

# Centennial High School Addendum

The Mission of Centennial High School is to facilitate the development of critical thinkers who become respectful contributors to society by modeling individual **P.R.I.D.E.**  
(**P**ersonal **R**esponsibility **I**n **D**aily **E**ndeavors)



August 21, 2017

Dear Titan Parents,

Welcome to the 2017 - 2018 school year!

In an effort to be environmentally conscious, we are using the Fisd and CHS websites to distribute our Student Handbooks and campus addendums. These handbooks and addendums are available at <http://www.friscoisd.org/about/resources-and-information/student-handbooks>. The Fisd Student Handbook and CHS Campus Addendum can be found on the front page of the Fisd district website and on Centennial High School's campus webpage. You will also find these electronic versions of the handbooks are indexed for ease in searching for specific information.

The entire CHS Addendum has information that is specific to our high school campus in addition to the district's handbook. We ask that you pay special attention to informational sections such as Dress Code, Student Records, Compulsory School Attendance, Student Code of Conduct, and the Technology Acceptable Use Policy.

For those families who do not have Internet access at home, please note that the Frisco public libraries also provide computers with Internet access for our citizens. If you'd like to request a hard copy of either or both handbooks, please contact the front office of Centennial High School to make that request.

Thank you for your continued partnership and support in the education of your child. We are excited for our students to return to the halls and classrooms of CHS, and we look forward to a phenomenal 2017-2018 school year.

Alicia Maphies, Ed.D.  
Centennial High School Principal

## **Centennial High School School Alma Mater**

Truth and wisdom guide us  
All our days here  
To thy glory we shall sing,  
Pride and honor bind us, all united  
Loudly let thy praises ring,  
Hail Centennial! Hail Centennial!  
Titans strong and true,  
Sing to our beloved alma mater  
Red, White and Blue

## **School Colors**

Red, White, Blue

## **School Mascot**

Titans

## **Titan Pledge**

I  
Pledge to be  
Personally  
Responsible  
For my  
Endeavors  
Today

## **CHS Mission Statement**

The mission of Centennial High School is to facilitate the development of critical thinkers who become respectful contributors to society by modeling individual **PRIDE, Personal Responsibility In Daily Endeavors**

## **Frisco ISD Mission Statement**

The mission of Frisco ISD is to know every student by name and need

**Division of Students for Administrators and Counselors**  
Principal: Alicia Maphies, Ed.D.

<b>Alpha Assignment of Student</b>	<b>Counselor</b>	<b>Administrator</b>
A - B	Cindy Marshall	Tony Farmer
C - Han	Milissa Lassiter	Natasha McDonald
Hao - Mc	Michelle Ott	Matthew Sears
Me - Sa	Stephanie Green	Clint Cypert
Sb - Z	Erica Thompson	David Alexander

**Campus Behavior Coordinator:** Matt Sears

**2017-2018 Regular Bell Schedule**

<b>1<sup>ST</sup> PERIOD</b>	9:00-10:30
Passing period	10:30-10:35
<b>2<sup>ND</sup> PERIOD</b>	10:35-12:05
Passing period	12:05-12:10
ADVISORY	12:10-12:35
Passing period	12:35-12:40
<b>3<sup>RD</sup> PERIOD</b>	12:40-2:40
Passing period	2:40-2:45
<b>4<sup>TH</sup> PERIOD</b>	2:45-4:15

- A Lunch – 12:40-1:10
- B Lunch – 1:10-1:40
- C Lunch – 1:40-2:10
- D Lunch – 2:10-2:40

All Frisco ISD schools, including Centennial High School, have a closed campus lunch policy; **students may not leave campus for lunch.** A parent may come to school and sign out their student to eat lunch with them, and parents (only) are welcome to come to Centennial High School to have lunch with their student.

## School Sponsored Clubs and Organizations

AcDEC Academic Decathlon	National Art Honor Society
Art Club	National Honor Society
Broadcast Club "Titan TV"	Science Club
Cheerleading	Spanish Club
CHS Mock Trial	Spanish National Honor Society
Color Guard	Speech and Debate
Computer Science Tech Club	Speed Stacking Club
Current Events	STEM
DECA	Student Council
Drama Club	Student Service Committee
FCCLA	Sweetheart Dance Team
FFA	Teen Leadership
French Club	Teens for a Cure
French National Honor Society	Titan Chess Club
HOSA (Health Occupation Students of America)	Titans for Gender Equality
ISM (Independent Study Mentorship) Program	Travel Club
Musicians with a Purpose	Yearbook "Titan Pride"

