

INDEPENDENCE

HIGH SCHOOL



STUDENT HANDBOOK



Independence High School

Mission and Vision

Inspire to Learn, Empower to Excel.

Colors:

Purple, Black, and White

Mascot:

Knights

Fight Song: "Independence Fight"

Go! . . Knights, defend with the shield.
Ever to conquer, never to yield.
Go! . . Knights, the fearless and right.
Fight on, for purple, black and white.
Go! Fight! Win!
On to vict'ry, strike up the band.
I-H-S, I-H-S
Stand up and yell, Knights!
Go! . . Knights win for your school, The Power of I-H-S!

Alma Mater: "Independence"

Our Independence,
courageous and true.
We'll strive for excellence
in all that we do.
Our Independence,
we pledge our loyalty.
We'll serve with honor
and integrity.

The Knights' Code

The Independence High School student body will...

INTEGRITY

Students will demonstrate integrity by upholding a strong moral code, taking ownership of their decisions, and advocating for what is right.

UNITY

Students will demonstrate unity by actively participating in a collective identity.

LOYALTY

Students will demonstrate loyalty by taking a vested interest in upholding traditions, supporting fellow knights, and "bleeding purple."

COURAGE

Students will demonstrate courage by standing up to peer pressure, surrounding themselves with the positive and removing the negative, and stepping outside of their comfort zone.

PERSEVERANCE

Students will demonstrate perseverance by embracing challenges, overcoming failure, maintaining confidence, and being passionately committed to their goals.

SERVICE

Students will demonstrate service by identifying the needs of others, helping those needs, being involved in the community and putting others first.

Independence High School

10555 Independence Parkway
Frisco, TX 75035
(469)633-5400

“Inspire to Learn, Empower to Excel”

Alan Waligura, Principal

<u>Counselor:</u>	<u>Extension</u>	<u>Administrator:</u>	<u>Extension</u>
Heather Mayfield	35412	Eric Green	35402
Randall Ford	35416	Hector Garcia	35404
Rosalyn Greer	35413	Tausha Robinson	35409
Katie Puente	35414	Ryan Solano	35405
Jason Wooden	35415		

***Students are assigned to a counselor and administrator alphabetically across all grade levels according to their last name.**

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Principal's Message

Knights,

Welcome to the Independence High School family! As a husband and father of two, I understand the importance of the extended school family and the difference it can make in a child's life. Be confident that Independence will endeavor to challenge students by maintaining the high standards Frisco ISD has set and that all Frisco ISD schools uphold. I can assure you that our amazing staff at Independence will work diligently to build healthy relationships and create a culture and climate where students feel valued, cared for, and safe.

We will be updating the Independence High School website periodically with information regarding important events or dates during the 2017-2018 school year. We look forward to meeting each student and family this year. I appreciate your support in making Independence High School one of the great schools in FISD and look forward to hearing any input or ideas that will help move Independence one step closer to excellence.

Go Knights!

**Alan Waligura
Principal
Independence High School**

**Frisco Independent School District Mission Statement:
*Our mission is to know every student by name and need.***

July 2017

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August 2017

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September 2017

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October 2017

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November 2017

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December 2017

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FRISCO INDEPENDENT SCHOOL DISTRICT 2017-2018 School Calendar

A/B Day Calendar Bold Indicates "A" Days

Reporting Periods - Secondary Schools	Days
1st grading period - Aug. 21 - Sept. 29	29
2nd grading period - Oct. 2 - Nov. 10	28
3rd grading period - Nov. 13 - Jan. 12	28
4th grading period - Jan. 16 - Feb. 23	28
5th grading period - Feb. 26 - Apr. 20	34
6th grading period - Apr. 24 - Jun. 1	27

Secondary:
1st Semester - 85 days (43 A & 42 B Days)
2nd Semester - 89 days (44A & 45 B Days)

Reporting Periods - Elementary Schools	Days
1st grading period - Aug. 21 - Oct. 20	42
2nd grading period - Oct. 23 - Jan. 12	43
3rd grading period - Jan. 16 - Mar. 23	43
4th grading period - Mar. 26 - Jun. 1	46

First day of school: August 21
Last day of school: June 1
Total School Days: 174
Preparation/Inservice: 13

Prep/Staff Development

Aug. - 10 - 11
Aug. - 14 - 18
Aug. - 17 Convocation
Oct. - 6
Nov. - 20 - 21 Staff exchange days
Jan. - 2
Apr. - 23
Jun. - 2

Holidays

Sept. - 4
Oct. - 9
Nov. - 22 - 24
Dec. - 18 - 29
Jan. - 1, 15
Feb. - 19
Mar. - 12 - 16
May - 28
July - 4

Bad Weather Make-Up Days

March 30
May 25

New Teacher Inservice

July 31 - August 3

- Key:
- Staff Development (non instructional days)
 - Holidays
 - Bad Weather Make-Up Day
 - New FUSD Teacher Inservice

January 2018

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February 2018

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March 2018

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April 2018

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May 2018

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June 2018

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23	24	25	26	27	28	29
30	31					

9/4 Labor Day
10/9 Columbus Day

11/23 Thanksgiving Day
12/25 Christmas Day

1/1 New Year's Day
1/15 M.L. King Day

2/19 President's Day
3/30 Good Friday

5/28 Memorial Day
7/4 Independence Day



Independence High School

BELL SCHEDULE



Regular A Day/B Day Schedule

1ST PERIOD **9:00 – 10:30**
Passing period 10:30 – 10:35

2ND PERIOD **10:35 – 12:05**

ACTIVITY PERIOD **12:10 – 12:35**
Passing period 12:35 – 12:40

3RD PERIOD **12:40 – 2:40**
 A Lunch: 12:35 - 1:05
 B Lunch: 1:07 - 1:37
 C Lunch: 1:39 - 2:09
 D Lunch: 2:10 - 2:40
Passing period 2:40 – 2:45

4TH PERIOD **2:45 – 4:15**

Tutorials:

Before School: 8:20 – 8:50

After School: 4:15 – 4:45

- Students not in tutorials in the morning should be in the cafeteria or the library.
- **Students not attending tutorials, or with a coach/sponsor, should be out of the building by 4:30.**

Pledges, Daily Announcements & Moment of Silence

The Pledges of Allegiance will be broadcast daily over the PA system during second period followed by the moment of silence and daily announcements. Announcements will also be posted daily on the IHS website.

