

2017-2018

# WAKELAND HIGH SCHOOL



## HANDBOOK ADDENDUM

Cover Designed by Claire Boudrot

# Wakeland High School Administrator/ Counselor Assignments

Counselor	Alphabet	Extension	Administrator:	Alphabet	Extension
Laura Herod	A- B	35714	Richard Balling	A- D	35704
Kristy Phipps	C- G	35715	Kenny Durand	E- K	35705
Stacey Purl	H- Ma	35712	Seleste Sully	L- Ri	35779
Brenda Saldivar	Mc-Sa	35713	Sean Westby	Ro- Z	35703
Holly McFarland	Sc- Z	35716	Sherry Crawford	Associate Principal	35702

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



July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					

August 2017

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September 2017

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October 2017

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November 2017

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December 2017

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31						

# FRISCO INDEPENDENT SCHOOL DISTRICT

## 2017-2018 School Calendar

Approved 2/13/17

**Reporting Periods - Secondary Schools**

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

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

**Reporting Periods - Elementary Schools**

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

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

**Prep/Staff Development**

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

**Holidays**

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

**Bad Weather Make-Up Days**  
March 30  
May 25

**New Teacher Inservice**

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

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
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February 2018

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25	26	27	28			

March 2018

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

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22	23	24	25	26	27	28
29	30					

May 2018

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

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

9/4 Labor Day  
10/9 Columbus Day

11/23 Thanksgiving Day  
12/25 Christmas Day

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

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

5/28 Memorial Day  
7/4 Independence Day



# WAKELAND HIGH SCHOOL

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

## 2017-2018 Bell Schedule

First Bell	8:54
Periods 1A/ 1B	9:00 – 10:30
Periods 2A/2B	10:35-12:05
Support/ Advisory Period	12:10-12:35
Periods 3A/3B	12:40-2:40

### *Lunch Schedule*

<i>A Lunch: 12:35–1:02</i>	<i>3rd Period Class: 1:07– 2:40</i>
<i>B Lunch: 1:07– 1:34</i>	<i>3rd Period Class: 12:40-1:07/1:39-2:40</i>
<i>C Lunch: 1:39– 2:06</i>	<i>3rd Period Class: 12:40– 1:39/2:11- 2:40</i>
<i>D Lunch: 2:11- 2:40</i>	<i>3rd Period Class: 12:40– 2:11</i>
Periods 4A/4B	2:45-4:15

## General Information

*Note: The Wakeland High School Handbook Addendum serves as a companion document to the Frisco ISD High School Handbook. The addendum explains policies and procedures that are unique to WHS while restating 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 are not 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 not accept deliveries. Parents should arrange for their student to meet them in the front office during passing periods or the student's lunch period to deliver items in person. For security purposes, items should not be delivered to students through any other WHS entryway. School personnel will not send notes or otherwise communicate with students about deliveries. Our fire detection system can be activated by released helium filled balloons or similar items; therefore they will not be allowed in the building.

**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 considered to be "in school" when they board a bus, attend a school-sponsored event, or step on campus and are not allowed to leave campus without permission once they arrive. Students should be on campus no earlier than 7:45 a.m. The cafeteria is the main area for assembly in the morning. **Students should not be on campus after 5:00 p.m. unless accompanied by a staff member or attending an after-school activity.**

**Late Arrival and Early Release-** 11<sup>th</sup> and 12<sup>th</sup> grade students who have late arrival or early release periods may not be on campus when they do not have a class. Students not adhering to these guidelines are subject to disciplinary consequences, and may 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. The permit must be displayed in the lower corner of the passenger side of the windshield (across from the registration sticker) while the vehicle is on campus. Students must present a valid driver's license and verification of insurance to drive on campus and pick up their parking permit. Student's are required to pay \$50.00 for a parking permit. 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. Students are required to leave their vehicle and the parking lot area when they arrive at school.
2. Students should only park in marked parking spaces. Parking in any area not marked with parking space lines/ is prohibited.
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. FISD/ WHS personnel have 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 prohibited items. 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.
7. 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 student safety and security. Our parking lot procedures support that commitment. These procedures may cause some degree of frustration, but always keep in mind that safety 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 South side of the building. This area is commonly called the "parent loop." Students may also be picked up and dropped off in the parking lot behind WHS 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. ***Note: the best practice for picking you student up is to park in the parking lot closest to the area of pickup and have your student come to you.*** This will allow traffic to continue a semi- normal flow around the campus and get you in and out in a timely manner. 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. 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 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, and build each day's learning on the previous one, students need to be in class. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Parents may write up to 4 parent notes to excuse student absences. Please reference the FISD High School Student Handbook for a detailed explanation.