## U.I.L. Academic Events

Accounting	Math
Calculator Applications	Mock Congress
Computer Applications	News Writing
Computer Science	Number Sense
Current Issues & Events	Persuasive Speaking
Editorial Writing	Poetry Interpretation
Feature Writing	Prose Interpretation
Film	Ready Writing
Headline Writing	Science
Informative Speaking	Social Studies
Lincoln-Douglas Debate	Spelling & Vocabulary
Literary Criticism	

## Booster Organizations

Football	FFA
Volleyball	Softball
Tennis	Wrestling
Cross Country/Track	Soccer
Swimming	Drill Team
Basketball	Band
Golf	Orchestra
Baseball	Choir

## Deliveries

Please make supply and delivery arrangements with your student before he/she arrives at school. Because of the large number of students enrolled in Frisco ISD High Schools, office staff will only accept deliveries for students under limited circumstances. Office staff will accept delivery items such as schoolwork, books, uniforms or class materials. Parents/guardians are responsible for communicating to their students that these items are available for pick up in the front office. Communication/phone messages for students will be accepted only in emergency situations. Office staff will not deliver items such as flowers, candy, balloons, or gifts for students. Students may not have food delivered from outside vendors/restaurants to campus. All such deliveries will

be denied/turned away. Parents may arrange for their students to come to the front office during passing periods or during the student's lunch period if they wish to deliver lunch.

## **Closed Campus**

Centennial High School is a closed campus. During lunch periods, students are to remain in the cafeteria or central courtyard, not the classrooms. Students are not permitted off campus at any time unless a parent/guardian provides a written or email request to the attendance office. Attendance personnel will verify all requests and violations of this expectation will be subject to truancy consequences.

## **Parking on Campus**

All students and staff who plan to park on the Centennial High School campus will be required to register their vehicle and obtain a parking permit which must be displayed in the bottom right corner, opposite of the inspection sticker, when the vehicle is parked on campus. Parking permit information and cost is sent via an email from Central Office each year. If a student's parking permit is lost or destroyed, the student may pay \$25.00 for a replacement permit. Permits may be obtained in the front office with Cheryl Fletcher.

No unlicensed or uninsured drivers will be allowed to park or drive on the CHS campus. Students may park in the south or west student parking lots and must leave their vehicle immediately upon arrival on campus each day. Students may not park in spaces marked for visitors or reserved for specific staff members. Parking spaces reserved for visitors will be clearly marked in the east and southeast parking lots. Do not park where the curbs are painted red (fire lanes).

**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 for a personal appointment, etc. are required to sign out in the attendance office after obtaining permission from parents to leave school.

Students who violate parking rules or drive in a reckless or unsafe manner will face disciplinary action including up to the loss of parking privileges and/or driving on campus privileges. The first parking violation will result in a two week revocation of parking permit. A second violation will result in the parking sticker being revoked for 6 weeks. A third violation may result in the vehicle parking sticker being revoked for the remainder of the school year. Any subsequent violation(s) may result in towing of the vehicle at the owner's expense, placement in ISS and revocation of parking privilege for a period of time to be determined by the assistant principal (usually the remainder of the school year).

Theft or sharing of a parking sticker is a violation of the student code of conduct and will result in disciplinary consequences. Anyone, including students and minors, parking a vehicle in the CHS parking lots or at any school sponsored event on any Fisd or related facility is personally responsible for all items found or kept in the vehicle including drugs, paraphernalia, alcohol, weapons of any kind, as well as any material determined by District policy or legal code to be illegal to own, possess or have on school property. Consequences for such violations/infractions will be assessed per District guidelines and/or legal code. All consequences for parking and driving violations will be at the discretion of the campus administration. The District has the right to search a vehicle driven to school by a student and parked on school property or within 300 feet of 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 he/she drove to school and parked on school property or within 300 feet of school property, when there is reasonable belief that the vehicle contains articles or materials prohibited by the District, will result in the administering of consequences by campus administration that may include any or all of the following disciplinary assignments: Out-of-School Suspension, In-School Suspension, loss of parking privileges, loss of extracurricular activity attendance and/or

participation, and loss of attendance at any and all other school sponsored activities on a temporary or permanent basis.

## **Campus Visitors**

All visitors must enter in the front, main entrance, and report to the main office to sign in and obtain a visitor's badge. All visitors to the campus are required to present a valid Driver's License, which will be scanned and check with the National Database of Registered Sex Offenders. Staff and students are not permitted to open outside doors to anyone. Visits to individual classrooms during instructional time are not permitted. Trespassing on school premises is strictly prohibited in accordance with Section 37.107 of the Texas Education Code and any violation of this policy may result in a Criminal Trespass warning.

