

Wakeland High School

*10 years
of excellence*

2006-2016

2015-2016
Student Handbook Addendum

Wakeland High School Handbook Addendum

Counselor	Alphabet	Extension	Administrator:	Alphabet	Extension
Laura Herod	A- DE	35714	Matt Gore	A- D	35704
Kristy Phipps	Di- H	35715	Kenny Durand	E- K	35705
Stacey Purl	I- M	35712	Seleste Sully	L- Ri	35779
Brenda Saldivar	N- Sp	35713	Sherry Crawford	Ro- Z	35703
Jim Carlisle	St- Z	35716	Donna Edge	Associate Principal	35702

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

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WAKELAND HIGH SCHOOL

“Building relationships that empower students to pursue opportunities and to achieve personal success.”

2015-2016 Bell Schedule

First Bell	8:54
Periods 1A/ 1B	9:00 – 10:35
Periods 2A/2B	10:41-12:16
Periods 3A/3B	12:22– 2:28

Lunch Schedule

<i>A Lunch: 12:16-12:46</i>	<i>3rd Period Class: 12:51-2:28</i>
<i>B Lunch: 12:50–1:20</i>	<i>3rd Period Class: 12:22-12:50/ 1:25-2:28</i>
<i>C Lunch: 1:24– 1:54</i>	<i>3rd Period Class: 12:22– 1:24/ 1:59-2:28</i>
<i>D Lunch: 1:58-2:28</i>	<i>3rd Period Class: 12:22– 1:58</i>
Periods 4A/4B	2:34 – 4:10

July 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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26	27	28	29	30	31	

August 2015						
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23	{24	25	26	27	28	29
30	31					

September 2015						
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October 2015						
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November 2015						
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29	30					

December 2015						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FISD Secondary Schools 2015-2016 A/B Calendar

A/B Day Calendar
Bold indicates "A" days.
October 14 - PSAT (B Day in afternoon)

Reporting Periods - Secondary Schools		Days
1st grading period -	Aug. 24 - Oct. 2	29
2nd grading period -	Oct. 5 - Nov. 13	29
3rd grading period -	Nov. 16 - Jan. 15	30
4th grading period -	Jan. 19 - Feb. 26	28
5th grading period -	Feb. 29 - April 15	29
6th grading period -	April 18 - June 3	32

Secondary:
1st Semester - **88** days 2nd Semester - **89** days

Reporting Periods - Elementary Schools		Days
1st grading period -	Aug. 24 - Oct. 23	43
2nd grading period -	Oct. 26 - Jan. 15	45
3rd grading period -	Jan. 19 - Mar. 24	42
4th grading period -	Mar. 28 - Jun 3	47

Total School Days - 177
Preparation/Inservice - 10

Prep/Staff Development	Holidays
Aug. - 17 - 19	
Aug. - 20 Convocation/Tchr Work Day	Sept. - 7
Oct. - 12	Nov. - 25 - 27
Nov. - 23 - 24	Dec. - 21 - Jan 1
Feb. - 15	Jan. - 18
April - 25	Mar. - 7 - 11
June - 4	May - 30

Bad Weather Make-Up Days
March 25
May 27

Beginning Teacher Academy
August 7

New Teacher Inservice
August 3 - 6

First day of school: August 24
Last day of school: June 3

Key

- Staff Development (non instructional days)
- Holidays
- Bad Weather Make-Up Day
- New FISD Teacher Inservice
- Standardized / AP Testing Day
- ★ ECS / ES / MS / SOC Work Day (HS / CTE off contract)
- HS / CTE Work Day (ECS / ES / MS / SOC off contract)

January 2016						
S	M	T	W	T	F	S
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February 2016						
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28	29					

March 2016						
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20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9/7 Labor Day
10/12 Columbus Day

11/26 Thanksgiving
12/25 Christmas

1/18 MLK Day
2/15 President's Day
3/25 Good Friday
5/30 Memorial Day

General Information

Note: The Wakeland High School Handbook Addendum is designed to explain policies and procedures that are unique to WHS. It is meant as a supplement to the Frisco ISD High School Student Handbook. The addendum's secondary purpose is to restate some of the most commonly accessed information from the FISD High School Handbook. Many of the policies and procedures found in the Frisco ISD High School Handbook may not be included in the Wakeland High School Handbook Addendum. Please access the FISD High School Handbook for a complete look at all FISD policies and procedures.

