

# **PARENTS MUST SIGN IN AT THE FRONT DESK OF TOMBALL HIGH SCHOOL TO VISIT TOMBALL STAR ACADEMY FOR ANY REASON!!!**

## **My student will be or has been absent, what do I need to do?**

If a student will be absent, the parent or legal guardian should call Mrs. Rogers with the student's name and reason for absence. Do not email the teachers. 281-357-3222 ext. 2214

- The principal's office must receive a written confirmation of the absence signed by the parent, legal guardian or written confirmation from a physician's office within 3 days of the absence in order for a student to not be considered truant.
- Students should drop off their absence note upon arrival to school to the principal's office.
- Students arriving late to school are considered tardy with the exception of a late school bus.

\*Absence notes must be signed by parent, legal guardian or physician's office; therefore, e-mails are not accepted.

## **I need my student to leave early, what is the correct procedure to follow?**

- Parent may check in through the front desk at Tomball High School and come sign their student out.
- Student must bring a signed parent note to Mrs. Rogers upon arriving to school.
- Mrs. Rogers will give the student a temporary pass which will allow the student to be dismissed from class three minutes prior to the pick-up time indicated on the parent note.
- Student will return to the principal's office and sign out and receive a yellow dismissal pass.

\*A signed fax is acceptable. Emails **ARE NOT** accepted.

## **What is the Dress Code at Tomball Star Academy?**

Please see **DRESS AND GROOMING** in the TISD Handbook of Student Code of Conduct pages 28-29.

### **DRESS AND GROOMING**

The District's dress code is reflective of community standards and is established to promote school-appropriate attire, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

1. Shoes are to be worn at all times. For safety purposes, shoes with wheels and house shoes are not allowed.
2. Students' dress and grooming should be neat and appropriate for their age group and school activities.
3. Clothing is to be modest and conform to the standards established for appropriate school attire. Pajamas are not appropriate. Students are to wear appropriate under-garments. A modest appearance must be maintained when standing, seated, or bending.
4. Hair should be clean and neatly groomed. It should not cover the eyes or be colored or styled in any way that is distracting to the learning environment.
  - a. Curlers are not acceptable.
  - b. Male students must be clean shaven. Sideburns should not extend below the earlobe. Hair length

should not extend below the bottom of a dress collar or the top of a t- shirt.

5. Faces are not to be covered (including face paint).

6. Students are not to wear:

a. Jewelry or trinkets that are noisy and distracting; clothing that is paramilitary, obscene, dangerous, occult or gang-related; or that advertise sex, drugs, tobacco, or any product related to alcohol, tobacco, or drugs. Students may not wear suggestive or inappropriately located decorative patches, insignia, or clothing with improper advertising, pictures, slogans, or statements.

b. Mouth grills

c. Tattoos. Visible tattoos must be covered.

d. Any body piercing (other than earrings for girls). Earrings are not acceptable for boys. Covering unacceptable body piercing or earrings is not permitted.

e. Clothing that in any way would suggest disrespect for the American flag.

f. Sweat bands, bandannas, and hats/caps/hoods inside the building.

g. Trench coats, dusters, or excessively large jackets.

h. Clothing that does not adequately cover the body or that has tears or rips that are higher than mid-thigh, such as:

*i.* Low cut, see-through, spaghetti straps or backless dresses, or other revealing tops. Midriffs are to be covered.

*ii.* Sleeveless shirts for boys.

*iii.* Baggy/oversized pants or pants that hang on the hipbone, or unhemmed shorts.

*iv.* Shorts, skirts, or split skirts shorter than mid-thigh in length. Skirts should be slit no higher than mid-thigh. Leggings worn under skirts, shorts, or tops (including but not limited to shirts, sweaters and sweatshirts) do not alter this regulation.

i. Chains or other accessories of any length or size (including wallet chains) which could be used to inflict injury upon others are not allowed.

**Note:** Additional dress code guidelines will be in effect for students who are attending the Tomball Alternative Education Center (TAEC) located at the Tomball Connections Academy. Students are expected to be in compliance with this dress code when they enter TAEC. Please see the Tomball Connections Academy Principal for further details.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the **Student Code of Conduct**.

A student who wears a hat or unacceptable jewelry will be asked to correct this violation of the dress code. A student who continues to violate this part of the dress code will surrender the item to an administrator. These items may be kept by the administrator for a period of time to be determined by the administrator, including until the end of day or the end of the year or until the parent comes to the school to retrieve the item.

A student who is found to be displaying a visible tattoo that violates this policy will be asked to cover up the tattoo so long as the student is on school grounds or while the student is attending a school sponsored or school-related activity, on or off school property.

Exceptions to the dress code due to medical or religious reasons may be granted subject to approval by the administration.

## **I need to request homework for my student that has been absent, who do I contact for that?**

Please contact teacher for work that is missed due to any absence via email.

## **Where do I drop off forgotten items? How can I get a message to my student? Can I bring lunch for my student?**

- Only messages of an **emergency nature** from a parent will be relayed directly to students.
- Messages of a personal nature can be given to Mrs. Rogers – 281-357-3222 ext. 2214
- Deliveries of a personal nature can be brought to the receptionist at Tomball High School, the delivery will be put on a table outside the administrative office of Tomball Star Academy.
- We encourage parents to plan ahead with their children for unusual weather conditions or other situations that would alter the method by which children return home.
- Please direct any changes in transportation to Mrs. Rogers at least 30 minutes prior to the end of the school day.
- Lunch may be brought to **YOUR** student and placed on the tables provided in the foyer of Tomball High School, please label with the marker on the table. Your student may go get their lunch.

**\*\*Do not rely on a fax, email, or voice mail\*\***

## **What is the Cell Phone Policy for Tomball Star Academy?**

As per page 29 of the TISD Handbook of Student Code of Conduct:

- Cell phones shall remain silenced at all times.
- Cell phones may be used during class for instructional purposes and in accordance with each teacher's guidelines. Please note that teachers may choose to prohibit cell phone use in their classrooms.
- Cell phones may be used before and after school, between class periods, and during lunch as long as students follow TISD acceptable use guidelines.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at school-related or school-sponsored event. If a student uses a telecommunications device in a manner that violates the guidelines established in the **TISD Technology Resources Acceptable Use and Internet Safety Policy** or violates a classroom teacher's guidelines the device will be confiscated. The student or parent may pick up the confiscated telecommunications device from the principal's office and may be charged a fee of \$15.

## **My student needs a VOE. Who do I ask for that?**

A VOE (Verification of Enrollment) can be obtained from Mrs. Roger or by calling 281-357-3222 ext. 2214.

## **What is the Exam Exemption Policy?**

Please see Exam Exemptions in the TISD Handbook of Student Code of Conduct page 36.

## **Can I send medication to school with my student?**

Per District Policy, all medication should be given outside of school hours if possible. **Only medication, which enables a student to stay in school, may be brought to school and will stay in the nurse's office. Students may not carry any medications on their person at any time.** All medications must be brought by a parent or guardian, all medications must be in original container.

## **How do I update my contact information? (home address, phone numbers, emergency contacts, etc.)?**

- Phone numbers and Email addresses may be updated in the Home Access Center-Refer to the Parents tab on the Tomball Star Academy website for directions on updating this information.
- Address changes can only be updated through the principal's office. Proof of residency (electric bill, gas bill) in the guardian's name must be provided before the records will be updated.
- Contact Mrs. Rogers to update emergency contact information as to who is allowed to pick-up students.

## **How do I add money to my student's food account?**

Money may be deposited into student accounts with cash or check in the cafeteria, or online at [www.schoolcafe.com](http://www.schoolcafe.com).