## **Shuttle / Bus Information**

All before and after school buses will drop off and pick up students on the south side of Centennial in the bus lane between the building and the south parking lot. Daytime shuttles between CHS and CTE will drop off and pick up in the front of the building on the east side. Students that attend the CTE Campus will have access to the shuttle bus during the day, but may drive their own vehicle if they have a first or fourth period class at CTE.

## **CHS Late Work Policy for Major/Minor Projects & Out-of-Class Assignments Guideline**

Major/Minor projects & out-of-class assignments will be accepted one class meeting late with a 30 point deduction from whatever grade the submitted effort merits. Major/Minor projects & out-of-class assignments turned in after that time will receive a grade of zero.

Students assigned to Tardy Hall on the day a Major/Minor project or out-of-class assignment is due are expected to turn in their work that day in Tardy Hall or to the teacher, or they will be subject to the above late work policy. Students who miss class due to extra-curricular/co-curricular absences are expected to turn in any work that was due on the day they missed class prior to leaving for the day they will miss class OR the day after the absence (whether that day is a scheduled class day for their particular class or not). Failure to turn in these assignments on either of these designated opportunities will make the assignment late and it will be subject to the late work penalty as mentioned in the above guideline.

## **CHS Test Guidelines**

Make-up tests will be given during tutorial time before or after school, during advisory if time permits and/or during class time at the teacher's discretion. Teachers have the discretion of giving the examinations during their conference period if the student has early release and/or late arrival and the teacher's conference period is first or fourth period. On the first day that the student returns to class, the student will be responsible for initiating a meeting with the teacher to schedule a make-up date within five school days. A grade of "0" may be given if the exam is not made up during the assigned session.

## **CHS Make Up Work Guidelines**

Make-up work is work that a student has missed due to an absence whether excused or unexcused. ISS or Tardy Hall does not constitute an absence and is not subject to these guidelines. Make-up work applies to ALL students. On the first day that a student returns to the class(es) missed due to an absence, the student will be responsible for scheduling a time with the teacher to receive and complete any missed work, including Daily Activities. Work missed should generally be made up within two school days of the absence during AM or PM tutorial times or advisory, if time permits. For extended absences (3 or more consecutive missed class meetings per class); make-up work will be dealt with on an individual by individual basis taking the circumstances of the absence into consideration.

## CHS/Frisco ISD Retest Guidelines

Students who score above an 85% will not be eligible to retest. Any student who makes lower than an 85% on a major test may earn the right to retest for a maximum grade of 85% if the student meets the following criteria:

- 1) Student must schedule and attend an AM, PM or Advisory tutorial session within 5 school days of the return of the test/grade. At this tutorial the student will complete a teacher-determined remedial activity such as test corrections/written or verbal explanation of errors made on the original test, etc.
- 2) Student must notify the teacher at this tutorial of his/her intention to retest
- 3) Student will take the retest on the designated retest day for that subject within 5 class meeting days unless prior arrangements are made with the teacher

Retests will be given during AM or PM tutorial times, or advisory if time permits, within 5 days of attending a remedial tutorial session. Retest opportunities will be provided from 8:15-8:50am, 4:25-5:00pm and/or during advisory on each department's assigned testing day. For before and after school retests, students may enter the testing room later than 8:15am and/or 4:25pm. The testing time will end at 8:50am and 5:00pm regardless of when the student arrives to retest. The following are preferred days to retest for each subject area:

Monday	Tuesday	Wednesday	Thursday	Friday
LOTE & Social Studies	English & Science	Math, CTE & Electives		

Quizzes, projects, and major writing assignments are not eligible for retests. A final assessment/test may be given the last week of class for year-long and/or one-semester classes that will count as a "major grade" and is not subject to the retest guideline.

## End of Year Academic Guidelines

Students are expected to attend classes and complete all assignments through the final day of classes this school year. Students who miss days during the final week(s) of school will not be permitted to complete assignments early or take tests/major assignments early due to absences. Should a student be absent the last week(s) of school, a grade of "I" will be entered into the grade book for the 6<sup>th</sup> six-weeks and final semester grade until the student returns in the summer to complete the missed work. The student can opt to take a "0" on the work and have their final grade for the 6<sup>th</sup> six-week and second semester reflect the average of any and all work completed. Work made up in the summer should be completed no later than the end of the second week following the last day of school. Should a student fail to meet the 90% attendance requirement of the Texas Education Agency, that student will lose credit in that class(es) if the work is made up or not.

