

# **STUDENT HANDBOOK ADDENDUM**

**2008-2009**

“Stronger together for the success of all students”



**10700 Legacy Drive**

**Frisco, Tx 75034**

**469 633-5700**

## Wakeland High School General Information Addendum

The *Mission* of Wakeland High School is to inspire, educate and prepare our students in a way that develops quality character, encourages excellence, and fosters compassion. The Wakeland High School staff, in partnership with parents and the community, will strive to create life-long learners who will grow to become respectful, responsible citizens.

In order to accomplish the Vision and Mission, all Wakeland High School students and staff will model and honor the following *values*:

- Accountability
- Compassion
- Excellence
- Honesty
- Integrity
- Personal Relationships
- Respect
- Responsibility
- Teamwork

### **School Mascot**

Wolverines

### **Alma Mater**

Hail to thee Wolverines,  
Wave our banners high and sing.  
Here we proudly stand for you.  
We are forever orange and blue.

Hail to thee Wakeland High  
Memories sweet never die.  
Stand for honor, proud and true,  
for your beloved orange and blue.

### **WHS Fight Song**

Cheer for Wakeland High School,  
Salute the orange and blue.  
Shout for Wakeland High School  
To you we will be true.  
We'll fight for and defend you,  
In everything we do.  
We chant, we cheer  
we have no fear... WHS

### **School Colors**

Blue and Orange

### **Division of Students for Administrators and Counselors**

Principal: Mike Farish

Associate Principal: Jerry Littlejohn

#### **Counselor:**

**Debbie Pool** (A – Co)  
**Abby Cole** (Cr – He)  
**Stacey Purl** (Hi – Me)  
**Brenda Saldivar** (Mi – Se)  
**Jim Carlisle** (Sh – Z)

#### **Administrator:**

**Howard Hughes** (A - D)  
**Kenny Durand** (E – K)  
**Seleste Sully** (L – Ri)  
**Sherry Crawford** (Ro – Z)

## School Sponsored Clubs and Organizations

Activities are considered to be an integral part of the Wakeland curriculum. These activities are designed to meet the varied interests of the student body. All students are encouraged to participate and take an active part in these activities. Student clubs and performing groups such as band, choir, drill team and athletic squads may establish codes of conduct and consequences for misbehavior that are more strict than those for students in general.

Many of the clubs and organizations listed below have been established or will be established soon. All WHS sponsored clubs and organizations must be supervised by a school faculty or staff member.

Academic Decathlon  
Business Professionals of America (BPA)  
Cheerleaders  
Choir  
Color Guard  
Computer Science/Technology Club (CSTC)  
DECA  
Debate  
Drill team  
FCA  
FFA  
FCCLA (Family Career Community Leaders of America) (a.k.a. FHA)  
French Club  
French Honor Society  
HOSA  
International Thespian Society  
ISM (Independent Study Mentorship) Program  
National Art Honor Society  
National Honor Society  
Orchestra

SADD (Students Against Destructive Decisions)  
Science Club  
Spanish Club  
Student Council  
TAFE (Texas Association of Future Educators)  
Yearbook

### UIL Information:

UIL Accounting  
UIL Computer Applications  
UIL Computer Science  
UIL Debate/Speech/Current Events  
UIL English/Literary Criticism  
UIL Journalism  
UIL Math, Calculator, and Number Sense  
UIL One Act Play  
UIL Prose/Poetry Interpretation  
UIL Ready Writing  
UIL Science  
UIL Spelling  
UIL Social Studies

## 2008 - 2009 Bell Schedule

First Bell: 8:38  
 Periods 1A / 1B 8:45 – 10:15  
 Periods 2A / 2B 10:22 – 12:00  
 Periods 3A / 3B 12:07 – 2:18  
 (See Lunch Schedule Below)  
 Periods 4A / 4B 2:25 – 3:55

### LUNCH SCHEDULE

Lunch Times	(Tardy Bell)	Class Times
(A) 12:00 – 12:30	(12:35)	12:35 – 2:18
(B) 12:36 – 1:06	(1:11)	12:07 – 12:36 and 1:11 – 2:18
(C) 1:12 – 1:42	(1:47)	12:07 – 1:12 and 1:47 – 2:18
(D) 1:48 – 2:18	(2:25)	12:07 – 1:48