Deliveries and Messages- Office staff will accept limited delivery of schoolwork, class materials and clothing or uniforms needed for school related activities. Office staff will not accept delivery of flowers, candy or gifts for students. Our fire detection system utilizes technology that can be activated by released helium filled balloons or similar items; therefore no helium filled items will be delivered or allowed in the building. Parents may arrange for their student to meet them in the front office during passing periods or the student's lunch period if they wish to deliver items in person. Parents must communicate to their student when to meet them in the front office to pick up delivery items and personally deliver the items. School personnel will not send notes or otherwise communicate with students about when they should come to the front office for deliveries. Messages for students will be accepted for emergencies or to relate transportation changes.

CLOSED CAMPUS- Wakeland High School is a closed campus. During lunch periods, students are to remain in the cafeteria. Students are not permitted to leave campus for lunch. Students are not allowed off campus at any time unless a parent/guardian provides a written request in advance.

VISITORS- All visitors to the campus are required to present their Drivers License so it can be scanned through the R.A.P.T.O.R. system and checked against the National Database of Registered Sex Offenders. All visitors must first report to the main office to sign in and obtain a visitor's badge.

VERIFICATION OF ENROLLMENT AND ATTENDANCE (VOE) FORM- To obtain a driver 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. If a student has missed any class five times or more in a semester or 10 or more times in a year, they are in violation of the 90 percent attendance rule and will not receive a V.O.E. form until they have made up the time missed. Please see the attendance clerk to request a VOE form. A 24 hour notice is required.

ARRIVAL AND DISMISSAL PROCEDURES- Students are under the authority of school personnel when they arrive on FISD property, or when they are attending a school-sponsored event. Students should be on campus no earlier than 7:45 a.m. 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 once they arrive. The cafeteria is the main area for assembly in the morning. All students are required to report to the cafeteria unless attending a scheduled morning tutorial. Should a student need to leave campus they are required to go through normal sign out procedures with front office personnel. Arrangements should be made for transportation home for all students at the end of the school day at 4:10 p.m. **Students should not be on campus after 4:45 p.m. unless accompanied by a staff member or attending an after-school activity.**

LATE ARRIVAL AND EARLY RELEASE- 11th and 12th grade students who have late arrival or early release periods may not be on campus when they do not have a class. Students with late arrival should not be on campus from 7:45-10:25 a.m. Students with early release must not be on campus from 2:40-4:10 p.m. Students not adhering to these guidelines are subject to disciplinary consequences, be placed in a class during their former late arrival/ early release time.

STUDENT PARKING- All students who plan to park at Wakeland High School will be required to register their vehicle and obtain a parking permit; which must be displayed in the lower corner of the passenger side of the windshield (across from registration and inspection sticker) while the vehicle is on campus. Students must have a valid driver's license and verification of insurance to pick up their parking permit. If a student's parking permit is lost or destroyed, the student will be required to pay \$25.00 for a replacement permit. Unlicensed drivers are not allowed to park or drive on the campus. Students are not permitted to park in the staff designated parking area east of Legacy Drive and north of Wolverine Way. In order to maintain safety in the parking lot area, the following regulations apply:

1. All students are required to leave their vehicle and the parking lot area when they arrive at school.
2. There is to be no parking where the curbs are painted red (fire lane).
3. Do not park in loading zones, visitor parking, handicapped parking, or teacher parking.
4. It is imperative that you not exceed the speed limit of 10 mph while driving on campus.
5. No students will be allowed to ride or be transported in the back of a pick- up truck while on the WAKELAND HIGH SCHOOL campus.
6. The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district. In addition to other disciplinary consequences, drugs, alcohol, drug paraphernalia, and illegal weapons found in vehicles on the WAKELAND HIGH SCHOOL campus will lead to a full year suspension of driving privileges for the owner/driver of the vehicle.
8. 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 a warning sticker applied.