## Advanced Placement Exam Reimbursement

FISD discontinued the Advanced Placement partial reimbursement program for students taking AP exams in the 2015-16 school year. Students who qualify for free and reduced lunch will continue to receive a reduced registration rate for AP exams in 2017-2018; the price per exam for students on free and reduced lunch is \$15. To assist economically disadvantaged students who are taking multiple exams, FISD will waive the \$15 registration fee for the third and successive AP exams taken during the same school year.

## Tardy Guideline

Tardiness is viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of their full learning time, but also disrupts the education of other



students and the effectiveness of the teacher. Promptness and punctuality are skills necessary and beneficial for both school and the work place.

Students who are tardy will report directly to Tardy Hall in **A103**.

#### **PER SEMESTER**

- **Tardies 1-4: Student will go to tardy hall in A103 where they will work on assigned material for that period and/or take scheduled tests/quizzes.**
- **Tardies 5-6: Student will receive a Saturday School for each tardy and parents will be notified of the continued tardy issues.**
- **Tardy 7: Student will receive 1 day of ISS and parents will be notified.**
- **Tardy 8: Consequences in-line with the FISD Student Code of Conduct will be administered, up to filing in truancy court.**

Tests and quizzes may be administered in tardy hall if they were assigned for that class period that day.

An exception may be made to this tardy hall policy twice per semester if students report tardy to the attendance office with a written note from a parent, or if students are checked into the attendance office by their parent. In this instance, students will be permitted to report to class instead of tardy hall. This exception is only made with written communication from the parent.

### **Backpacks / Book bags**

Frisco ISD high school students may use backpacks, book bags, satchels or large purses/bags designed to carry bulky items only when bringing materials to school or taking materials home at the end of the school day. Students using backpacks, large purses, satchels or book bags must store these items in their locker immediately upon arriving at school and retrieve them only when preparing to leave campus. This policy is intended to lessen crowding and reduce congestion in hallways and classrooms. Small purses or string bags that can easily be stored under the student's desk may be carried to class. Students may be asked by their classroom teacher to place purses or string bags at the front of the room during class time.

### **Cell Phone Information**

Per the FISD Student Handbook, students bring cell phones and other electronic devices to school at their own risk. Neither the district, nor campus, will be responsible if a phone or other device is lost, stolen, or misplaced, including those that have been confiscated by campus personnel.

Per the FISD BYOD (bring your own device) policy pertaining to cell phones and other personal, hand-held and electronic devices, students may access their cell phones and electronic devices before school, after school and during their respective lunch period in either the cafeteria or courtyard. All phones and personal electronic devices should be turned off and put away during class time. Personal devices such as smart phones, iPads, iPods, E-readers, Nooks, laptops, etc. may only be accessed and used in classes when the teacher has a lesson designed for their use and only when the teacher verbally permits use. Cell phones or personal electronic devices that are used outside the parameters of this guideline will be subject to confiscation and district guidelines for returning personal electronic devices will be followed.

Upon confiscation, the cell phone/paging device will only be returned to a parent or guardian. Students who violate the FHS cell phone/paging device policy will face disciplinary consequences (detailed below), regardless of the circumstance under which the policy was violated. A student's administrator may add individual specific cell phone restrictions to these disciplinary consequences as needed.

- 1st Offense Phone confiscated and returned to parent

- 2nd Offense Phone confiscated, \$15 fine assessed and phone returned to parent upon payment of fine
- 3rd Offense Phone confiscated, \$15 fine assessed and phone returned to parent upon payment of fine
- 4th Offense Phone confiscated for the remainder of the school year.

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, if applicable. Cell phones must be picked up by 4:30 pm. Devices not picked up by 4:10 p.m. on the last day of school will be disposed of following district guidelines. Electronic device fees must be paid online via My Payments Plus. Code of conduct discipline can be implemented for violations of using/exhibiting prohibited items.

## Changing Class Schedules

Counselors are responsible for making schedule changes. Students pre-enroll for classes in the Spring and the master schedule is generated based on those student course selections. Students are given the opportunity in the Spring of the preceding school year to request schedule changes. After that deadline, the general guidelines for changing academic schedules are listed below. Any exceptions to these guidelines would require administrative approval.