GENERAL INFORMATION

DELIVERIES & MESSAGES

Please make travel, lunch, clothing and other arrangements with your student before he/she arrives at school. Because of the large number of students enrolled at Frisco ISD High Schools, office staff will accept deliveries for students under very limited circumstances. Office staff will accept delivery of items such as schoolwork, books or class materials in addition to clothing or uniforms needed for class or other school related activities. Messages for students will be accepted only for emergencies or in regard to transportation changes. Office staff will not accept delivery of flowers, candy or gifts for students. Our fire detection system includes laser beam technology that can be activated by released helium filled balloons or similar items; therefore we ask that helium filled balloons not be delivered or brought into the building. Students are not allowed to have food delivered to the campus. All deliveries will be denied. Parents may arrange for their student to meet them at the front office during passing periods or during the student's lunch period if they wish to deliver lunch.

CLOSED CAMPUS

Independence High School is a closed campus. During the lunch periods, students are to remain in the cafeteria. All other areas are considered out-of-bounds and unauthorized. Students are not permitted off campus at any time unless a parent/guardian provides a written request. Attendance personnel will verify all requests and violations of this expectation will be subject to consequences.

VISITORS

All visitors to the campus that are going beyond the security doors will be required to present their Driver's License so it can be scanned and checked against the National Database of Registered Sex Offenders. Parents and other visitors are welcome to visit the District's schools. All visitors must first report to the main office to sign in and obtain a visitor's badge. Staff and students are not permitted to open doors for anyone whatsoever. All visitors must enter via the main entrance. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Observers in classrooms are limited to no more than one hour. Trespassing on school premises is strictly prohibited in accordance with Section 37.107 of the Texas Education Code.

VERIFICATION OF ENROLLMENT AND ATTENDANCE (VOE) FORM

To obtain a driver's license, the Texas Department of Public Safety must be provided with a VOE form for the purpose of verifying that a student has 90 percent attendance in each course for the semester. Please see Ms. Bugh in the front office to request a VOE form. **A 24 hour notice is required.**

ARRIVAL AND DISMISSAL PROCEDURES

FISD High Schools are organized on a four-period day with 90 minute class periods. School begins at 9:00 a.m. and dismisses at 4:15 p.m., Monday through Friday. Students are under the authority of school personnel when they arrive on FISD property, or when students are at a school-sponsored event. Students are considered to be "in school" when they board a bus or step on campus and are not allowed to leave campus without permission from the office. Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is

scheduled to take place. Should a student need to leave campus, they will need to report to the front office and follow normal sign out procedures. Arrangements should be made for transportation home for all students at the end of the school day at 4:15 p.m. **Students should not be on campus after 4:25 p.m. unless accompanied by a staff member or attending an after-school activity.**

LATE ARRIVAL AND EARLY RELEASE

Juniors and seniors who are on track for graduation with regard to both credit and STAAR requirements may sign up for either late arrival or early release. **Students who opt for either must have transportation and may not be on campus when they are not scheduled in a class. Any student unable to leave campus immediately after their last class will not be permitted to have early release.** Students with late arrival should not be on campus until 10:25 am, and students with early release must leave campus by 2:50 p.m. Students not adhering to these guidelines are subject to disciplinary consequences, and continued abuse of this policy may result in placement in a class during their late arrival/ early release time.

STUDENT PARKING

All students who drive to school **MUST** park on campus. Any student that plans to park at Independence High School will be required to register their vehicle and obtain a new parking permit annually; which must be displayed while the vehicle is on campus. Parking permits will cost \$50 for the year and \$30 for the second semester and can be paid for through My Payments Plus or with cash/check at the campus with registration. Students must show verification of insurance to pick up their parking permit. If a student's parking permit is lost or destroyed, the student will need to see Mrs. Cline for a replacement which costs \$10. The theft of a parking permit is a violation of the student code of conduct and will result in consequences consistent with the Independence High School discipline management plan. Students withdrawing from Independence High School will be required to return their parking permit to Mrs. Cline before the withdrawal process will be considered complete. No unlicensed drivers will be allowed to park or drive on the Independence High School campus. Students are not permitted to park in staff designated areas. **Student parking is located in South parking lots only.** All students are required to leave their vehicle and the parking lot area immediately upon their arrival at school. All students are required to 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 are required to sign back in upon their return.

- Enforcement of guidelines begins the second Monday in September.
- The parking fee is non-refundable once the semester begins or if the parking permit is revoked. Students are responsible for safeguarding their permits.
- Fines for not having a sticker and/or not parking in designated student parking areas:
 - 1st Offense: \$10 Fine
 - 2nd Offense: \$10 Fine
 - 3rd Offense: \$10 Fine
 - Additional Offenses: \$15 Fine
- Student Parking is not allowed in any staff designated areas, bus lanes, visitor parking, or any other non-student designated areas during the school day.
- Temporary permits will only be issued to students who have purchased and displayed a Frisco ISD parking permit.
- After receiving a fine, the student must go to the campus designee with (3) days to pay the fine. Unpaid fines can result in a hold at registration, graduation or prom.

If the parking permit is revoked, the fee is non-refundable. Student actions that may lead to the revocation of this privilege include, but are not limited to the following:

1. Any behavior, on or off school grounds, which threatens the health and safety of individuals such as careless driving or speeding, theft or damage to property.
2. Possession of a weapon or possession, use, sale or the distribution of alcohol, drugs, or controlled substances, drug paraphernalia, or any other contraband.
3. Continued and willful disobedience of parking lot rules especially those relating to speed exceeding 10 MPH, parking in the fire lanes or handicap spaces, sitting in the car, loitering, littering, parking in areas not designated for student parking, or improper displaying of the parking permit.
4. Selling or lending a parking permit to anyone who is restricted from parking on campus. The receiver of the parking permit will also be subject to disciplinary action.
5. Failure to pay fine(s).
6. Failure to comply with school administration to search the student's vehicle to an alert from a random canine search for drugs or other contraband.

INDEPENDENCE HIGH SCHOOL PARKING REGULATIONS

You have many personal responsibilities when driving an automobile on the Independence High School campus, including responsibility for the welfare of others. All drivers are expected to abide by the rules pertaining to the parking areas/Independence High School campus, in addition to those outlined by the Department of Public Safety.