Students who violate parking rules or drive in a reckless or unsafe manner will be subject to consequences under the student code of conduct and may have their driving privileges revoked.

At WHS, our first duty is to ensure the safety and security of our students. The parking lot begins and ends each student's day and we have measures in place to make sure it is a safe area. These measures may cause some degree of frustration from time to time, but always keep in mind that the safety of kids is our first priority. Pickup and drop off of students will be allowed in three areas. The first area for drop off and pickup is the loop on the Southwest side of the building. This area is commonly called the

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“parent loop.” Students may also be picked up and dropped off in the parking lot in back of WHS which is located east of the main building adjacent to the Baseball field and Tennis courts. Parents using this location should note that the lane closest to the Tennis courts is for buses only. The parent lane in this area is divided from the bus lane by a median and traffic cones. The third drop off/ pickup location is adjacent to the gym on the North side of the building between the gym entrance and the band hall. All other areas are off limits for dropping off or accessing students. Please note that pickup and drop off on Wakeland Street, which is the main entryway to the campus and on Wolverine Way are prohibited.

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 all 9th, 10th and 11th grade students. Juniors and Seniors will be issued a locker when requested based on availability.

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.

ELECTRONIC HOME ACCESS CENTER

FISD parents have access to their students' academic information through the Home Access Center (HAC), which is accessible through the district or campus home page. Each campus will communicate usernames and passwords to students and parents. Teachers will update information in the Home Access Center by 5:00 PM of the first instructional day of each week. Please allow 3 weeks at the beginning of the school year to get the data loaded into the system and operational. If you are having technical problems with the Home Access Center please contact Kim Doyle at 469-633-5700.

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 2015-2016 FISD High School Student Handbook for further information regarding this policy.

ATTENDANCE

Regular school attendance is essential for the student to make the most of their education. To benefit from teacher led activities, to build each day's learning on that of the previous day, to grow as an individual, and for exposure to the activities that make learning come alive, students need to be in class every school day. 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. Please reference the FISD High School Student Handbook for a detailed explanation.

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ATTENDANCE FOR COURSE CREDIT

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. If a student does not attend a class 90% of the time, it is the policy of Fisd to allow the student to make up the missed time in either Saturday School and/or Detentions prior to the end of the semester in which the time was missed in order to come into compliance with the law and gain credit for the class in question. Fisd high school students are in violation of the 90% attendance law if and when they accumulate five (5) or more excused or unexcused 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 administration and faculty will hear any appeals if a student or parent wishes to appeal a denial of credit brought about by failure to attend a class at least 90% of the days in the semester.

TRUANCY AND COMPULSORY ATTENDANCE

For information regarding the Truancy and Compulsory Attendance laws of the State of Texas please see the Fisd High School Student Handbook.

SEMESTER TARDY POLICY

Students who are tardy to any class period will not be allowed to enter their assigned classroom without an admit slip from the tardy gate. Tardy students check in at the tardy gate located in the main hallway adjacent to A120. Students are given a receipt showing the number of tardies accrued and the consequences associated with each tardy. Students are expected to attend all consequences assigned to them on their tardy slip without further notification. The tardy count starts over at the beginning of each semester.

Consequences are listed below:

Tardy 1-2-3 Warnings

Tardy 4 30 minute Thursday Night Live

Tardy 5-6-7 1* hour Thursday Night Live

Tardy 8-9 2* hour Thursday Night Live

Tardy 10 1 day of In School Suspension

Tardy 11 2 days of In School Suspension

Tardy 12 2 days of Out of School Suspension

STUDENT BEHAVIOR AND CODE OF CONDUCT

SCHOOL DANCES

1. Students from schools other than Wakeland must complete a 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 and further disciplinary action.