- A. Schedule Changes
  1. No schedule changes will be made to elective courses, including CTE courses.
  2. Students enrolled in PAP/AP courses will only be permitted to drop the course at the end of the 1<sup>st</sup> 6-weeks or the end of the 1<sup>st</sup> 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.
  
- B. Appropriate Reasons for Dropping/Adding Courses
  1. Decisions of ARD committee meetings throughout the year relating to Special Education students.
  2. A student is not currently enrolled in a class needed for graduation.
  3. Changes resulting from entering or exiting a program (ex: fine arts and athletic programs) with parent permission.

## Credit Recovery Guidelines

The goal of the Frisco ISD Credit Recovery Program is to assist students deficient in credits while preserving the integrity of the Fisd diploma. Fisd will ensure that every student has the opportunity to acquire the credits necessary to earn a diploma. It is the responsibility of each student to be aware of their progress toward a diploma and to take full advantage of the assistance available. Potential Division I/II college athletes should be advised that credits earned through credit recovery may not qualify for minimum core course requirements under NCAA guidelines. See the following link for specific information: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

### First-fourth year high school students:

High school students who fail a course may recover credit through the following options:

1. Correspondence
2. Credit by Examination
3. Summer School
4. Online courses (with prior approval of principal or designee)
5. Repeating the class during the school day
6. Night school

7. Credit recovery course during the school day (not available to first-year high school students). Students must first demonstrate effort to recover credit through an option listed above before enrollment in a school day program will be considered. An exception will be made only in extenuating circumstances (i.e. extended illness, homelessness, teen parent, students new to FISD) as determined by the Campus Intervention Team and the campus principal).

**Fifth year students:**

Fifth year students will be referred to the Student Opportunity Center to complete graduation requirements.

**The following information pertains to all grade levels:**

- Any cost associated with Credit Recovery option will be the responsibility of the student and parent.
- Transportation to and from the Student Opportunity Center for students attending the SOC credit recovery program full time during the school day will be provided by the district. Parents and student will be responsible for transportation for all other credit recovery classes taken at the SOC.
- Seniors planning to participate in graduation must provide proof of credit earned and recorded at least 5 school days before graduation. All other students must provide proof of credit prior to the start of the following school year to receive credit that would result in promotion to the next grade level. Reclassification is only done each year prior to the start of the school.
- Students must seek prior approval from appropriate campus staff before enrolling in any of the credit recovery options.
- Students should refer to existing guidelines for details regarding correspondence, credit by exam, summer school, night school or online courses.
- Final decisions regarding placement in credit recovery rest with the campus principal.
- Correspondence courses do not require previous instruction. Frisco ISD recognizes and utilizes correspondence courses primarily from the University of Texas and Texas Tech University. Students who wish to have more information should contact their counselor.

**Failures Due To Absences (excused or unexcused absences)**

As explained in Sub-Chapter C of Chapter 25, Section 25.092 of the Texas Education Code, a student is required to attend each class 90% of the days scheduled in a given semester in order to receive credit for that class. If a student does not attend class 90% of the time, it is the policy of FISD to allow the student to make up missed time in Saturday School, tutorials and/or detention prior to the end of the semester in which the student was absent. This make up time allows the student to be in compliance with the law and earn credit for the class in question. FISD high school students are in violation of the 90% attendance law if and when they accumulate 5 or more absences in any given class. Students who are in violation of the attendance code and who fail to make up the amount of time required to be in compliance with the law will be denied credit for that class for that semester. An attendance committee consisting of school faculty will hear appeals if a student or parent wishes to appeal a denial of credit because of failure to attend a class for 90% of the days in the semester.

**Academic Ethics & Plagiarism Policy**

Centennial High School expects its students to maintain the highest degree of academic ethics in concurrence with our school motto, PRIDE (Personal Responsibility in Daily Endeavors). This means putting the utmost effort into all class work and assignments and avoiding the ethical

pitfalls of plagiarism and cheating. Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Centennial 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 to promote a student's 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/her potential. ***Plagiarism and cheating include, but are not limited to:***

- 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 papers, or portions of papers, from the Internet written by someone else.
- 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 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.

Any student who is caught cheating or plagiarizing will receive a grade of "0" for the academic work involved, the student will be written a discipline referral and the parent(s) of the student(s) will be notified. When work is copied from another student, both students will be penalized with a grade of "0". If a personal electronic device is used in an incident of cheating, the device will be taken up and turned over to the student's respective administrator for additional consequences and discipline. In addition, the following consequences **will** be assigned for cheating/plagiarism on **major** assignments:

- **1<sup>st</sup> Offense:** Student will receive a zero on the assignment. If the assignment is a major grade/assessment, the student will be assigned an alternate assessment to be made up during a ThNL or SAC. The maximum grade the student can receive on the alternate assignment/assessment will be a 70%. Retest policy will not apply a second time. Students will not have an alternate assessment if they lacked integrity on a major project.
- **2<sup>nd</sup> Offense (in any class):** Student receives a day of ISS and a zero on the assignment/assessment; the retest policy will not apply.