#### Regular TEAMS Schedule:

Periods 1A / 1B 8:45 – 10:05  
 Periods 2A / 2B 10:12 – 11:38  
 TEAMS 11:45 – 12:00  
 Periods 3A / 3B Regular Schedule  
 Periods 4A / 4B Regular Schedule

#### Long TEAMS Schedule:

Periods 1A / 1B 8:45 – 10:00  
 Periods 2A / 2B 10:07 – 11:28  
 TEAMS 11:35 – 12:00  
 Periods 3A / 3B Regular Schedule  
 Periods 4A / 4B Regular Schedule

#### Pep Rally Schedule:

Periods 1A / 1B 8:45 – 10:10  
 Periods 2A / 2B 10:17 – 11:47  
 Periods 3A / 3B 11:54 – 2:02  
 Periods 4A / 4B 2:09 – 3:32  
**Pep Rally 3:37 – 3:55**

A – Lunch 11:47 – 12:17  
 B – Lunch 12:22 – 12:52  
 C – Lunch 12:57 – 1:27  
 D – Lunch 1:32 – 2:02

## **WHS Tardy Policy**

Tardiness is viewed as a disruption to the classroom environment. Entering a classroom late not only deprives the tardy student of learning opportunities, but disrupts the education of his/her peers. Promptness and punctuality are skills necessary and beneficial for both the school and the workplace.

Students who are tardy to any class period will not be allowed to enter their assigned classroom without an admit slip from the computerized tardy system. The tardy system will assign consequences as listed below:

Tardy 1-2-3	Warnings
Tardy 4	30 minute detention
Tardy 5-6-7	1* hour Thursday Night Live (TNL) Detention
Tardy 8-9	2* hour TNL
Tardy 10	1 day of In School Suspension (ISS)
Tardy 11	2 days of ISS
Tardy 12	2 days of Out of School Suspension (OSS)

Additional Tardies: Consequences can include OSS, SAC, placement at the Student Opportunity Center, and /or Truancy Court.

- \* Failure to serve a one hour TNL will result in 1 day of ISS.
- \*\* Failure to serve a two hour TNL will result in 2 days of ISS.
- \*\*\*Failure to serve consequences more than once will result in OSS.

Flagrant disregard for the tardy policy may result in an accelerated assignment of consequences.

Consequences for tardiness are assigned from the cumulative count of all combined classes for each student.

***For exemption purposes***-- four tardies in a single class period will count as 1 absence.

## **Parking on Campus**

All students and staff who plan to park at Wakeland High School will be required to register their vehicle and obtain a parking permit which must be displayed while the vehicle is on campus. If a student's parking permit is lost or destroyed, the student will be required to pay \$25.00 for a replacement permit. The theft of a parking permit is a violation of the student code of conduct and will result in consequences consistent with the WHS discipline management plan. During the withdrawal process any student with a

parking permit will be required to return it to the appropriate Assistant Principal's office before the withdrawal process will be considered complete.

No unlicensed drivers will be allowed to park or drive on the WHS campus. Faculty and staff parking will be located in the front of the school building on the south side of the main entrance. Students should not park in the lot designated for faculty and staff. Students should not park in any area designated for school personnel or visitors. Students will be permitted to park in any other areas. Students must leave their vehicle and the parking lot area immediately upon their arrival at school.

Students must have permission from an administrator to go to their vehicle during the school day. Students who must leave campus during the school day are required to sign out in the office after obtaining permission to leave school. Students must sign back in upon their return.

Students who violate parking rules or drive in a reckless or unsafe manner will face disciplinary action. Consequences could include, but are not limited to, a warning, detention, ISS, suspension of parking privileges, termination of parking privileges, towing of the vehicle at the owner's expense.

### **Possession of Telecommunications Devices**

The District prohibits students from using or activating a paging device or cellular phone during the school day. Possessing such devices (iPod, MP3, or any audio/video device) is permissible as long as the device (or any attachment) is not visible or used in any way (i.e., phone, text messaging, taking photographs) from the start of school until the end of school (8:45 – 3:55).

If a student uses such a device, leaves the device turned on, or displays the device during this time, it will result in confiscation of the device. The device will only be returned to a parent or guardian. If a student refuses to comply with a directive to give the device to a school employee, that student will receive consequences listed under Type III, and IV offenses listed on page 16 of this handbook.