1. All vehicles parked on campus must have a valid parking sticker.
2. The sticker must be affixed in the lower right hand corner of the windshield (across from registration and inspection sticker).
3. Failure to display the sticker correctly may result in consequences.
4. Using a sticker other than your own is a serious violation. You may not give your sticker to another student. If theft and use of another's sticker is involved, the SRO will be called upon to investigate and driving privileges of the driver in question will be revoked.
5. You may not back into a parking space and have the car headed the wrong direction. You must park within the lines.
6. There is to be no parking where the curbs are painted red (fire lane). It may result in a citation being written by the Frisco Police Department/SRO.
7. Do not park in loading zones, adjacent neighborhoods, visitor parking, handicapped parking, or teacher parking.
8. It is imperative that you not exceed the speed limit of 10 mph while driving on campus. Any accidents in the parking lot need to be reported to the SRO or an AP immediately.
9. Anyone speeding in the parking lot may have their parking privileges revoked.
10. Students are to leave their automobiles and clear the parking lot as soon as they have parked their vehicle.
11. No students will be allowed to ride or be transported in the back of a pickup truck while on the INDEPENDENCE HIGH SCHOOL campus.
12. ANY and ALL drugs, alcohol, drug paraphernalia, illegal weapons found in vehicles on the INDEPENDENCE HIGH SCHOOL campus will lead to a full year suspension of driving privileges for the owner/driver of the vehicle after the second offense.
13. If you have received a violation, you may be asked to show proper ID – Driver's license and proof of insurance.

14. If you are driving a different car other than the one we have on record, please let the front office know as soon as possible. Vehicles without valid permits will have to pay a \$10 fine and a warning sticker applied.
15. At no time are students permitted in the parking lot during the school day without a pass signed by an administrator.

Note: 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, Thursday night live, Saturday school, ISS, suspension of parking privileges, and termination of parking privileges. Should students continue to drive on campus after suspension or termination of parking privileges has occurred, the student's car may be towed from the IHS campus.

Note: The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable belief that the vehicle contains articles or materials prohibited by the district. A student's refusal to comply and provide access to a vehicle that they drove to school and parked on school property whenever there is reasonable belief that the vehicle contains articles or materials prohibited by the district will result in the administering of consequences by an administrator that may include Out-of-School Suspension, In-School Suspension, loss of parking privilege, loss of extracurricular activity attendance and/or participation, loss of attendance at other school sponsored activities, and towing the vehicle at the owner's expense.

BICYCLES

Students may ride their bicycles to school when the weather permits. Students are encouraged to walk their bicycles for safety reasons where appropriate. Bicycles are to be parked and locked in the bike racks provided on the **North and South** side of the school.

BACKPACKS/BOOKBAGS

Frisco ISD High Schools limit student use of backpacks, book bags, satchels or other items designed to carry bulky items. They are permitted only when students are bringing materials to school or taking materials home at the end of their school day. Students will be required to place any of the above items listed in their assigned lockers before the start of the instructional day.

- However, students enrolled at Independence High School will be allowed to carry a drawstring bag from class to class. A drawstring bag does not include full-size backpacks, large purses, athletic bags or any other bags that can carry bulky items.

LOCKERS

Lockers remain the property of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not the student is present. A locker will be assigned to each student. Locker changes cannot be made without the approval of the assistant principal. If the size of the student body exceeds the number of lockers during any school year, a limited number of students may be required to share a locker with another student.

CARE OF VALUABLES

Each student in the school shall be personally responsible for his/her valuables. The school will assume no responsibility. Students are advised not to bring expensive jewelry, money in large amounts, or other valuable possessions to school. Valuables that must be brought to school should be kept locked in the

student's locker or on the student's person. During PE, athletics, dance or other classes that require the student to change clothes, valuables should be kept in a locked locker.

MEAL SERVICE

A variety of meal options are available in the cafeteria area. Students may choose from grill items, sandwiches, salads, pizza and Asian specialties. Meal prices will vary according the menu available. **These menus/prices can be accessed on the Frisco ISD Child Nutrition website at www.friscocafe.org.** The Child Nutrition staff will provide alternatives for special diets classified as disabilities with documentation from a doctor. Other allergies may, but are not required, to be accommodated.

Students are not allowed to order food from an outside vendor. Food deliveries placed by students will be denied. Students or parents should only bring enough food for themselves. The Texas Nutrition Policy does not allow sharing food.

The District participates in the National School Breakfast and Lunch Programs. Free and reduced priced meals are available based on financial need upon application completion. Applications are available online at www.friscocafe.org or in the Child Nutrition Administration Office. Parents may also securely complete a secure application on-line at www.schoolapplunch.com.

FOOD AND DRINK IN CLASSROOMS

Food is not permitted outside of the cafeteria. During 2nd period, students may eat a dry snack during the announcements but should not cause disruption to the learning environment. The only beverage allowed in classrooms is water. Teachers have discretion to create snack free classrooms.

ELECTRONIC HOME ACCESS CENTER

All FISD secondary schools participate in the Home Access Center (<https://hac.friscoisd.org/homeaccess>), a web based communications system that allows parents and students to obtain information online regarding the student's current grades as well as assignment information. Teachers are required to update grades, assignments, and other information every week. Teachers may also include additional information as they deem appropriate. Students and parents will be given instructions regarding utilization of this system at the beginning of the year.

MEDICATION /CHANGE IN MEDICATION POLICY

Students are not allowed to have any medications in their possession at school. This includes prescription medication, over-the-counter medication, vitamins, and herbs. A student in possession of medicines may be subject to discipline. Medications to be administered to students during school hours must be turned in to the nurse or an administrator upon arrival at school. Please refer to the FISD Student Handbook for further information regarding this policy.

HEALTH PROBLEMS

If a student has any health problems we need to be aware of, such as arthritis, scoliosis, hearing loss, heart problems, diabetes, allergies etc., please notify the School Nurse, so we can work together in making necessary adjustments to ensure each student's success at Independence High School.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws – one dealing with compulsory attendance, the other with attendance for course credit – are of special interest to students and parents. They are discussed below.

See policies at FEA, FEC, and EHBC.

COMPULSORY ATTENDANCE

All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as 91 required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

State law requires that a student between the ages of six and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their

child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

If you have questions about your student and the effect of his or her absences from school, please contact the truancy prevention facilitator or any other campus administrator. A court of law may also impose penalties against a student's parent if a school aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six month period in the same school year. Tardies are considered parts of days.

If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy FEA(LEGAL).]

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year or for 3 or more days in a 4 week period. Tardies are considered parts of days.

EXEMPTIONS TO COMPULSORY ATTENDANCE

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- To be considered temporarily absent, the student must begin classes **OR** return to school on the same day of the appointment. The appointment should be supported by a document, such as a note from the health care professional;
- Is absent to visit with a parent, stepparent, or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or is immediately returned from continuous deployment of at least four months outside the locality where the parent, stepparent, or guardian regularly resides.