**Any subsequent offenses** will result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior.

## **Parental Involvement**

The role of the parent in their child's education and ethical development is fundamental to the student's long-term success. The following information will assist parents in promoting their student's achievement:

1. Teachers are available for tutoring before and after school, as well as during advisory. Students may also choose to attend the tutorial of another teacher of the same content. Tutoring is an essential part of the school day for any student to be successful at Centennial High School. Students should attend tutoring *before* they struggle, *before* they take a test/quiz and consistently throughout the 6-week grading period.
2. All teachers of one content area give the same tests/quizzes and major/minor grades.

3. Help your child choose courses in which they will be successful and challenged without undue stress. Their mental and emotional health is of the utmost importance.
4. Do not push your student beyond their own limits with *your* expectations or aspirations. Many times students make poor ethical decisions such as cheating and plagiarism because the pressure to earn a grade is greater than their ability to meet those expectations. Grades are not more important than character and integrity.
5. If you suspect your child is experiencing difficulty in a class, please contact their teacher or counselor.
6. 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 their inappropriate actions.

## **Descriptions of Disciplinary Settings**

1. Detention – 1-hour session before or after school on Thursdays: 7:45-8:45am or 4:30-5:30pm
2. In-School Suspension (ISS) – 1 to 10 days in a supervised setting other than student's regular classroom from 9:00am to 4:15pm
  - a. Attendance at and participation in school activities is suspended. Student will not be allowed to attend any school functions, including games or activities that day.
  - b. Students must report to the ISS classroom or their assistant principal's office upon arrival at school on days they are assigned to ISS.
  - c. Students will work on curriculum based assignments during this time. (It is the responsibility of the student to go to tutoring upon returning to class for any material missed during their time in ISS). The student must also take responsibility to make arrangements to make-up any missed homework, test or quizzes.
3. Suspension - Up to three (3) consecutive days at home in an unsupervised educational setting. Schoolwork must be completed during this time. Students must turn in their assignments upon their return to school or the CHS late policy will be enforced. Students may not attend any school functions during this time.
4. Tardy Hall - A student will report to Tardy Hall when tardy. The student will be in an assigned room during that particular class period and will complete class material and/or assessments.
5. Thursday Night Live (ThNL) students who fail to serve assigned consequences or have obtained infractions of the Student Code of Conduct may be assigned ThNL from 4:30-6:30pm.
6. Saturday School (SAC) - Students who have attendance problems or have failed to serve detention are assigned to SAC. Times for Saturday School are 9:00-12:00pm.
7. 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 the discipline side of the SOC are prohibited from attending any school activities and prohibited from being on any Fisd campus during the term of their placement.
8. 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 assigned to JJAEP are prohibited from attending any school activities and prohibited from being on any Fisd campus during the term of their placement.

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.

## Food and Drink in Classrooms

Food is not permitted outside the cafeteria and courtyard. During Advisory, students may eat a snack during the announcements. The only beverage allowed in the classroom is water.

## Graduation & DAEP Placement

Seniors who are placed for disciplinary reasons in the DAEP at the Student Opportunity Center through the last day of instruction for the current school year may not participate in senior events such as PROM, Senior Skip Day, and graduation ceremonies.

Seniors on the ACE (academic) side of the Student Opportunity Center must have completed all coursework and requirements outlined by the home campus prior to the first graduation rehearsal in order to be eligible to participate in that campus' graduation exercises. ACE students may participate in all senior events such as PROM, on-campus senior meetings and Senior Skip Day.

## Dress Code Consequences

All requirements within this policy will be strictly enforced. To attend classes, students will be required to be in full compliance with this policy.

<b>First Offense –</b>	Change into Dress for Success clothing or go to ISS for the day
<b>Second Offense –</b>	Change into Dress for Success clothing & serve 1 day of ISS (will be required to wear their shirts tucked-in if applicable)
<b>Third Offense -</b>	Change into Dress for Success clothing & serve 3 days of ISS
<b>Fourth Offense –</b>	1 day of OSS and parent conference
<b>Fifth Offense –</b>	Consequences that will be determined by the Campus Intervention Team will be administered

## FISD Secondary Schools Dress Code

All requirements within this policy will be strictly enforced. In order to attend their regular classes, students are 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 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 FISD Board Policy/Exhibit FNCF.