The first offense will result in the phone/pager being taken up and returned to the parent with a warning for the student/parent. The second offense will result in a \$15 fine being required before the phone/pager is returned. The third offense will result in an additional \$15 fine being required before the phone/pager is returned. A fourth offense will result in the phone/pager being confiscated for the remainder of the school year and an additional \$15 fee being required for the return of the phone.

Parents will be notified within two school days after the device has been confiscated and may set a time to pick up the device and pay the fine if applicable. If the parent refuses to pick up the phone or pay the fine, the company whose name and address appear on the device will be notified if applicable.

Disposal - If the device is not picked up by the end of the school year, it will be disposed of following district guidelines.

## **All Assignments Should Be Completed:**

Students are expected to turn in all assignments. Homework not completed for the class it was due in will be accepted for a maximum grade of 70 if turned in before 8:45 the next day. The homework assignment will be accepted for a maximum grade of 50 if turned in before the next class period. Late work will be accepted for major and minor weighted grades as well, if the assignment is turned in the next class period. Late work will be recorded as a maximum grade of 70 if the grade received is passing. Grades below 70 will be recorded as the grade earned. (Ex: 90% late grade=70 recorded grade; 65% late grade = 65 recorded grade.)

## **Parent Contact Regarding Academic Problems**

Teachers are encouraged to contact the parent/guardian of all students enrolled in their classes. Positive contact early in the semester may prevent academic or behavior problems later on. In the past, a large number of students have failed one or more classes due to not completing or returning assignments. Students must be held accountable for their actions. However, it is the teacher's responsibility to communicate with the parent or guardian when a student is not participating appropriately or completing their assignments.

***IMPORTANT:** The teacher will be required to have personal contact with the parent or guardian when a student does not turn in or complete an assignment for the 2nd time in a class during a six week grading period. When a student fails to turn in an assignment for the 2nd time during a 6-week grading period, the teacher will make every possible effort to contact the parent or guardian of that student*

## **Student Staffing (Campus Intervention Team / C.I.T.):**

If a counselor, teacher or administrator determines that a student is severely at risk academically or behaviorally they may request a C.I.T. meeting be held involving all of the student's teachers, a counselor of the student and the parents. This can be an effective tool in combating serious academic and behavioral problems. These meetings will be coordinated by a counselor or administrator and scheduled so that everyone may attend. Attendance will not be optional; coverage of classes will be handled administratively, if necessary.

## **Makeup Work**

It is the student's responsibility to do make-up work following any absence. Make-up work is an assignment that has been missed due to an absence whether excused or unexcused. Students are responsible for collecting their make-up work the first day they return to the class(es) that were missed. After receiving their make-up work students will have until the next class meeting to turn in their make-up assignments

If the student was aware of an assignment deadline or exam before the absence occurred, the assignment or exam is due upon the student's return to school.

Make-up work for assignments or tests stemming from an excused absence will be given full credit for the grade earned providing the work is completed in the allotted time. Under extenuating circumstances the teacher may allow extended time for make-up work after an excused absence.

Make-up work for assignments or tests missed due to unexcused absences will be graded and 30 percentage points will be deducted from the grade before the grade is entered in the teacher's grade book. Students who fail to complete their make-up work stemming from an unexcused absence within the time allotted will receive a zero for that assignment or test.

## **FISD High School Dress Code**

**ALL REQUIREMENTS WITHIN THIS POLICY WILL BE STRICTLY ENFORCED. IN ORDER TO ATTEND THEIR REGULAR CLASSES, STUDENTS WILL BE REQUIRED TO BE IN FULL COMPLIANCE WITH THIS POLICY.**

The dress and grooming standards of the Frisco Independent School District are meant to promote a positive, professional learning environment where the focus is on instruction and not on clothing. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student safety.

Students shall come to school looking clean, neat, and ready to learn. The district prohibits pictures, emblems, or writings on materials or clothing that are lewd, offensive, vulgar, immodest, or promote or refer to alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (1). The district also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity, affiliation, promoting the gang lifestyle or other offensive items are specifically prohibited.

*The following statements serve as guidelines so that there is no question of what is acceptable.*

- "Sagging pants" are not allowed. Jeans, slacks, shorts, and all other pants must be worn at or about the waist at all times. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments should not be visible at any time.
- Inappropriate exercise clothing will not be allowed without an appropriate covering garment.
- Pants and other articles of clothing that are torn, ragged, frayed, or pants with holes are not permitted.
- Sunglasses, caps, hats, bandanas, and other headwear are not to be brought into the building.