Your district is required to excuse:

- Sounding TAPS at Military Honors Funeral held in Texas;
- Religious holy days;
- Required court appearances-Important: Absences to meet with probation officers and other

absences related to court ordered activities **outside** the courtroom do not qualify as required court appearances;

- Activities related to obtaining United States citizenship;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders;
- Misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence, or misses school for the purpose of serving as an election clerk or student election clerk. Your school district may excuse a student's absence for this purpose for a maximum of 2 days in a school year;
- Is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed to practice in the up to 5 days for this purpose in a school year. An excused absence for this purpose must be taken no earlier than 60 days before the date of deployment or no later than 30 days after the date of return from deployment;
- Related to court-ordered activities for students in the conservatorship of the Department of Family and Protective Services. Students under the conservatorship of the Department of Family and Protective Services and misses school:
 - to participate in an activity ordered by a court under the Texas Family Code, Chapter 262 or 263, provided that scheduling the participation outside of school hours is not practicable or
 - to attend a mental health or therapy appointment or family visitation as ordered by a court under the Texas Family Code, Chapter 262 or 263.

ABSENCES DUE TO FAMILY TRIPS/VACATIONS

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. Being unnecessarily absent from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other obligations. That being said, we do understand that there are extenuating circumstances that can cause a family to choose for their student to be absent. Some of those are unplanned, such as a death in the family. Others are planned, such as a trip or vacation.

We strongly discourage students being absent for the purpose of vacations. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom. If, after considering the information above, a family deems it necessary for their student to be absent from school:

1. The parent shall submit a written request, **in advance**, stating that the vacation or trip cannot be taken at another time. **These absences will be considered unexcused.**
2. Only one such trip or vacation per family, per year, can be requested.
3. No more than five consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent or designee.
4. No such trips shall be taken during the last two weeks of a semester, except in extenuating circumstances as determined by the Superintendent or designee. Students will not be allowed to take their final exams early.
5. If a student is going to be absent more than 10 consecutive days, the student may be withdrawn at the end of the 10th day. His/her place in class may be held and they will be re-enrolled upon his/her return.
6. This form is available on the Independence High School website on the homepage and must be

submitted to the attendance clerk in advance of the trip.

ATTENDANCE FOR COURSE CREDIT

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

93 The actual number of days a student must be in attendance in order to receive

COMPULSORY ATTENDANCE WARNING NOTICE

NOTICE: Laws Governing Compulsory Attendance in Texas Schools- Failure to comply with the laws governing compulsory attendance may result in legal action.

Official Notice to the Child and Person(s) Standing in Parental Relation to the Child

Texas requires a child who is at least 6 years of age and who has not yet reached their 19th birthday to attend school, unless exempt by Sec. 25.086 of the Education Code. On enrollment in pre-kindergarten or kindergarten, a child shall attend school. A person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the

program of instruction is offered and is subject to the same requirements for compulsory attendance for students under 19. **Education Code 25.085, 25.086**

A parent/guardian commits an offense of Parent Contributing to Non-Attendance under Sec. 25.093, if, after having been warned in writing, a child has unexcused voluntary absences on 10 or more days or parts of days within a 6 month period from school. An offense under Subsection (a) is a misdemeanor, punishable by fine only, in an amount not to exceed:

- (1) \$100 for a first offense;
- (2) \$200 for a second offense;
- (3) \$300 for a third offense;
- (4) \$400 for a fourth offense; or
- (5) \$500 for a fifth or subsequent offense.

Education Code 25.093/Family Code 65.003(a)

*Each day may be a separate offense

A “failure to attend school” violation by a student may be referred to truancy court under **Education Code 25.0951, Family Code 65.003(a)**, and on a finding that the child has engaged in truant conduct, a justice or municipal court may order: 1) the child to attend GED preparatory classes; 2) 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; 3) rehabilitation; 4) counseling, including self-improvement counseling; 5) training in self-esteem and leadership; 6) work and job skills training; 7) training in parenting, including parental responsibility; 8) training in manners; 9) training in violence avoidance; 10) sensitivity training; 11) the child and the child’s parent/guardian attend a class for students at risk of dropping out of school; 12) a program that provides training in advocacy and mentoring; 13) complete not more than 50 hours of community service on a project acceptable to the court, and 14) participate for a specified number of hours in a tutorial program covering the academic subjects in which the child is enrolled that are provided by the school the child attends. **Family Code 65.003(a)/ Education Code 25.085**

Unless specifically exempt, an enrolled student who is eligible must attend an extended-year program or required tutorial classes that are provided by the district for students identified as likely not to be promoted to the next grade level. Tutorials, Saturday School, Student Action Management, and any other after hours school are considered to be extended year programs. **Education Code 25.085, 25.086, 29.084**

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 the class is offered. **Education Code 25.092, Fisd Policy FEC (LOCAL)**

A parent/guardian of a school age child has the responsibility to require their child attend school regularly. When sickness or higher obligation necessitate an absence, a note (emails acceptable) signed by a parent/guardian explaining the reason for the absence is required within 3 school days of when the student returns to school. If the student fails to submit a note, the absence will be considered unexcused. **Fisd Student Handbook**

A child not exempt from compulsory attendance laws 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. The temporary absence may be the result of, but not limited to: 1) personal sickness, 2) family emergency, 3) religious holy day, 4) documented juvenile court proceeding, 5) board-approved extracurricular activity, or 6) approved college visitation. Absences such as non-school

related vacations and trips, babysitting, working (including modeling), and non school-sponsored athletic events and programs shall be considered unexcused. **FISD Policy FEC (LOCAL)**

When a student's absence for **personal illness exceeds four (4) consecutive days**, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, 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. **FISD Policy FEC (LOCAL) Personal Illness**

PARENT NOTES

Students will be allowed 8 personal notes for the year. Examples include, but are not limited to funerals, illnesses, DMV visits, vacation, etc..

DOCUMENTATION FOR EXCUSED ABSENCES

Students have **3 days** upon return to campus to submit the documentation to the attendance clerk in order to excuse an absence. Documentation turned in after three days will not excuse an absence.

Note: A student behavioral intervention plan may be put into place which includes, but is not limited to attendance/tutorial logs, Thursday Night Live, ISS, and Saturday School.