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 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.
- Tights, leggings, jeggings, and other form-fitting pants must be worn with shirts, skirts, or shorts that extend to fingertip length.
- 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.

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.

Dress code will vary for formal school dances and functions. This dress code will be communicated before each function.

## **Classification of Students**

The following standards apply to grade classifications. Standing is determined at the start of each school year.

**Freshman:** A student entering high school for the first time or having fewer than 5 credits with 3 of the 5 earned in Core courses will be classified as a Freshman.

**Sophomore:** A student who has earned a minimum of 5 credits with 3 of the 5 earned in Core courses will be classified as a sophomore.

**Junior:** A student who has earned a minimum of 10 credits with 6 of the 10 earned in Core classes will be classified as a junior.

**Senior:** A student who has earned a minimum of 15 credits with 9 of the 15 in Core courses and who is enrolled in a program that will allow for graduation will be classified as a senior.

## **Early Release / Late Arrival**

Juniors and seniors who are on track for graduation with both credit and STAAR requirements may sign up for either late arrival or early release. Students who opt for either must provide their

own transportation and may not be on campus when they are not scheduled in a class. Students who have early release fourth period must leave the campus by 2:45 or they will be placed in Tardy Hall to study and be monitored until the 4:15pm bell. Once assigned to Tardy Hall, a student will not be dismissed to leave the campus prior to the 4:15pm bell.

Student(s) who fail a class(es) for more than one six-weeks grading period first semester and who have early release or late arrival will lose those privileges for the spring semester if not enrolled in college classes. Student will be assigned to a study hall in Tardy Hall in lieu of early release or late arrival until proof that they are passing all of their scheduled classes for two successive six weeks grading periods is provided. Failure to attend tutorial/study halls will result in assignment to ISS, Saturday School and or SOC.

## Field Trips/Extra Curricular Group Trips/Senior Day

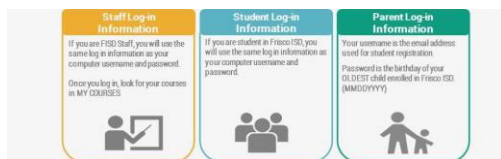
Students who are currently failing one or more class(es) will not be allowed to attend class field trips, non-UIL related extra-curricular group trips (day or overnight). Seniors wishing to attend the Senior Day trip in May must be passing all their "A" and "B" day classes for the sixth six-weeks, otherwise they will be required to remain at school on this date and attend their classes.

## Guideline for the resolution of "I"s / incompletes

All "I"s (Incompletes) per six-weeks should be resolved no later than 5:00pm on the Friday or last day of the week following the last class day of the just-completed six-week grading period. Exceptions to this guideline involving extenuating circumstances require the approval of the Principal.

## Learning Hub

Centennial HS uses the FISD Learning Hub (<http://studentlearninghub.friscoisd.org>) as an online companion for in-person classes. Course syllabi and calendars are located here along with any additional handouts, links, and other resources that teachers have made available. Students log in with their ID number and FISD password then enroll in their courses using the teacher provided enrollment key for easy course access.



## The Frisco ISD Learning Hub

[studentlearninghub.friscoisd.org](http://studentlearninghub.friscoisd.org)

Best Practices in a Digital World  
Glossary. FISD Staff URL. Block region

## Home Access Center

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



## **Lockers**

Lockers remain the property of the school even when assigned to an individual student. The school reserves the right to inspect all lockers at any time. Searches of lockers may be conducted, whether or not the student is present. A locker will be assigned to each student. Locker changes cannot be made without the approval of administration.

Each student is responsible for the care of his/her own valuables. The school will assume no responsibility for lost or stolen items, including items left in lockers. Students are advised not to store money, expensive jewelry or other valuable possessions at school. During PE, athletics, etc. student valuables should be kept in a locked locker.

## **Lunch**

FISD participates in the National School Breakfast and Lunch programs. Free and reduced priced meals are available based on financial need up application completion. Applications are available online at [www.friscocafe.org](http://www.friscocafe.org) or in the Child Nutrition Administration Office.

Students are not allowed to order food from an outside vendor/restaurant. Parents (only) are welcome to come and eat lunch with their student in the Centennial High School cafeteria. If you plan to eat lunch with your student, please first sign in at the front office.