- Hairstyles or unnatural hair colors that, in the judgment of the school principal, cause a disruption of the educational environment are not allowed.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn; house shoes or “slippers” are not permitted.
- Earrings are permissible. All other visible body-piercing jewelry or ornaments are prohibited.
- Reasonable standards of modesty must be met.

**Boys:**

- Shirts with sleeves must be worn at all times.
- Shorts that extend to or below the students’ fingertips when their arms are held to their sides are acceptable.

**Girls:**

- Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments.
- See-through, bare midriff, halter type, shoulder baring or spaghetti strap blouses or any revealing clothing is not permitted. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position. Dresses, skirts, and shorts must extend to or below the student’s fingertips when their arms are held to their sides.

Students in violation of the student dress and grooming code will be expected to change into appropriate attire when violations are brought to their attention. Students will not be allowed to leave campus for the purpose of changing clothes. Students who fail to meet this requirement of compliance with the Dress and Grooming Code may spend the remainder of the day in In-School Suspension. Students who persistently violate the dress code may be held to a higher dress standard. Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed.

*Note: The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity and may impose higher standards.*

**Academic Ethics and Plagiarism Policy**

Wakeland High School expects its students to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

**Plagiarism Rationale:** Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Wakeland High School.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential. Plagiarism includes:

- taking someone else's assignments or portion of an assignment and submitting it as your own.
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- presenting the work of tutors, parents, siblings, or friends as your own.
- submitting purchased papers as your own.
- submitting papers, or portions of papers, from the Internet written by someone else as your own.
- supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

## **Cheating**

Rationale: Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Wakeland High School.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, then the student is responsible for clarifying the matter with the teacher.

Cheating includes:

- copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor.

- using a computer or other means to translate an assignment from one language into another language and submitting it as an original work.
- giving or receiving answers during tests or quizzes.
- taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (Cliff Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

## **Alternatives to Cheating and Plagiarism**

No student needs to cheat or plagiarize. Wakeland High School provides numerous support services for students to help themselves in achieving honorable success. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize. The following behaviors promote true achievement.

1. Students should be prepared. Try to keep a realistic schedule that balances academic obligations and your social life.
2. Make certain that you understand your assignments and the grading assessments that will be used. If you have questions about an assignment or an assessment, then speak to your instructor. Do not rely solely upon a classmate for clarification.
3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
6. Assignments should be considered individual unless the instructor states otherwise.
7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
8. Keep current with all assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
10. Know what constitutes cheating, including all the variations of plagiarism.

The role of parental support in their child's achievement and ethical development is fundamental to the student's long term success. The following information will assist parents in promoting true student achievement.

1. Teachers are available for extra help before and after school.

2. Assess your child's abilities realistically. Help him/her to choose courses in which he/she will be successful and challenged without undue stress.
3. Do not push your student beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
4. If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified; the sooner steps can be taken to alleviate it.
5. If your child is caught cheating and you are called, please remember that this is a learning experience. Please help your child to accept the consequences for his/her inappropriate actions.

## **Consequences of Plagiarism/ Cheating**

Any student who is caught cheating or plagiarizing may receive a grade of "zero" for academic work involved, and the parent(s) of the student(s) will be notified. When work is copied from another student, both students could be penalized with a grade of "zero". Grades of "zero" which are the result of any form of academic dishonesty are irrevocable. The students will receive a "U" for citizenship during the appropriate grading period and campus administration will be notified. Subsequent offenses will result in graduated disciplinary assignments in accordance with the campus discipline plan.

*Wakeland High School thanks North Hunterdon High School of Annandale, New Jersey and Manchester Essex Regional High School of Manchester-by-the-sea, MA for its clear policies on academic ethics, which we have revised and adopted (with permission) as our own.*

## **Semester Exams**

The semester exam counts 20% of the semester grade. No student will be allowed to take their exams early. If a student knows they will miss a final exam at the end of the first semester, then they must make arrangements with their teacher to make up the exam as soon as possible. If the student knows they will miss an exam at the end of the school year, they are to contact their assistant principal or counselor to arrange to make up the exam within the first two weeks of the summer break. Junior and Senior students will not be eligible for exemption from second semester final exams if they owe fines of any kind to the school or if they have not paid for a damaged or lost textbook.