SEMESTER 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 office. Consequences as listed below:

Tardies

1 st , 2 nd , 3 rd	Warning
4 th , 5 th	Thursday Night Live
6+	ISS

*** Consequences for tardiness are assigned from the cumulative count of all classes for each semester.

STUDENT BEHAVIOR AND CODE OF CONDUCT

SCHOOL DANCES

1. When purchasing a dance ticket, students must sign a waiver regarding appropriate dance behavior. Students from schools other than Independence High School must also sign this waiver as part of the dance guest dance form.
2. All students must face each other while dancing. No back to front dancing will be permitted.
3. Students may not dance in a sexually explicit manner.
4. Dress must meet the expectations of modesty as defined in the FISD dress code.
5. Students may not leave and return to the dance.
6. Inappropriate conduct will result in immediate removal from the dance.
7. The dance may be immediately stopped and canceled if inappropriate behavior persists.
8. To be eligible to attend a dance student must be cleared from the hold list.

HIGH SCHOOL DRESS CODE

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 meet reasonable school appropriate standards that support a safe school environment. 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 administrator's judgment may reasonably be expected to cause disruption of or interference with normal operations.**

Clothing or other personal items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items or wording 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.
- Pants and other articles of clothing that are torn, ragged, frayed, or pants with holes must be below fingertip length.
- Sunglasses, caps, hats, bandanas are not permitted to be worn the building.
- 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 are not permitted. Tennis shoes must be worn in physical education classes. Shoes with wheels are not allowed.
- Earrings and a single nose stud are permissible. All other visible body-piercing jewelry or ornaments are prohibited.
- Dresses, shirts and shorts that extend to or below the students' fingertips when their arms are held to their sides are acceptable.
- See-through, bare midriff, halter type, shoulder bearing, or spaghetti strap blouses or any revealing or low cut clothing is not permitted. Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position.
- Underwear-type sleeveless shirts, athletic tank tops and jerseys with large arm holes, beach wear, swim wear, halter-tops, and tube tops, are not appropriate or acceptable. Shoulder straps on tops and other clothing must be a minimum of two inches in width and must cover the undergarments.
- Tights, leggings, jeggings, and other form-fitting pants must be worn with shirts, skirts, or shorts that extend to fingertip length.

Boys:

- Shirts with sleeves must be worn at all times.
- Shorts that extend to or below 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 or low cut 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 side and, front or back of legs, regardless of any or all clothing that may be worn underneath

the dress, skirt or shorts.

- No form fitting cotton pants, yoga pants, leggings, jeggings, stretch pants, tights or spandex are permitted. If a student is wearing the aforementioned pants, the shirt on top MUST BE FINGERTIP LENGTH all the way around. Modesty is key.

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. Students in violation of the student dress and grooming code will receive one of the following consequences:

- **First and Second Offense** - Change into Dress for Success clothing or zip tie for sagging and a warning
- **Third Offense** - Change into Dress for Success clothing or zip tie for sagging and serve TNL (1)
- **Fourth+ Offense** - Change into Dress for Success clothing or zip tie for sagging and serve ISS (1)

Students in violation of the student dress and grooming code will be expected to change to appropriate attire (provided by the school) 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 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 groom of students who participate in the activity and may impose higher standards.

POSSESSION & USE OF ELECTRONIC COMMUNICATION DEVICES

Frisco ISD secondary schools will allow the use of electronic communication devices by students at specified times. Electronic communication devices include but are not limited to the following: cell phones, smart phones, mp3 players, iPod Touches, iPads, laptops, tablets and/or eReaders. It is not mandatory for students to bring their own mobile learning devices. When electronic devices are used to enhance student learning in the classroom, students without a personal device will be provided access to an appropriate digital device. **Students who choose to bring their personal devices must log in and use the Frisco ISD filtered wireless network during the school day.**

Students may utilize electronic communication devices in the classroom for educational purposes when the teacher deems appropriate. While the district encourages students to use electronic communication devices for educational purposes in the classroom, these devices may also be used during lunch, and before/after school. Electronic device and headphone use is strictly prohibited during passing periods due to safety issues.

Use of electronic communications devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom. Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on silent mode so that no audible tone or vibration is heard. Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat,

violated school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion and will be reported to the local authorities.

All cell phone conversations during the school day should only take place under the supervision of staff personnel. Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited. Cell phones and other personal electronic communications devices that are being misused will be confiscated. **Confiscated cell phones will only be returned to a parent or guardian. There are no exceptions to this policy.** Students who violate the Independence High School cell phone/electronic device policy will face disciplinary consequences (detailed below), regardless of the circumstance under which the policy was violated. It is the responsibility of the student to notify their parent(s) that their phone has been confiscated. At their discretion, parents may set a time to pick up the device and pay the fine.

- **First offense** - Conference and Contract
- **Second** - Phone confiscated Parent pick-up
- **Third offense** - Phone confiscated, Parent pick-up with the payment of a \$15 fine
- **Fourth offense** - Phone confiscated for the remainder of the semester or school year

Note: Students bring phones and other items to school at their own risk. The District will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.

ACCEPTABLE USE POLICY

Code of conduct discipline will be implemented for the misuse of electronic communication devices and/or school WiFi including, but not limited to the following violations:

- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal
- Using email or Web sites at school to encourage illegal behavior or threaten school safety

FRISCO ISD SECONDARY BULLYING/HARASSMENT/HAZING GUIDELINES

Bullying/Harassment/Hazing are prohibited in any form on school property, in a school vehicle, or at a school-sponsored event. Students who have bullied/harassed/hazed others are in violation of school policy and may be subjected to disciplinary action, up to and including suspension and expulsion.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, or damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;

- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school Bullying includes cyberbullying.

Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

Bullying is divided into four broad categories:

- Physical – harming someone's body in any way, taking someone's possessions, or damaging someone's possessions in any way.
- Emotional – harming someone's self-worth by verbal and nonverbal communication. This includes, but is not limited to, teasing, name calling, insulting, intimidating, threatening, making gestures, staring/"mugging", or eye rolling.
- Social – Harming another person's group acceptance through gossip, rumors, trying to ruin their reputation, arranging public humiliation, excluding others, getting others to exclude others, or interfering in someone's making or keeping friends in any way.
- Electronic /Cyber-bullying– Harming someone through the use of text messages, phone calls, emails, Twitter, Facebook, Instagram, Snapchat, Social Media, photos, or by any other electronic means.

Harassment is bullying by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, bullying on the basis of race, color, national origin, religion, or disability or any other basis prohibited by law (such as dating violence and sexual harassment). All matters involving harassment issues will be reviewed for possible referral to law enforcement officials.

