple
Emergency Medical Technician	Red and White
Hospital Administration	Black and Silver Grey
Nursing	White
Oil & Gas Production	Black and Maize Gold
Pre-Law	White and Gold (Yellow)

Systems Engineering	Orange
Veterinary Studies	Burgundy
Welding	Black and Copper

### Schedule Change Policy

Students complete the course selection process in the spring semester and have until the last school day to change their course requests for the next school year. Once students begin classes, schedules changes will follow the guidelines below:

- Extracurricular and course level changes may be requested until the 10th day of school. Schedule changes are not possible after the first 15 days of school because of state attendance requirements and the difference in curriculum in most AP courses.
- Requests at the end of the first nine weeks will be considered for course level changes only. No elective course changes will be made after the first 10 days of school.
- Requests at the end of the first semester will be considered for course level changes resulting in a lower level course only.

Requests must be made to the student's counselor by completing a schedule change request form.

### College and Career Center

The College and Career Center is located on the first floor of the Professional Academy and is available for student use throughout the day. This is a great place to research colleges and scholarships. Dr. Mason's office is located inside R&D. However, she will be available in the College and Career Center during each lunch period.

### Dedicated Service Graduate (DSG)-

The Dedicated Service Graduate (DSG) program is a community service opportunity available to all high school students. A student must complete at least 120 hours of service to graduate as a DSG. 40 of these hours must be for service to Spring ISD. The deadline for turning in documentation for service hours earned is the first Monday in April. If all requirements of the DSG program are met, graduating seniors may be recognized with a DSG honor cord during graduation ceremonies.

For more information, students should contact Dr. Sherrie Mason, College and Career Counselor [smsason@springisd.org](mailto:smsason@springisd.org).

### Lettermen Jackets

Wunsche students who participate in an extracurricular activity at their zoned campus, such as athletics, band, choir, cheerleading, drill team, can earn a letter jacket for that



activity from their zoned campus. That jacket would be the colors of their zoned campus.

They can also earn a letter jacket for certain competitions related to their career pathway at Wunsche. For example, a student in law enforcement may be able to earn a letter jacket if they place in competitions related to their pathway. Those jackets would be Wunsche colors.

Finally, they can earn an academic letter jacket if they have a 4.4 weighted GPA at the end of their sophomore year or junior year. That jacket would be Wunsche colors.

A student can only earn one letter jacket, per University Interscholastic League regulations. However, students may purchase patches for areas in which they excel and add those patches to their letter jacket.

### **Lost and Found**

Students should check in each Academy office for lost items. At the end of the day, lost items will be turned into Corporate Headquarters.