## **Semester (Final) Exam Exemption Criteria**

Semester Exam exemptions will be allowed under the following conditions:

1. Exemptions are allowed only at the end of the second semester.
2. Only juniors and seniors are eligible. (Sophomores are eligible for a special exemption. See information under TAKS exemptions for sophomores.)
3. In order to be eligible for exemptions a student must meet minimum standards in three areas:

- a. Academic performance
- b. Attendance
- c. Citizenship

### **Academic and Attendance Requirements:**

1. Students must have a non-weighted second semester grade average of 80% or higher.
2. Students must have 3 or fewer absences in all classes during the first semester and 3 or fewer absences in each class during the second semester.

### **Citizenship:**

1. Any Saturday School Assignment, suspension (ISS or OSS), DAEP placement, or expulsion will make that student ineligible for exemptions in all classes. See handbook addendum for any tardy hall qualifications.
2. Students will not be eligible for exemption from second semester final exams if they owe fines of any kind to the school or if they have not paid for a damaged or lost textbook.

**Please note:** Four (4) tardies in a class during a semester will count as one (1) absence when applying exemption criteria. All absences, unexcused and excused, including approved college days, count toward exemption determination. School related absences will not count.

### **TAKS Exemption for Sophomores**

Sophomores may be exempt from a final exam in a core class if they meet all of the following criteria:

- Meet expectation (pass) TAKS in that core area.
- Must have at least a 70 average in the core class (second semester).
- Must have no more than six absences, with no more than three absences during the spring semester in the core class
- Must meet the citizenship requirement as it applies to Junior and Senior exemptions.
- Students will not be eligible for exemption in any course if they have not cleared all fines or have not paid for a damaged or lost textbook.

In addition, sophomores who earn Commended Performance in all four core areas of the TAKS *and meet the other criteria listed above* may be exempt from all final exams including elective classes.

### **RETEST POLICY**

Students may gain the privilege to retest for a maximum grade of 70 during a seven-day period following the return of a test. Teachers will establish the criterion for retaking a test. This criterion shall be based upon either the student attending a tutorial in preparation for the retest or completion of a written review document of the teacher's

choosing, or both. This policy does not apply to semester exams. In addition, students will not be allowed to retest in Advanced Placement (A.P.), Pre A.P. courses.

## **Wakeland High School Discipline Addendum**

### **Types of Offenses and their Consequences**

The following information is not exhaustive. For a more complete list of Offenses and Consequences, please refer to the Student Code of Conduct.

#### **Type I Offenses** (Generally result in a detention)

1. Disturbing classes.
2. Leaving classroom without permission. (may be considered truancy, SAC)
3. Exhibiting any unacceptable physical contact.
4. Using profanity.
5. Displaying any behavior which is disruptive to the orderly process of classroom instruction, such as:
  - a. Excessive/unnecessary talking
  - b. Laziness/not working
  - c. Failure to have required supplies/assignments
  - d. Inappropriate comments
6. Violating posted classroom rules of conduct.
7. Failure to attend a tutorial session that the student requested or was assigned by the teacher.
8. Cheating on an exam and/or copying the work of another student. (A grade of zero may also be given).
9. Being improperly dressed.
10. Bringing banned items to school - radios, C/D players, pocketknives, water guns, etc.
11. Failure to leave a parked car immediately upon arrival at school.
12. Inappropriate comments displaying any behavior that could be considered harassment.
13. A second parking or driving violation.
14. Tardiness.

#### **Type II Offenses** (Multiple detentions, ISS or SAC)

1. Failure to attend assigned Detention session or SAC assignments.
2. Unexcused absence for full day or more. (Multiple detentions or SAC).
3. Second commission of any Type I offense.
4. Leaving campus or missing a class without permission. (SAC)
5. A third parking or driving violation.
6. Multiple Type I offenses.