Hazing means any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone, or acting with others, directed against a student that endangers, or has the potential to endanger, the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining a membership of a group, a team, or organization. All matters involving hazing issues will be reported to law enforcement officials.

CONSEQUENCE GUIDELINES

Level 1: Behaviors which interfere with the learning of others and violate a student's right to feel safe, to have their possessions be safe, and to be included.

Examples: Teasing, excluding others, generally disturbing someone

Consequences:

Minimum: Verbal Reprimand and warning of future consequences, contact parent, and refer to the counselor. The second Level 1 offense will result in a Level 2 consequence and a referral to the Assistant Principal for discipline and the counselor for counseling. All future Level 1 violations will result in Level 2, or above consequences. Note: Harassment is never a Level 1 offense.

Level 2: Behaviors which are not intended to cause physical harm and are not illegal, but do negatively affect an orderly school environment.

Examples: 2nd referral for teasing, or other Level 1 offense, intimidation, encouraging someone else to bully someone in any way, aggressive actions, destruction of property, continual gossip/rumors, undermining relationships, or taking possessions (if this involves breaking a law it goes to a Level 3 offense).

Consequences:

Minimum: Detention, and/or removal from some privileges, referred to the Assistant Principal and counselor, name given to the Safe Schools Committee, alert all teachers (need to know basis), counseling sessions, and contact parent.

Optional: Other possible consequences include: removal from the classroom, payment of damages to property, sign agreement to "stay away" from the other person, support group, written assignments, and/or book reports related to the topic, restricted movement in the building, isolated lunch, removal extracurricular activities, ISS, OSS, refer to law enforcement officials (automatic referral for issues of harassment related to gender identity, race, national origin, religion, or disability).

Level 3: Behaviors which are intended to cause physical or mental harm and/or are illegal. Automatic with 3rd referral for a bullying offense. Examples: Fighting, or assault of any kind, harassment (as defined earlier), destruction of property, intimidation, or extortion threats, blatant disregard for others, retaliation, or encouraging others to retaliate against someone.

Consequences:

Minimum: ISS, OSS, refer to law enforcement officials (when necessary), contact parent, and refer to

counselor.

Optional: The same as for Level 2, plus the possibility of Expulsion/DAEP Disciplinary Alternative Education or JJAEP Juvenile Justice Alternative Education Program.

MANDATORY DAEP PLACEMENT

A student **must** be placed in a DAEP if the student:

Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See Frisco ISD High School Student Handbook)

Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
- Commits an assault (see glossary) under Penal Code 22.01(a) (1).
- Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See Frisco ISD High School Student Handbook)
- Sells, gives, or delivers to another person an alcoholic beverage; Commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 1. The student receives deferred prosecution (see glossary),
 2. A court or jury finds that the student has engaged in delinquent conduct (Frisco ISD High School Student Handbook), or
 3. The superintendent or designee has a reasonable belief (Frisco ISD High School Student Handbook) that the student engaged in the conduct.

SCHOLASTIC INFORMATION

SCHEDULE CHANGE POLICY AND GRADES

To support academic success, our goal is to have all students in appropriate classes as quickly as possible. Schedule change forms must be submitted to the appropriate counselor before the Friday of the second week of each semester. Schedule changes will only be considered for the following six criteria:

1. an incomplete schedule
2. course already completed
3. enrolled in a course not requested
4. program change (sports, band, etc.)

5. missing graduation requirement
6. course level change (See note below)

Note: Pre AP/AP classes are the only classes that may be dropped at the end of the 1st six weeks grading period of a course or at the end of the first semester. This change will occur only if the teacher, student and parent concur on the change. If consensus is not achieved, the issue will be referred to the Campus Intervention Team.

The teacher change process will first require students and parents to communicate/discuss any concerns with the classroom teacher. After the communication with the student, parent, and teacher has occurred, any remaining concerns will then be communicated to the student's Assistant Principal.

Grading Procedures

Student academic evaluation is achieved through the use of a grading system. An average grade of 70 is required for successful completion of a course. The grading system of the Frisco ISD shall be in accordance with the following scale:

- A - 90-100
- B - 80-89
- C - 70-79
- F - Below 70

All courses will use a uniform grading scale divided into three categories as follows:

- Major Grades – 50%
- Minor Grades – 30%
- College Readiness Skills (IHS Grading Rubric)– 20%

One-half credit may be earned in one semester. Students who fail one semester of a course may:

- Take the semester failed when offered to gain a passing grade.
- Be permitted to continue the course and by cumulative grade average pass the unit. Grades from correspondence courses, credit by exam, summer school or credit recovery can NOT be averaged with regular session semester grades to earn credit for both semesters of a year- long course.
- If the course is not a required course, the student may choose to take another elective.

Students enrolled in their first year of a cooperative education classes are not eligible for partial credit unless they complete the entire year. Students in the second year of a cooperative education class may earn credit for only one semester of enrollment in a cooperative education class. Grade reports are distributed each six weeks, usually by the Friday following the end of the grading period. Progress reports to parents are sent out at three-week intervals.

PROGRESS AND GRADE REPORTS

Frisco ISD uses a “paperless” grade reporting policy. Progress reports and report cards are available through the Home Access Center. To view specific dates when grade reports will be issued, or to request a paper copy of grade reports, please visit the IHS website.

Six weeks grade reports will be issued to students by the Friday following the end of the six-weeks.

Students who receive a grade below 70 at the end of the six-weeks grading period will be suspended from extracurricular activities (please see eligibility calendar pg. 20).

ELIGIBILITY WAIVER

Students who receive a grade below a 70 in any Pre-AP and/or AP class, may obtain a waiver from the principal to remain eligible.

1. Students must pick-up the Request for Eligibility Waiver Form from the Campus Secretary (Ms. Arellano in A115). The student must complete the top portion of the form as and have the teacher complete the remainder of the form and sign it. All questions must be answered “yes” by the teacher for the waiver to be considered.
2. On the back of that form the student must write a brief paragraph or two stating the circumstances that contributed to the current failing grade, and write a detailed plan on how they will avoid the ineligible status going forward.
3. Waivers are due the Thursday before the student becomes ineligible by 4:30 p.m. in the Campus Secretary’s office.
4. On Friday, the Campus Principal will evaluate all completed waivers and meet with students requesting a waiver to give an explanation of the decision, as well as provide answers to any questions they may have.
5. The Campus Principal will send a letter to the sponsor/coach/director notifying them of the final decision.
6. Only one course can be waived per year.
7. Grades lower than a 60 are not eligible for a waiver.
8. Students with incomplete grades (“I’s”) should still submit a waiver request by the deadline.