CONDUCT AND ATTENDANCE AT EXTRACURRICULAR ACTIVITIES/EVENTS

When students attend athletic contests and other school events all school policies apply even though the event is outside the school day and may occur off campus. Students are expected to display good sportsmanship; treating game officials, opposing team members and visitors with courtesy and respect. Students are expected to be supportive of the

high school participants and are not to direct negative or harassing behavior towards fans, competitors or game officials. Students will abide by the rules and regulations established by District 9-5A for conduct at specific venues and events. Students are expected to comply with instructions and requests from any FISD administrator and/or staff member in attendance at the event.

Code of Conduct for Extracurricular Activity Involvement

Involvement in extracurricular activities is a privilege, and with privilege comes responsibility. Participants are expected to conduct themselves in an exemplary fashion that will be a source of pride to the school district and to the community. Wakeland High School encourages student involvement in extracurricular activities and expects them to abide by these policies in exchange for the lifelong benefits gained through this involvement. Students are expected to cheer for WHS without berating the other team or the officials. Students will sit in the designated student section at all events except during half time and trips to the concession stand or bathroom. Masks, costumes, entire face painting, body painting, powder, silly string, beach balls, unapproved signs and calling opponents out by name or number are not allowed

The following policies apply to all extracurricular activities at Wakeland High School.

1. The illegal use or possession of alcohol or the illegal use or possession of controlled substances is prohibited. This includes the posting of drug references or advocating drug use on social media, as well as, simulating drug use on social media.

The following penalties will be enforced.

Step 1 (1st offense)

The student will be suspended from participation in extracurricular competitions for a minimum of 14 calendar days. The student will also be required to complete an approved substance abuse intervention program. If the violation occurs during the off-season, the two week suspension will carry over until the next competitive season.

Step 2 (2nd and subsequent offenses)

The student will be barred from participation in all extracurricular activities at Frisco ISD for one calendar year from the date school officials first become aware of the infraction.

Each infraction carries over from one activity to the next and from year to year throughout the student's enrollment at any Frisco ISD school. Refusal to complete any assigned consequence in Step 1 will result in the enforcement of Step 2. Activity directors and coaches, in conjunction with FISD administrative staff, will investigate all reported violations in accordance with campus guidelines and training.

2. If a student commits a serious criminal act, it reflects negatively on all extracurricular activity participants. The following consequence, in addition to any other school disciplinary action, will be enforced in the event school personnel have reasonable cause to believe a student has been involved in the commission of a felony offense, as defined by the Texas Penal Code or by Federal law. **The student will be removed from participation in all extracurricular activities for one calendar year from the date school officials first become aware of the offense.**

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3. Activity sponsors or coaches are permitted to assign reasonable consequences in the event a member of their activity group is in violation of any part of the FISD Student Code of Conduct or Campus Behavior Management Plan. In addition, activity sponsors, directors or coaches are permitted to assign reasonable consequences, including suspensions, if students post items on social media that do not meet the standard of exemplary conduct that holds that organization up as a source of pride for Wakeland High School, Frisco ISD, and the community. This standard applies to all extra curricular activity participants at all times whether they are on campus or off.

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 4:10 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.

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 Saturday School.

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.

CODE OF CONDUCT

The following section is not an all inclusive version of the FISD Code of Conduct. To reference the entire Code of Conduct please see the FISD High School Student Handbook.

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 not be disruptive, immodest or compromise student safety. Students shall come to school looking clean, neat and ready to learn. The District prohibits pictures, emblems or writings on materials or clothing that are lewd, offensive, vulgar, immodest or promote or refer to alcoholic beverages, drugs or any other substance prohibited under policy FNCF (1). **The District also prohibits any clothing or grooming that in the 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.