**Type III Offenses (In-School Suspension)**

1. Failure to attend an assigned Detention a second time.
2. Repeated and flagrant disregard for school rules.
3. Disrespectful or discourteous behavior toward another person designed to provoke or to undermine authority.
4. Unexcused absences totaling 3 days or more. (plus SAC)
5. Violation of the tobacco use or possession policy.
6. Excessive tardiness. (plus SAC)
7. Insubordination or defiance.
8. Serious or illegal behavior.
9. Continued parking or driving violations.
10. Theft of a parking permit
11. Multiple Type I and/or II offenses

**Type IV Offenses (Suspension)**

1. Failure to observe rules in an assigned in-school suspension class.
2. Simple assault on another student.
3. Documented persistent incorrigible behavior.
4. Theft or vandalism resulting in a serious financial loss to the school
5. Insubordination or defiance.
6. Extreme profanity.
7. Serious or illegal behavior.
8. Multiple Type I, II and/or III offenses

**Type V Offenses (Placement in a Disciplinary Alternative education program)**

1. Assault of a teacher or other individual or making terroristic threats.
2. Commits arson or felony criminal mischief.
3. Assault or terroristic threat.
4. Sells, gives or delivers, or possesses or uses or is under the influence of marijuana, a dangerous drug, controlled substance or an alcoholic beverage.
5. Engages in conduct relating to abuseable glue, aerosol paint or volatile chemicals.
6. Public lewdness or indecent exposure.
7. Retaliation against any school employee.
8. Behavior that is so unruly, disruptive or abusive that the teacher cannot communicate with the class.
9. Lack of academic effort/progress.
10. Continued misbehavior after placement in ISS and/or suspension.
11. Gang activity.
12. Criminal mischief not punishable as a felony.
13. Serious or illegal behavior defined by a law that requires or allows placement in a DAEP.
14. Multiple offenses under any combination of the first four headings.

**Type VI Offenses (Expulsion)**

1. Use, exhibition or possession of a weapon.
2. Aggravated assault, sexual assault or aggravated sexual assault.
3. Arson.

4. Indecency with a child.
5. Aggravated kidnapping.
6. Conduct related to an alcohol or drug offense that is a felony.
7. Criminal mischief, if punishable as a felony.
8. If necessary, to protect persons or property.
9. Repeated and persistent violation of school rules.
10. Removal from or refusing to attend SOC.
11. Serious or illegal behavior.
12. Multiple offenses under the first five headings.

## **DESCRIPTIONS OF DISCIPLINARY SETTINGS**

1. Detention - 1-hour session before or after school on designated days Tuesday and Wednesday, 7:30-8:30 a.m. and 4:05 – 5:05 p.m.
2. In-School Suspension (ISS) – 1 to 10 days in a supervised setting from 8:45 a.m. to 3:55 p.m. completely isolated from other students, including lunch period.
  - Attendance at and participation in school activities is suspended.
  - Schoolwork for each teacher is completed in this setting.
  - Students must report to the ISS classroom or their assistant principal's office upon arrival at school on days they are assigned to ISS.
3. Suspension - Up to three (3) consecutive days at home in an unsupervised educational setting. Schoolwork must be accepted. Students must turn in their assignments upon their return to school or the WHS late work policy will be enforced. Students may not attend any school functions during this time.
4. Thursday Night Live (TNL) – See WHS Tardy Policy for details.
5. Saturday Alternative Center (SAC) - Students who have attendance problems or have failed to serve detention are assigned to SAC. All students who are assigned to SAC are required to pay a fee of \$5.00 per hour assigned. Students may earn their fees for SAC by doing community service at WHS under the supervision of the assistant principal. The circumstances under which a student may be assigned to SAC are:
  - a. Excessive absences: The State Compulsory Attendance Law requires that a student must be in attendance at least 90% of the time in order to receive credit for the class. With Block Scheduling, a student with 5 or more absences in a class is not in compliance and therefore cannot receive credit even if the student has a passing average. However, this same law states that the school district may allow the student to make up time in order to gain credit for the class. At WHS, an attendance committee convenes to review student attendance and determines the amount of time a student is to make-up.
  - b. Truancy: According to the State Compulsory Attendance Law, a student is considered to be truant if he/she has an unexcused absence of any kind, leaves campus without permission (without signing out in the office), or misses 3 consecutive days for no valid reason. This also applies to nonattendance of required tutorials.



