

**Student Handbook  
Addendum**



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Dear Parents,

Welcome to the 2009-2010 school year!

In our continuing efforts to be as efficient as possible, we are using our website as the primary vehicle for distributing our Student Handbooks. It can be found on the front page of the district's website and on each school's campus webpage along with that campus' Addendum to the District's Handbook.

Because so many of our families are Internet users at home and/or at work, we feel that this is a good method for communicating needed information, while also being sensitive to the need for reducing the flow of paper. We began this transition at the elementary school level three years ago, moved to a primarily electronic handbook for the middle schools two years ago and included the high schools last year. You will also find that the electronic versions of the handbooks are indexed for ease in looking for specific information. You may want to pay special attention to informational sections such as Dress Code, Student Records, Compulsory School Attendance, the Student Code of Conduct, and the Technology Acceptable Use Policy. Campus Addendums will have information that is specific to each individual high school campus and/or is in addition to the district's handbook.

For those families who do not have Internet access at home or who prefer a hard copy, one can be provided for you. (Please note, that the public libraries also provide computers with Internet access for our citizens). If needed, please contact the front office of your student's school to request a hard copy of the student handbook.

Thank you for your continued partnership in the education of your child and for your support of our schools. We look forward to a phenomenal year in 09-10 at FISD.

Frisco ISD Administration

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# **Section 1: The Foundation**

## **Motto**

*We are Heritage*

## **Mission Statement**

*The mission of Heritage High School is to inspire and prepare students to demonstrate strong character, leadership, accountability, scholastic excellence, and service to others.*

## **Vision Statement**

*We believe...*

- *everyday is a new opportunity*
- *all students will succeed*

*We believe in...*

- *a safe learning environment*
- *integrity and honesty*
- *honor through strong character*
- *commitment to graduate (C2G)*
- *service to the community*
- *cultivating relationships with students, parents, and the community*
- *compassion for all*
- *perseverance when facing adversity*
- *continuous improvement*
- *teamwork*
- *inspired leadership*
- *the power behind the pack*

*We are Heritage. We are Family!*

# **Coyote Creed**

## **C. L. A. S. S.**

Heritage High School students will demonstrate...

**C = Character by...**

- Treating others with respect and compassion
- Acting with personal and academic integrity
- Taking ownership of their learning
- Following school behavior expectations
- Pursuing Victory with Honor

**L = Leadership by...**

- Modeling Positive Behavior
- Influencing others to do their best
- Inspiring peers and community to a higher standard
- Contributing to a clean and orderly environment
- Participating in extracurricular opportunities

**A = Accountability by...**

- Taking ownership of their academic performance and behavior
- Displaying Motivation for their learning
- Engaging in classroom activities
- Embracing the culture of continuing education
- Contributing to a positive school culture

**S = Scholarship...**

- Accepting rigorous challenges in the pursuit of a higher level of achievement
- Engaging in higher level thinking skills
- Utilizing effective work habits
- Using technology to enhance their learning

**S = Service...**

- Contributing daily to the well being of the community by assisting others
- Participating in a variety of community service projects.

C2G™

Dream – Believe – Achieve – Remember

## **School Alma Mater**

Our Heritage, Our Pride  
As the years are passing by,  
We will reminisce and cherish  
Our beloved Heritage High  
And as we travel down the road that lies before us,  
We will look back and see we we've come so very far  
And all our memories and friendships  
Will have made us who we are  
Our Heritage, Our Pride  
As the years are passing by  
We will reminisce and cherish  
The Maroon and Gold of Heritage High!

## **School Fight Song**

Fight Coyotes, Fight! Fight Coyotes Fight!  
Fight for our victory and pride!  
We've got the will, we've got the might!  
We'll be victorious tonight, Her-it-age!  
All in the crowd stand up and shout!  
Cheer for Maroon and Gold!  
We will fight 'til the end  
We will battle, we will win!  
Make our Heritage High School proud!

## **School Colors**

Maroon and Vegas Gold

## **School Mascot**

Coyote



# Division of Students for Administrators and Counselors

## Principal: Mark Mimms

Alphabet Assignment of Students	Counselor	Administrator
A-G	Patti Wilson	Diana Topham
H-L	Patti Wilson	Clarence Williams
M-Pa	Rosalyn Greer	Clarence Williams
Pb-Z	Rosalyn Greer	Alan Waligura

### 2009-2010 Bell Schedule

Bell	8:35 a.m.
1A and 1B periods	8:45 a.m. - 10:15 a.m.
2A and 2B periods	10:22 a.m. - 12:00 noon
3A and 3B periods	12:07 p.m. - 2:18 p.m.
4A and 4B periods	2:25 p.m. - 3:55 p.m.

