



# The Woodlands High School 411

## New Families Guide

The Woodlands High School (TWHS) PTO developed this handbook of frequently asked questions to help new parents and students at our school feel better prepared and more comfortable with the transition to TWHS. As parents of TWHS students, we have been there and believe there are no silly questions, so please feel free to contact us if we can assist you in any way. Our PTO New Parent Liaisons are available as a first point of contact to answer questions or direct you to the information/appropriate contact in the school. You can contact them by emailing [TWHSpto@gmail.com](mailto:TWHSpto@gmail.com) with your question and we will get back with you promptly. We look forward to helping you!

More detailed policies and procedures regarding the information below may be found in the [TWHS Student/Parent Handbook](#), located at the TWHS website.

### **Transportation & Parking**

#### **What time should my child arrive at school if I am driving him/her?**

Students can begin entering the building at the main campus at 6:30 am and can walk freely through the school. At the 9<sup>th</sup> grade campus, students can arrive at 6:45 am but have to sit in the common area until 7:10 am unless they are going to a tutoring class. Car line backs up in the morning, so be prepared for it to take 10 minutes to actually drop off your child once you get in the car line at the main campus, and 5 minutes at the 9<sup>th</sup> grade campus. School begins at 7:20 am, and they should be in their first period class having already been to their locker (if they have one) at that time.

#### **Do I need to write a note if they are taking a different bus home?**

A child will generally take a different bus home if they are going to a friend's house after school. The parent needs to send a hand written note to the school, which the child should give to the grade level secretary. There is a cut off time after which the child may not be let on a different bus, so the child MUST drop off the note first thing in the morning (lunch time is too late). The note must contain the names and contact information of both sets of parents (both the parents of the student taking the different bus, and the friend's parents). The secretary will then call both sets of parents to confirm the change. A bus form is then filled out by the secretary which the student can come and pick up later in the day. The student gives the bus form to the bus driver, and can then get on the bus.

## **The Woodlands High School 411 New Families Guide (continued)**

### **How do I get a parking space at the main campus? Can I park at the main campus as soon as I get my license?**

There are not enough parking spaces at the main campus for every student; therefore carpooling is encouraged. Students park in assigned parking spaces. Each July, students must apply on line for a parking space (go to TWHS website). In assigning parking spaces, priority is given to seniors, then juniors who carpool, then juniors who don't car pool. No sophomores are given spaces. The cost for a parking space is \$75/year. If you move to TWHS during the year, you may ask for your name to be put on a waiting list for a space.

### **As a parent, where should I park at the Main Campus when visiting the school?**

The Main Campus has many visitor parking spots at the main entrance to the school. Should you be attending an event and the visitor spots are all full, then you can go out of the school parking lot to the Millenium Forest entrance (by Christ Church United Methodist) and turn into the bus ramp. Take the first turnaround in front of the athletic area and you can park anywhere on the grass in that area. It is very important that you do NOT park in a parking space with a number. That space is assigned to a student who may need to park there while you are in the school.

### **How do I let my child know that he/she needs to go home differently if it's during the school day?**

Students are allowed to use their phones during class breaks and at lunch. You can text your child to tell them of the change. If it is an emergency and you are unable to reach your child by cell phone, please call the front office and they will notify your child of the change. This should be done prior to 3<sup>rd</sup> or 7<sup>th</sup> block.

## **Academics**

### **What tutoring services are offered at TWHS?**

Free tutorials are offered by TWHS faculty for students who need help in math, science, and Spanish from 5:30pm to 7:30pm Monday, Tuesday and Thursday. Math tutorials are offered all three evenings. Spanish tutorials are offered Monday and Thursday. Science tutorials are offered Tuesday and Thursday. Students should bring their textbook, class notes, and any other necessary supplies to use while working on homework or preparing for a test. Evening tutorials are located in classroom 109 on the first floor near the front office on the senior campus. The classroom opens at 5:30 PM and closes at 7:30 PM. Students will need to sign in and present their ID upon arrival.

Teachers also offer tutoring both before and after school. Your child should talk to their teacher to discuss this.

## **The Woodlands High School 411 New Families Guide (continued)**

### **What are Parent Access and Student Access?**

Parent Access is a free service provided by C.I.S.D., which allows parents to view information on your child's attendance, discipline, grades, progress reports, etc. You can sign up for this service at [www.conroeisd.net](http://www.conroeisd.net). The Student Access is also a free service provided for the student to view the same information and be responsible for checking on their grades and progress.