- c. Failure to attend detention: students who fail to attend an assigned Detention will:
    - i. 1st offense- be assigned an additional Detention
    - ii. 2nd offense- be assigned a SAC to go along with the previously assigned Detentions.
  - d. Failure to attend SAC: students who fail to attend an assigned SAC will:
    - i. 1st offense- be assigned an additional SAC.
    - ii. 2nd offense- be assigned an additional SAC and three (3) days ISS.
    - iii. 3rd offense- student may be assigned to AEP.
6. AEP Placement - The Fisd alternative education program (AEP) is provided at the Student Opportunity Center (SOC) at 6928 Maple Street in Frisco. Placement in the SOC usually will be for a minimum of 20 days. Transportation to and from SOC is the student/parent's responsibility. SOC provides behaviorally at-risk students with an alternative and innovative instructional environment which helps motivate the student to develop appropriate coping skills. Students assigned to SOC are prohibited from attending any school activities and prohibited from being on any Fisd campus during the placement.
7. Expulsion - Student dismissed from school for the remainder of a semester or remainder of the school year and will be assigned to the Juvenile Justice Alternative Education Program (JJAEP) in McKinney for a minimum of the current school year. The district will provide transportation to the JJAEP.

Students with disabilities are subject to applicable State and Federal law in addition to the code of conduct. To the extent any conflict exists, state and/or federal law will prevail.

## **Miscellaneous Disciplinary Behaviors and Procedures**

### **Arrested Students**

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [see GRA], and then shall deliver over the student. The principal shall immediately notify the Superintendent and ordinarily shall notify the parents or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal shall not notify the parents.

### **Assaults & Fighting**

- Students are prohibited from assaulting anyone on school property or at any school-related event. An assault is defined as:
  - 1. Intentionally, knowingly or recklessly causing bodily injury to another person.
  - 2. Intentionally or knowingly threatening another with imminent bodily injury.

3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.
- Students are prohibited from fighting on campus.

Students violating this policy may be issued a citation for disorderly conduct, suspended from school for three (3) days, and placed in In-School Suspension for FIVE (5) days upon their return to school.

\*Violations which constitute assaults as defined by the Texas Penal Code § 22.01(a) (1) will result in students being charged with an assault and being placed in the Disciplinary Alternative Education Program.

**FRISCO ISD TRUANCY WARNING NOTICE - COMPULSORY ATTENDANCE IN TEXAS SCHOOLS**  
**OFFICIAL NOTICE PURSUANT TO EDUCATION CODE 25.095, TO THE CHILD AND PERSON(S) STANDING IN PARENTAL RELATION TO THE CHILD.** Failure to comply with the laws and rules governing compulsory attendance may result in legal action or other consequences.

Texas requires a child who is at **least 6 years of age**, or who is younger than 6 years of age and has previously been enrolled in first grade, and who has **not yet reached his/her 18<sup>th</sup> birthday** to attend school unless exempt by Sec. 25.086. Students enrolled in pre-kindergarten or kindergarten shall attend school. **Education Code 25.085**

Except as provided by Texas Education Code 25.092, a student may not be given **credit for a class** unless the student is in attendance for at least 90 percent of the days class is offered. **Education Code 25.092**

If a student is absent from school on 10 or more days or parts of days within a 6-month period in the same school year or 3 or more days or parts of days within a 4-week period (**tardies are considered parts of days**), the student's parent is subject to prosecution under Texas Education Code Section 25.093, and the student is subject to prosecution under Texas Education Code Section 25.094. An offense under either section is a Class C misdemeanor punishable by a fine not to exceed \$500 for each offense. Each day may be a separate offense. The burden of showing that an absence should be excused is on the student or parent. **Education Code 25.093; Education Code 25.094; Education Code 25.095**

It is an affirmative defense to prosecution under Education Code 25.093 that one or more of the absences required to be proven was excused by a school official or should be excused by the court. The burden is on the defendant to show by a preponderance of the evidence that the absence has been or should be excused. A decision by the court to excuse an absence for this purpose does not affect the ability of the District to determine whether to excuse the absence for another purpose. It is an affirmative defense to prosecution under Education Code 25.094 that one or more of the absences required to be proven were excused by a school official or by the court or that one or more of the absences were involuntary, but only if there is an insufficient number of unexcused or voluntary absences remaining to constitute an offense under 25.094. The burden is on the defendant to show by a preponderance of the evidence that the absence has been excused or that the absence was involuntary. A decision by the court to excuse an absence for purposes of this section does not affect the ability of the school district to determine whether to excuse the absence for another purpose. **Education Code 25.093; Education Code 25.094**