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

- "Sagging pants" are not allowed. Jeans, slacks, shorts and all other pants must be worn at or about the waist at all times. Even if a shirt is extremely long, the pants must be worn at the waist.
- Undergarments should not be visible at any time.
- Inappropriate exercise clothing will not be allowed without an appropriate covering garment.
- Pants and other articles of clothing that are torn, ragged, frayed or pants with holes are not permitted.
- Sunglasses, caps, hats, bandanas and other head wear are not to be brought into the building.
- Hairstyles or unnatural hair colors that, in the judgment of the school administrator, cause a disruption of the educational environment are not allowed.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn; house shoes are not permitted. Tennis shoes must be worn in physical education classes and no shoes with wheels are allowed.
- Earrings are permissible. All other visible body-piercing jewelry or ornaments are prohibited.
- Reasonable standards of modesty must be met.

Boys:

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

Girls:

Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The shirt straps and the under arm portion of the shirt must 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 sides, 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. Wrapping a piece of clothing around their waist, when wearing form fitting pants, does not bring a student into compliance with the dress code.

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

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

First Offense – Change into Dress for Success clothing and receive a warning.

Second Offense – Change into Dress for Success clothing and serve 1 hour Thursday Night Live

Third Offense - Change into Dress for Success clothing and serve a 2 hour Thursday Night Live

Fourth Offense – 1 day of ISS and parent conference.

Fifth Offense – Consequences will be determined by student's administrator.

Students in violation of the Frisco ISD 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 the Dress and Grooming Code may spend the remainder of the day in In School Suspension (ISS). 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.

POSSESSION & USE OF ELECTRONIC COMMUNICATION DEVICES

Students are expected to follow the policies of the Electronic Communication Devices section of the FISD High School Handbook. Students who violate the Wakeland 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 – Phone confiscated and returned to a parent.

Second and Third offense - Phone confiscated, a \$15.00 fine assessed and phone returned to parent upon payment of fine.

Fourth offense - Phone confiscated for the remainder of the semester or school year and a \$15.00 fine assessed.

MISUSE OF COMPUTERS, ELECTRONIC DEVICES AND THE INTERNET

Code of conduct discipline will be implemented for the misuse of electronic communication devices 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.

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.

SCHOLASTIC INFORMATION

SCHEDULE CHANGE POLICY AND GRADES

Students pre-enroll in the spring semester for the upcoming school year. The master schedule and teacher allocations are based on that information. Only program changes will be allowed through the second week of each semester. Pre AP/AP classes may be dropped or added at the end of the 1st six weeks grading period or at the end of the semester.

Schedule changes will only be considered for the following six criteria:

1. The student has an incomplete schedule.
2. The student has already completed the course.
3. The student is enrolled in a course they did not request.
4. The student has program change. Example: A student moves from an extracurricular activity into a course. Program change does not mean switching from an AP/ PAP class to an on-level class.
5. The student is missing graduation requirement.
6. The student want to change the course level they are enrolled in. (See note below)

GRADING SYSTEM

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 Independent School District 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% (minimum 2 per grading period)
Minor Grades – 30% (minimum 2 per grading period)
Daily Grades – 20% (minimum 4 per grading period)

For more information regarding the grading system please see the FISD High School Student Handbook.

PROGRESS AND GRADE REPORTS

Frisco ISD has implemented 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 WHS website (<http://schools.friscoisd.org/s/Wakeland>). 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. NOTE: Students who receive a grade below a 70 in any PreAP and/or AP class, may obtain a waiver from the principal to remain eligible.

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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

All classes will issue a minimum of (2) Major Grades per grading period. Tests should be graded by parts based on specified criteria and skills. 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/skill being tested.**

All classes will issue a 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.

All classes will issue a minimum of (4) daily grades per grading period (makes up 20% of the six weeks grade). Daily grades will come from work in class or homework, i.e., written activities, verbal activities, individual activities, paired or group activities, etc. or from practice or class prep assignments.

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.

LATE WORK GUIDELINES

Daily Work: Students must turn in all daily work in a timely manner. No late work for daily assignments will be permitted.