### **What are Red & Green Days?**

Students at TWHS have schedules with alternating days, Red Days and Green Days. The schedule will be different for Red Days and Green Days, including possibly their lunchtime. For example, the first day of school will be a Red Day, the next Green, then Red, and it will continue to alternate during the course of the school year. This schedule allows students to have longer periods for core classes on certain days, providing more concentrated instruction time. The schedule is provided on the school's website.

### **If there is a snow day (or hurricane), does the Red/Green day change?**

The Red and Green day calendar never changes, even if there is a missed day due to inclement weather.

### **What and when is Advisory?**

Advisory for all students is on Wednesdays and Thursdays from 10:24 to 10:55 am each day. In Advisory, students will hear announcements, say the Pledges, and have time to work on completing some homework.

## **Kids Concerns**

### **Can I bring my phone to school?**

Students are allowed to bring phones, iPods, and other devices. Cell phones can be on campus as long as they are off during class time. Please be aware that these devices are high theft items!

### **What if I forget something at home?**

You can text your parents about the forgotten item so long as it is not during class time. If you do not have access to a cell phone, you can go to the front desk (both campuses) and ask to use the phone.

Once your parent has dropped off the item for you, they should text you to tell you it is at the front office. At the both campuses, the front office will NOT notify students that the item is there.

## **The Woodlands High School 411 New Families Guide (continued)**

### **Can I have my backpack with me all day?**

Yes, students can carry their back packs with them all day, but students do get a locker for free if they want one.

### **How can I find out what clubs are available for me to join?**

The list of clubs at TWHS can be found on the school's website at [www.TWHS.conroeisd.net](http://www.TWHS.conroeisd.net) or in the Registrar's office.

### **What do I do if I start feeling sick at school?**

If you feel sick at school, you should ask to go to the clinic and see the nurse. **Do NOT use your cell phone to call your parents.** The nurse will call your parent from the clinic if you need medicine, need to go home, or go to the doctor. If you are a junior or a senior student and drive yourself to school, you must still go see the nurse who will then determine if you can go home. Do NOT just leave the school without seeing the nurse!

### **What should I do if I have to miss school for a Club Activity?**

If you are in an activity such as band or athletics, and you need to miss school to attend a competition or other event, you must see your teacher a day or two PRIOR to the missed classes to discuss making up the work.

## **Parent Concerns**

### **What if my child has a doctor's appointment during the day?**

Main Campus: Students that are leaving during the school day need to do bring a note from the parent or guardian to the attendance office before 1<sup>st</sup> and 5<sup>th</sup> block. The note should include who will be picking up the student, the time and the reason for dismissal, and a phone number. The student will then receive a dismissal slip to be shown to their teacher at your requested time. Your child will then report to the attendance office at their dismissal time. The parent or person picking up is required to come into the attendance office to sign out the student before student leaves the school. The attendance office is in the front office on the right side.

9<sup>th</sup> Grade Campus, with pick up at 9<sup>th</sup> Grade Campus: as above. The attendance office at the 9<sup>th</sup> Grade Campus is next to the front office.

9<sup>th</sup> Grade Campus, with pick up at Main Campus: If you have a 9<sup>th</sup> grader who is being shuttled to the high school for a class, and you need to pick your child up from the main campus for the appointment, your child needs to bring a note to the 9<sup>th</sup> grade campus attendance office. They will give your child a pass that your child can take to the main campus. At the main campus, your child can show the pass to their

## **The Woodlands High School 411 New Families Guide (continued)**

teacher, who will let them leave at the requested dismissal time. The student should then go to the main campus attendance office, show them the pass, and wait for you to come and sign them out.

### **What opportunities are there for me to get involved at the school?**

The TWHS PTO has many opportunities for ways to get involved at the school, from attending meetings, helping to distribute books, helping in the library, or serving lunch monthly to the staff. The PTO is the only organization that supports all students and benefits all students. If you are interested in volunteering with the PTO, please email your information to [TWHSpto@gmail.com](mailto:TWHSpto@gmail.com).

There are also opportunities within the schools various Booster Clubs for parent involvement and volunteering. Most of the sports and fine arts programs at TWHS have a “booster club” or parent organization that help to support the activities of each program. For instance, your child may participate in football, choir, band, orchestra, theater, track, etc. Each of these programs will have a club or parent group that help to organize events or activities. Some will also have their own fundraising to help support these activities, which helps with any additional costs.

### **What should I do if my child is having a problem with a teacher?**

It is best to first try to contact the teacher directly; emailing is the best way to communicate as the teacher can usually get a response back to you quickly. If you still feel like the issue is not resolved and you need to meet with the teacher, you can contact the Counseling Center and make an appointment to meet with the teacher, your counselor, your child, and yourself.