RESOLUTION OF INCOMPLETES

All “I”s per six weeks should be resolved no later than 4:15 p.m. on Friday of the next week following the last day of the just completed six weeks grading period. Exceptions to this guideline involving extenuating circumstances require the approval of the principal.

GRADING GUIDELINES

Minimum of (2) Major Grades per grading period. Test should be graded by parts based on specified criteria. Tests should be scored on the percentage answered correctly per part/criteria. **Note: The final grade for the test should reflect the percentage of correct answers with respect to each criteria being tested.**

Minimum of (2) Minor Grades, Quizzes or Projects per grading period (makes up 30% of the six weeks grade). Quizzes and projects should be scored based on criteria/skills identified for the assessment or project. Projects should include multiple criteria that can provide multiple grades that can be averaged together to account for the project grade and/or used separately as daily grades.

Minimum of (4) college readiness grades per grading period (makes up 20% of the six weeks grade). These grades will be assessed by a teacher’s rubric that will include assessment on punctuality, processing, participation, and preparedness.

PROJECT GUIDELINES

- Any project assigned and included as a portion of the “major assignments” should be assessed using a rubric that is given to the students at the time the project is assigned. In addition, the project should be broken down into parts, each part given a deadline/due date prior to the deadline of the completed project. Each portion should be assessed as the project progresses, providing several measures of progress in addition to the grade for the final project.

ACADEMIC POLICIES

IHS Testing Guidelines

- NO Phones/Electronics – Will be turned in before testing begins. This includes all connected wearables as well.
- Phones/Electronics will be returned at the end of the period.
- Active monitoring will occur during testing.
- Test must be completed in specified time allotment as determined by teacher.
- Students will not be allowed to come back to finish unless specified in their 504 or IEP.
- If student is absent on day of test, they will be issued a different version/format of the test.

FISD Policy - *In accordance with grading guidelines, a student **shall** be permitted a reasonable opportunity to retake a test for which the student received a failing grade unless the failing grade is due to academic dishonesty.*

IHS Retest Guidelines

- Students earning below an 85 may be required to complete some form of remediation to earn the right to retest as determined by the teacher in relation to the student's relative level of mastery.
- The retest grade cannot lower the student's major grade average and will be discounted if this is the outcome of the retest.
- Tests in Dual Credit courses are not eligible for retakes.
- The retest will include the same SEs but a different version or format of the assessment will be administered.
- Projects, speeches, lab reports, essays, and assessments given the last 5 days of the course may not be eligible for retesting.

IHS Retest Schedule

- All major exams eligible for retest must be graded and returned to the class according to the required minimums during the marking period in order to open the 5 day retest window.
- Once a major exam has been reviewed, it is considered "returned" to the class.
- Teachers will inform the students and parents the 5 day retest window.

IHS Late Work Policy

- Daily Work: Late work will be graded based on the grading rubric.
- Minor & Major Work: Work will be accepted until the last day of the six weeks pending meeting with an Academic AP, tutorial attendance, TNL, and/or Saturday School attendance to receive partial to full credit.
- If a minor/major assignment is not turned in at the end of the six weeks, and causes the student to fail they **may** receive an "I" and have 5 school days to turn in assignment. If it is not turned in after that, the student will receive a zero and the grade will stand.

IHS Make-Up Work Policy

- Make-Up work is work that a student has missed due to an absence whether excused or unexcused. Make-up work applies to ALL students. On the **first** day that a student returns to the class(es) that he/she missed, the student will be responsible for scheduling a time with the teacher to receive and complete any work, including daily activities for a grade that was missed during the absence. Work

missed should generally be made up within two school days of the absence. Note: Extended absences (3 or more consecutive class meetings per class) will be dealt with on an individual basis taking the cause of absence into consideration.

- Verbal Presentations and/or Speeches missed due to an excused absence must be completed during a teacher's scheduled tutorial time. Students must complete these projects/presentations at the first opportunity upon their return or the Late Work policy will begin. Verbal presentations and/or projects take priority over all other assignments for make-up. Presentation rubrics may be changed if a student is absent for the presentation. Students who do not present because they are unprepared but are present for class presentations will be referred to the retest policy for make up to an 85.

TUTORIALS

Teachers will be available for tutoring before school from 8:20 – 8:50 a.m., after school from 4:15 – 4:45 p.m. as their schedule permits and during activity period flex days. Department tutorial schedules will be posted in the halls, and a master tutorial schedule may be picked up in the AP or counseling office.

Tutorials will be taught by one or more instructors from the course or department. **Students may go to any teacher in a department to receive tutorial services.** Students who attend tutorials either voluntarily or due to assignment should be prepared to work on academic assignments. **Students who fail to make satisfactory academic progress may be assigned Mandatory Tutorials. Failure to attend Mandatory Tutorials is a violation of the State's Compulsory Attendance Law. Per district policy, students who violate the Compulsory Attendance Law will be referred to Truancy Court.**

ONLINE TEXTBOOKS

Please visit with individual teachers regarding online access to textbooks.

TESTING GUIDELINES

STAAR AND OTHER TESTING CELL PHONE GUIDELINES

Cell phones or other electronic devices used for communication are banned from classrooms during testing administrations. Phones or other electronic devices may not be kept in pockets, jackets, purses, backpacks, etc. within the testing designated classroom. This policy will be announced prior to test day and students will be reminded the morning of testing. A student discovered to be in possession of a cell phone or other electronic device once testing has begun may be subject to disciplinary actions pending further investigation.

ACADEMIC ETHICS & PLAGIARISM

Independence 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 Independence 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 addressing areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes, but is not limited to:

- Taking someone else's assignment 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 Independence 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 the 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, the student is responsible for clarifying the matter with the teacher. Remember, each student is responsible for securing his/her own work.

Cheating includes, but is not limited to the following:

- 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
- It is the responsibility of the student to secure their own papers, so other students will not have the opportunity to copy them or be tempted to do so
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result
- Accessing a test or quiz for 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

Students do not need to cheat or plagiarize. Independence High School provides numerous support services for students to help them achieve success honorably. These support services include, but are not limited to, the following: tutorials, opportunities to redo assignments, opportunities for mastery, administrative support, before and after school library time, and peer support. Students who seek appropriate help when they need it will be more successful and will feel more satisfied with their accomplishments.