Major and Minor Work: Major/minor projects & assignments will be accepted one class meeting late with a 30 point deduction. Major/minor projects & assignments turned in after the one-class meeting-late time line will receive a “zero.”

TUTORIALS

Teachers will be available for tutoring before school from 8:30 – 8:53 a.m. and after school from 4:10 – 4:40 p.m. as their assigned schedule permits. Department tutorial schedules will be posted in the halls, and a master tutorial schedule may be picked up in the 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 attend tutorials without having appropriate materials may be removed and may receive disciplinary action.

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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.

MAKE-UP WORK GUIDELINES

It is the student's responsibility to do make-up work following any absence. Make-up work is any assignment missed due to an absence; whether excused or unexcused. Students are responsible for collecting their make-up work the first day they return to the classes that were missed. After receiving their makeup work, students will turn in their work as follows: one day of absence, one day (next class period) to make up work; two days absence, two days (class periods) to make up work; three days or more absent, three days (class periods) to make up work. Full credit can be earned as long as the work is turned in within the allotted time. If the student was aware of an assignment deadline or exam before the absence occurred, the assignment or exam is due upon the student's return to school. Make-up work for assignments or tests stemming from an excused absence will be given full credit for the grade earned providing the work is completed in the allotted time. Under extenuating circumstances the teacher may allow extended time for make-up work after an excused absence.

MAKE-UP WORK FOR PLANNED ABSENCES (UNEXCUSED)

The student shall agree to have any pre-assigned work completed upon his or her first day back to school, although a teacher is not required to give the student work prior to the absence. Some may be given ahead of time and some may be given upon return. It is the student's responsibility to do makeup work following any absence. Students are responsible for collecting their makeup work the first day they return to the classes that were missed. After receiving their makeup work, students will turn in their work as follows: one day of absence, one day (next class period) to make up work; two days absence, two days (class periods) to make up work; three days or more absent, three days (class periods) to make up work. Full credit can be earned as long as the work is turned in within the allotted time. A teacher may also ask for a reading log, journaling, or a writing activity to demonstrate learning that occurred on a trip. The student will not be entitled to additional tutoring either before or after the trip.

MAKE-UP WORK FOR STUDENTS WHO ARE ABSENT 10 OR MORE CONSECUTIVE DAYS AND ARE WITHDRAWN AND RE-ENROLLED

The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. As stated above, it is the student's responsibility to obtain this makeup work from the teacher and the students will have three days to complete and turn in the work.

MAKE-UP TEST GUIDELINES

Make-up test will be given during tutorial time before or after school. For the purpose of making up a test, the teacher and student will schedule a make-up date within the allotted 7 calendar day time-frame. A grade of "0" may be given if the exam is not made up during the assigned session.

HIGH SCHOOL RETEST REGULATION AND GUIDELINES

Students will be able retest grades 84 and below on MAJOR exams for a maximum score of 85. Students scoring an 85 or above on the original exam will not have an opportunity to retest for a higher grade.

1. Students will have a window of five school days after the exam is returned to retest.

(Remediation and retest must be completed by the end of the five-day window.)

2. Requirements to retest, such as attending tutoring sessions and/or completing remedial assignments, will be determined by campus guidelines. This retest policy would not include:

- CBAP Process (English Language Arts Curriculum Based Assessment Prompt)
- Projects
- Presentations, speeches, lab reports, and writing assignments that fall under the current Project Guidelines Assessments given the last five days of the course (at the end of each semester).

Project Guidelines:

Any project assigned and included as a portion of the “major assignment” should be assessed using a rubric that is given to the students at the time the project is assigned. 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.

Note: The Wakeland High School Handbook Addendum is designed to explain policies and procedures that are unique to WHS. It is meant as a supplement to the Frisco ISD High School Student Handbook. The addendum’s secondary purpose is to restate some of the most commonly accessed information from the FISD High School Handbook. Many of the policies and procedures found in the Frisco ISD High School Handbook may not be included in the Wakeland High School Handbook Addendum. Please access the FISD High School Handbook for a complete look at all FISD policies and procedures.