### **What should I do if my child is being bullied or has witnessed bullying?**

If your child is being bullied, you should encourage him/her to contact his/her Assistant Principal. In order to help, the AP must know about it, and it is the desire of the TWHS staff to help before a situation gets worse or someone makes a decision that he/she regrets. Additionally, concerns or information can be called in anonymously 24 hours a day at 1-888-KID-CHAT.

### **What if my child forgets their poster, uniform, instrument, glasses, retainer, etc. at home?**

You can bring the item to the Front Office (at either campus) and then text your child that the item is there. Your child can then come and get it. The front office will NOT notify your child the item is there.

### **Where is the school's Lost & Found?**

The Lost & Found at the Main Campus is located in the Text Book Room in the cafeteria. The Lost & Found is located in the Front Office at the 9<sup>th</sup> Grade Campus.

## **The Woodlands High School 411 New Families Guide (continued)**

### **What happens if their phone/iPod gets taken away?**

If a teacher confiscates your child's phone, the teacher will usually turn it in to the grade level Assistant Principal's office where it will remain until the student has completed the assigned disciplinary action (i.e. before or after school detention), at the end of the school day, or until a parent picks the device up.

### **How can I buy a yearbook?**

Yearbooks are sold through Smart Pay, not through the PTO. Order forms will be available at Summer Orientation on both campuses, on [www.thewoodlandseyearbook.com](http://www.thewoodlandseyearbook.com), or on [www.smart-pay.com](http://www.smart-pay.com) until January. Smart Pay will also mail order reminders during the fall semester. There will be a limited supply of extra yearbooks for sale during May distribution at all lunches on both campuses. Any questions about your year book order can be directed to Smart Pay customer service at 800-853-1337.

### **Where can I buy school spirit wear?**

The PTO sells spirit wear at the front desk of both campuses. PTO spirit wear may also be purchased on line but check the PTO website as the online purchase is currently being implemented. Spirit wear is also available from various clubs; visit the club's individual websites to purchase items.

### **Where do I buy football tickets?**

Tickets can be purchased each week during football season. On Tuesdays, tickets are sold to senior students only. Tickets will be available to all students on Wednesday. Beginning Thursday, they are available to the general public. Listed below are the times of ticket sales at both The Woodlands High School Senior Campus and The Woodlands High School Ninth Grade Campus.

Tuesday Tickets sold only to seniors

11:00am to 1:00pm Seniors Only (1 per senior with ID Senior Campus only)

Wednesday Tickets sold only to students

11:00am to 1:00pm All students (1 per student with ID @ both campuses)

Thursday tickets sold to students and general public @ both campuses

11:00am to 1:00 pm. Limit of 6 tickets per person.

Friday tickets sold to students and general public @ both campuses

11:00am to 1:00 pm. Limit of 6 tickets per person

In the event of a Thursday football game, ticket sales will begin on Monday following the format listed above. Saturday games will follow the same timeline as Friday games.

## **The Woodlands High School 411 New Families Guide (continued)**

### **My child is in regular P.E., do they need a uniform?**

Students who are taking P.E. will need to wear athletic clothing, and a t-shirt may be required, but your child will receive information from the instructor about what clothing is appropriate for the P.E. class.

### **My child needs a medication occasionally that is over-the-counter. Can he/she just take it with them?**

No, a parent must bring the medication to school and sign it in with the school nurse. The medication must be in its original container with the student's name on it. The dosage must be included in the information. No student should carry any type of medication with him/her to school, during the school day or on the bus without the nurse's permission.

### **What is Family Connection?**

Family Connection is an online guidance system vital for parent and students when embarking on the journey of College Search and decision making, and also when working through the senior college application process. Your child will receive the password from the counselors during their freshman year. If you move in after your freshman year, check with the College and Career Center to get a password. The College and Career Center is open daily from 7:00 a.m. - 3:00 p.m. with many evening hours and special topic sessions available. From this site you will receive College Visit updates, Scholarship information, request transcripts, track college applications, link directly to College and Universities, and conduct college matches. Class ranks and GPA are also updated on Family Connection. Senior ranks are released mid Sept., January and final ranks in April. Underclassmen ranks are released by the end of October and February.

Students can also access career interest inventories and learn about thousands of careers, majors and colleges. They can create their own portfolios that can be updated, and can design their own individual four-year-plan through this program. The student will update his/her four-year-plan annually using Family Connection. Since the program is web-based, it can be accessed from any computer. Counselors utilize this tool with students in classroom and individual guidance.

### **What is the College and Career Center?**

The College and Career Center is a free service for parents and students. It is open every day during school hours and has wonderful resources for college information.