If a student is found to have violated Section 25.094, a court may order : 1) the child to attend school without unexcused absences; 2) the child to attend GED preparatory classes or take a GED examination; 3) the child to attend a special program that the court determines to be in the best interest of the child, including an alcohol/drug abuse program; 4) the child and the parent/guardian to attend classes for students at risk of dropping out of school; 5) the child to complete reasonable community service; ; 6)the child to attend tutorials; and, 7) the child's driver's license be suspended or not issued. **Code of Criminal Procedure Art. 45.054**

A parent/guardian of a school age child has the responsibility to require that their child attend school regularly. When sickness or other obligation necessitates an absence, **a note signed by the parent/guardian** explaining the reason for the absence **is required** the day the student returns to school. If a student fails to submit a note, the absence will be considered unexcused and the student will be allowed **three (3) days to submit a written note** excusing the absence. **The absence will be unexcused if a parent/guardian fails to provide a note within the specified time.** A student shall be excused from attending school for the purpose of observation of religious holy days, including travel for that purpose, such days shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. Additionally, a student may be excused for temporary absence resulting from an appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. **Education Code 25.087; 19 TAC 129.21.**

A person required to attend school may be **excused for temporary absence** resulting from any unusual cause acceptable to the Superintendent, the principal or the teacher of the school in which the student is enrolled. Such causes may include, but are not limited to: 1) personal sickness; 2) family emergency; ; 3) documented juvenile court proceeding; 4) Board-approved extracurricular activity; or 5) approved college visitation. **Education Code 25.087** When a student's absence for **personal illness exceeds four (4) successive days**, the student shall provide a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school (the school nurse is available to verify an illness on the day of the absence). The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. Absences such as **vacations and trips** (except those approved in advance by the principal in accordance with Board Policy FEC (LOCAL), babysitting, working (including modeling), and nonschool-sponsored athletic events and programs shall be considered unexcused.

Unless specifically exempt, an enrolled student who is eligible **must attend** an extended-year program or **required tutorial classes** that is provided by the district for students identified as likely not to be promoted to the next grade level; an accelerated reading instruction program to which the student is assigned; an accelerated instruction program to which the student is assigned; a basis skills program to which the student is assigned; or a summer program provided as a disciplinary program. (Saturday School, "Friday-Nite Live" Tutorials and/or any after-hours school are considered to be extended-year programs.) **Education Code 25.085**

**Please sign the ACKNOWLEDGMENT and return the signed original to your child's school. If you have any questions, you may contact the school your child is attending.**

**ACKNOWLEDGMENT: I have received information governing Compulsory Attendance. My signature is only an acknowledgment that I have received this Notice.**

**STUDENT'S NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **I.D.#** \_\_\_\_\_

**PARENT//GUARDIAN** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(signature)

**STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(signature)

# ACKNOWLEDGMENT FORM

## Student Handbook and Code of Conduct

Dear Student and Parent:

As required by state law (pursuant to Texas Education Code § 37.102), the District has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student. In addition to discipline issued by the school for violating the student code of conduct, the Texas Education Code provides that a code of conduct violation can be considered a Class C misdemeanor. To that end, the following violations may result in either the issuance of a citation or being arrested for the offense.

### Possession of Prohibited Items

Possessing or using:

- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon, an air gun or BB gun.

### Use, Possession, or being Under the Influence of Illegal, Prescription, and Over-The-Counter Drugs

- Possessing or selling seeds or pieces of marijuana in less than a usable amount.
- Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.
- Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, dangerous drug, or over-the-counter medication in an amount not constituting a felony offense.

**Additionally, any law or ordinance regulating traffic on a public roadway applies to the operation of a vehicle on school property (Texas Education Code § 37.102).**

We urge you to read this student handbook and code of conduct and to discuss it among your family. If you have any questions about the behaviors and consequences, we encourage you to ask for an explanation from the student’s teacher or campus administrator. The student and parent should each sign this page in the space provided below, and then return the page to the student’s school.

Thank you,

Dr. Rick Reedy,  
Superintendent of Schools

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My child and I have access to a copy of the Student Handbook that includes the Technology Acceptable Use Policy, the Student Code of Conduct for 2006-2007, the laws regarding student records and information on the compulsory attendance laws. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Print name of student: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_