## **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 class 90% of the time, it is the policy of FISD to allow students to make up the missed time in either Saturday School and/or Detentions prior to the end of each semester 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 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 in a timely manner 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 or in A120 (the main office). 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**

*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. The FISD Code of Conduct will take precedence over the WHS Code of Conduct in all cases.*

## **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 13-5A for conduct at specific venues and events. 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. Students are expected to comply with instructions and requests from any FISD or non-FISD administrator and/or staff member in attendance at the event. Students will be required to fill out approval forms when inviting high school students from other campuses to the WHS Homecoming Dance, Prom or other events where guests may be allowed.

## **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 these endeavors.



*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 (1<sup>st</sup> 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 (2<sup>nd</sup> 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 may be removed from participation in all extracurricular activities for one calendar year from the date school officials first become aware of the offense.**

**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 participation 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.

## 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 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, and immodest or promote or refer to alcoholic beverages, drugs or any other substance prohibited under policy 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.
- Tears, frayed or ragged edges, and holes must be below fingertip length on any article of clothing.
- Sunglasses, caps, hats, bandanas are not permitted to be worn in 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 single nose studs are permissible. All other visible body-piercing jewelry or ornaments are prohibited.

- Dresses, skirts 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 dresses, shirts, skirts, or shorts that extend to or below fingertip length.
- See-through, bare midriff, halter-type, shoulder-baring (unless they have at least a 2" shoulder strap), 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 occur. 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 day in In-School Suspension. Students who persistently violate the dress code may be held to a higher dress standard. Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed.

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

## **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**

Academic Ethics FISD expects all students to maintain the highest degree of academic ethics. This requires putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating. Plagiarism and Cheating: Plagiarism and cheating interfere with the assessment and feedback process that is necessary in order to promote academic growth. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher. Remember, each student is responsible for securing his/her own work. 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. n 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. n 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.

Consequences : The teacher will notify the parent and Assistant Principal of any student who is caught plagiarizing or cheating, and the offense will be documented in OnCourse. When work is plagiarized or copied from another student, one or both of the students may be penalized. In addition, the following consequences must be assigned for cheating/plagiarism on major assignments (50% category)\*:

- 1st Offense: Student will receive a zero on the major assignment/assessment. The student will be assigned an alternate assignment/assessment to be made up outside of school hours. The maximum grade the student can receive on the alternate assignment/assessment will be a 70%. Retest policy will not apply.



- 2nd Offense (in any class): Student receives a zero on the major assignment/assessment, and the retest policy will not apply.
- **Any subsequent offenses may result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior. \*Please see the campus addendum for more information regarding consequences for cheating/plagiarism on daily and minor assignment/assessments.**

## **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 a 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 a graduation requirement.
6. The student wants to change the course level they are enrolled in.

## **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.

## 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.

## 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 4:15 – 4:45 p.m. as their duties permit. Students should also take advantage of our tutorial period which is built into the school day from 12:10– 12:35. **Students may go to any teacher in a department to receive tutorials.**

**Students who fail to make satisfactory academic progress may be assigned Mandatory Tutorials. Failure to attend Mandatory Tutorials will result in disciplinary consequences including, but not limited to, detention, Saturday School and In School Suspension.**

## 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. When a student returns to school after an absence, they will turn in their work as follows: one day of absence, next class period to make up work; two days absence, two class periods to make up work; three days or more absent, three 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. 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. If work is given to the student following their trip, the teacher will set a firm deadline for the work being turned in. Full credit can be earned as long as the work is turned in within the established time. A teacher may also ask for a reading log, journaling, or a writing activity to demonstrate learning that occurred on a 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 5 day time-frame. A grade of "0" may be given if the exam is not made up during the assigned session.

## **Retest Regulation and Guidelines**

Students will be able to retest grades 84 and below on major exams for a maximum score of an 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.)

1. 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
- 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 FISSD 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 FISSD High School Handbook for the most current and up to date information and a more complete look at all FISSD policies and procedures.