The following behaviors promote true student achievement:

- Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification
- 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
- Be cautious when reading or scanning 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
- 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
- Assignments should be considered individual unless the instructor states otherwise
- 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
- Keep current with 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
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project
- Know what constitutes cheating, including all the variations of plagiarism

Parental Support

Parental support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents in promoting true student achievement:

- Teachers are available for extra help before and after school. In addition, peer tutors are available when extra help is needed. Encourage your child to take advantage of the extra one-to-one time
- Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress. Consult your child's counselor with additional questions
- Don't push children 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

- 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
- If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions

Consequences

Any student who is caught plagiarizing or cheating will receive a zero on the assignment and the teacher will notify the parent. On major assignments students will fall under the re-test policy to be made up in Saturday School. Multiple incidents of cheating will result in a discipline referral to the assistant principal for appropriate consequences as well as continued academic consequences. When work is copied from another student, one or both of the students will be penalized, pending an investigation. Subsequent offenses will result in graduated disciplinary assignments in accordance with the campus disciplinary plan as they are then considered persistent misbehavior.

FIELD TRIPS

Students failing one or more classes may be prohibited from attending field trips if they would miss the class they are failing. The decision will be made by the teacher of the class in which the student is failing in consultation with the student's assistant principal.

SENIOR ACTIVITIES

Class dues paid all through your high school years are collected to pay for Senior Prom. The senior parent booster club plan for senior activities but they collect senior fees to fund the activities like Senior day after Aloha, Pep Rally, Powder Puff game, and other events during your senior year. Class dues paid to the school are not used to fund senior activities sponsored by the senior parent booster club.

All graduating seniors will be allowed to participate in the graduation ceremony, Senior Day or other similar events. Early graduates, however, will not be allowed to attend the prom unless they are a guest of another, currently enrolled senior. Students who graduate in more than four years will not be allowed to attend senior activities except under extenuating circumstances with approval of the campus principal.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Each District high school shall have a valedictorian and salutarian. Candidates shall be in attendance at the awarding high school continuously, commencing with enrollment no later than the first day of the second six-week grading period of the student's junior year until graduation. The valedictorian shall be the eligible graduate with the highest GPA; the salutarian shall be the eligible graduate with the second highest GPA.

VALEDICTORIAN AND SALUTATORIAN TIES

In the case of a tie, the tie shall be broken with the following series of tiebreakers:

1. Count the number of AP classes taken (the highest number shall be declared the valedictorian)
2. If still tied, add to this count the number of Pre-AP courses taken.
3. If still tied, average the junior and senior years only.

Note: For more information of weighted grades please see High School Academic Catalog/Course Guide.

SPEAKING AT GRADUATION

The district has the right to limit a student's participation in graduation activities for violating the district's code. In order to be considered as an eligible student speaker at graduation ceremonies, a student shall not have engaged in any serious misconduct in violation of the district's Code, including an out-of-school suspension, removal to a DAEP, or expulsion during his or her last semester. (For information regarding a student assigned to DAEP at the time of graduation see DAEP – Restrictions during Placement.)

DISCIPLINARY SETTINGS

- Thursday Night Live (TNL) – 2 hour supervised detention on Thursday afternoon from 4:20 p.m. until 6:20 p.m.
- In-School Suspension (ISS) - 1 to 10 days in a supervised school setting from 9:00 a.m. to 4:15 p.m. Students will not be allowed to participate in or attend school activities during the suspension. All electronic devices will be confiscated when a student is sent to ISS.
- Out-of-School Suspension (OSS) - 1-3 days off campus under parent supervision. The suspended student may not attend any school related function during this time on the home campus or any other FISD campus.
- Saturday School (SS) - 3 hours of supervised study time on Saturday morning from 9:00 a.m. to 12:00 noon. A cost of \$15.00 will be charged for any student assigned to attend SS.
- DAEP Placement - The FISD alternative education program (DAEP) is provided at the Student Opportunity Center (SOC) at 6928 Maple Street in Frisco. Placement in SOC will be for a minimum of 10 days and may be for the duration of the year. 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 term of their placement.
- Expulsion - Students dismissed from school for the remainder of a semester or remainder of the school year, 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 and from 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.

CLUBS AND ORGANIZATIONS

Activities are an integral part of the Independence curriculum and 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. All IHS sponsored clubs and organizations must be supervised by a school faculty or staff member. Students wanting to start a non-curriculum student group and to meet on campus during non-instructional time must meet with the principal with a proposal and obtain a faculty sponsor.

Students wishing to organize a club need to meet with Mrs. Hughes in the assistant principal's office and complete the appropriate paperwork for both campus and district approval.

FRISCO ISD ELIGIBILITY CALENDAR

2017-2018

AUGUST 21 (Monday) = Promoted 9th graders, and upperclassmen with 5, 10, 15 credits or who earned 5 credits during the previous 12 months are all eligible.

OCTOBER 6, PM = All students passing after the 1st six weeks become eligible, even students with insufficient credits. Any student failing the 1st six weeks becomes ineligible.

OCTOBER 30, PM (Monday) = A student who failed the 1st six weeks, but is passing all classes at the 3 week grade check becomes eligible.

NOVEMBER 17, PM = A student who failed the 1st six weeks, but is passing all classes for the 2nd six weeks becomes eligible. A student failing the 2nd six weeks becomes ineligible.

NOVEMBER 17, PM – through – November 27, AM (Monday) = All students are academically eligible during this holiday break.

DECEMBER 15, PM = A student who failed the 2nd six weeks, but is passing all classes at the 3 week grade check becomes eligible.

DECEMBER 15, PM – through – JANUARY 3, AM (Wednesday) = All students are academically eligible during this holiday break.

JANUARY 19, PM = A student who failed the 2nd six weeks, but is passing all classes for the 3rd six weeks becomes eligible. A student failing the 3rd six weeks becomes ineligible.

FEBRUARY 9, PM = A student who failed the 3rd six weeks, but is passing all classes at the 3 week grade check becomes eligible.

MARCH 2, PM = A student who failed the 3rd six weeks, but is passing all classes for the 4th six weeks becomes eligible. A student failing the 4th six weeks becomes ineligible.

MARCH 9, PM – through – MARCH 19, AM (Monday) = All students are academically eligible during the Spring Break.

March 30, PM = A student who failed the 4th six weeks, but is passing all classes at the 3 week grade check becomes eligible.

APRIL 27, PM = A student who failed the 4th six weeks, but is passing all classes for the 5th six weeks becomes eligible. A student failing the 5th six weeks becomes ineligible.

MAY 18, PM = A student who failed the 5th six weeks, but is passing all classes at the 3 week grade check becomes eligible.

JUNE 1, PM = All students are academically eligible.