## **Medication / Prescription Notice**

Any medication that is brought to school, both prescription and non-prescription should be checked in with/through the campus Nurse. Students found to be in possession of prescribed medication and/or over-the-counter medication including Aspirin, etc. may be subject to disciplinary actions. Medication of any kind is not to be shared with, given to or sold to peers

## **Medication Administration**

The district shall not purchase oral nonprescription medication such as Aspirin, cough drops, etc. for students. In order for students to receive district-approved oral non-prescription medication (Tylenol, Advil, Benadryl, Tums, Cough Drops, & Throat Strips) while at school, the parent/guardian must complete & sign the "Request for Administration of Medication" form and send the appropriate medication to school in the original properly labeled container (smallest container available). The nurse may give up to 10 doses of the district-approved oral non-prescription medications. When students take 10 doses of a medication, the parent/guardian will be notified and a doctor's note will be required to continue to give the student the medication.

All other non-prescription and prescription medications must have a doctor's note and must be in the properly labeled original container. The parent/guardian must complete and sign the "Request for Administration of Medication" form and send the medication to school. A list of medications that are used in the school clinic is available upon request from the school nurse.

## **Community Service Hours**

Students wishing to submit documentation for community service hour credit must do so by the end of the school year. SENIORS: All hours must be submitted on-line by April 1, 2018 at [www.x2vol.com](http://www.x2vol.com) and be entered and approved by the April 1<sup>st</sup> deadline to be considered for a cord at graduation.

To facilitate verification of community service hours, students must submit their volunteer hours via [www.x2vol.com](http://www.x2vol.com) during the same school year in which the hours were completed. Community Service hours completed during the summer months may be submitted the following fall. Any CHS student with Community Service hours from prior school years which have not yet been

submitted will be allowed a grace period through the end of August 2017 to submit all previous hours before this new requirement is implemented and enforced.

It is the student's responsibility to ensure (in advance) that any community service hours completed for the purpose of FISD's Community Service Recognition Program adhere to the guidelines on pg. 10 of the FISD Academic Catalog.

## **CHS Lettering Policies**

**Academic Lettering Policy:** Consult the FISD Student Handbook under Section 3: Academic Information for lettering requirements.

**Athletic Lettering Policy:** Consult the various CHS Athletic Sports' Head Coaches and or sports' policy guides for lettering requirements.

**Band Lettering Policy:** Consult the CHS Band Handbook for lettering requirements.

**Cheerleading Lettering Policy:** Seniors on the Varsity cheerleading squad that begin and complete the year in good standing are eligible for a varsity letter and letter jacket if they have not previously been awarded a letter jacket for academics, band or sports.

Students who are eligible to receive campus awarded letters and jackets will be identified to our letter jacket vendor, Neff by head coaches for athletics; band director for band; and varsity cheer coach for cheerleading.

## **Report Cards**

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 issues, or to request a paper copy of grade reports, please contact the CHS front office.

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. Students who receive a grade below a 70% in any PreAP/AP class may obtain a waiver from the principal to potentially remain eligible.

## **Tutorial Guidelines**

Tutorials will be offered each morning and afternoon and during Monday-Wednesday advisory. AM tutorial times are from 8:20-8:50am and PM tutorial times are from 4:20-4:50pm unless otherwise arranged with the teacher. Students are encouraged to be in AM tutorials no later than 8:30am but bus riders may arrive later. Students who attend AM tutorials are to remain in that tutorial until 8:50am to prevent undue noise in the academic hallways.

## **Academic Letter Jacket / Blanket**

FISD recognizes academic achievement through the awarding of an Academic **Patch**. While the student qualifies to purchase a jacket based on the criteria outlined below, the patch is provided by the campus at no cost.

Juniors and Seniors in FISD may earn this recognition by meeting the following standards:

- The student must earn a cumulative 4.5 or higher weighted grade average for a minimum of 4 semesters of high school course work. Only juniors and seniors are eligible under this criterion.
- All classes that count for class rank will be considered.
- At least 1 of those four semesters must be completed at an FISD high school.
- Students who have less than a 4.5 weighted grade average after 4 semesters, but whose cumulative grade average improves to a 4.5 or higher at the end of any subsequent semester may apply for the award at the end of that semester.

- Jackets will be ordered during the same time period as athletic letter jackets. Students attaining the necessary standard at the end of the second semester of any year will order their jacket the following year.
- Students who believe they are eligible to receive an academic patch must complete an Application for an Academic **Patch** through the Registrar's Office.