### Lunch Times

<b>(A)</b>	12:00 noon	–	12:30 p.m.
<b>(B)</b>	12:35 p.m.	–	1:05 p.m.
<b>(C)</b>	1:10 p.m.	–	1:40 p.m.
<b>(D)</b>	1:45 p.m.	–	2:18 p.m.

Periods 2A and 2B are longer in order to accommodate the pledges, the moment of silence/reflection, and announcements.

\*Heritage has a closed campus lunch policy. **Students are required to stay on campus for lunch.** A parent may come to school and sign out their student to eat lunch with them.

#### Activity Schedule

1A / 1B	8:45-10:15
2A / 2B	10:22-12:00
3A / 3B	12:07-2:18
4A / 4B	2:25-3:15
Activity	3:15-3:55

#### AM Schedule

8:45 – 10:00	1A/1B
10:00 – 10:35	Activity Period
10:42 – 12:00	2A/2B
12:07 – 2:18	3A/3B
2:25 – 3:55	4A/4B

**HERITAGE HIGH SCHOOL  
FALL SEMESTER 2009**

**A A SCHEDULE**

**B B SCHEDULE**

**SD STAFF DEVELOPMENT  
DAY**

**H HOLIDAY**

**Six Week Period**

Sept-09									
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY					
	A 1	B 2	A 3	B 4					
H 7	A 8	B 9	A 10	B 11					
HOLIDAY									
A 14	B 15	A 16	B 17	A 18					
B 21	A 22	B 23	A 24	B 25					
A 28	B 29	A 30							
Nov-09									
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY					
B 2	A 3	B 4	A 5	B 6					
A 9	B 10	A 11	B 12	A 13					
B 16	A 17	B 18	A 19	B 20					
SD 23	SD 24		25	26	27				
Staff Development	Staff Development	THANKSGIVING HOLIDAY							
A 30									

Aug-09									
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY					
	3	4	5	6	7				
	10	11	12	13	14				
	17	18	19	20	21				
TEACHER STAFF DEVELOPMENT									
A 24	B 25	A 26	B 27	A 28					
B 31									
Oct-09									
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY					
			B 1	A 2					
B 5	A 6	B 7	A 8	B 9					
SD 12	A 13	B 14	B 15	A 16					
Staff Development		PSAT							
B 19	A 20	B 21	A 22	B 23					
A 26	B 27	A 28	B 29	A 30					
Dec-09									
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY					
	B 1	A 2	B 3	A 4					
B 7	A 8	B 9	A 10	B 11					
A 14	B 15	A 16	B 17	A 18					
	21	22	23	24	25				
WINTER BREAK									
	28	29	30	31					
WINTER BREAK									



## **Section 2: General Information Addendums**

### **Backpacks / Book bags**

Frisco ISD high school students may use backpacks, book bags, satchels or large purse/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 or book bags must store these packs or bags in their locker immediately upon arriving at school and retrieve them only when preparing to leave campus. This policy is intended to lessen crowding in the cafeteria, before school and at lunch and also to reduce congestion in hallways during passing periods. It will also eliminate hazardous conditions in classrooms resulting from bags and backpacks being placed in the aisles between desks. Small purses may be carried, but not for the purpose of carrying books. **Students who choose not to follow the guidelines will be assigned a disciplinary consequence.**

### **School Sponsored Clubs and Organizations**

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

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

Academic Decathlon (AC/DEC)	French Club
Art Club	German Club
Athletics	Math Club
Athletic Training	National Art Society
Band	National French Honor Society
Business Professionals of America	National German Honor Society
Cheerleading	National Honor Society
Choir	National Spanish Honor Society
Color Guard	National Technical Honor Society
Marketing Association of Students (DECA)	Orchestra
Drama Club	Rachel's Challenge
Drill Team	Spanish Club
Family Career & Community Leaders of America (FCCLA)	Student Council
Fellowship of Christian Athletes (FCA)	Teen Leadership
	Writer's Club

## **Frisco ISD Eligibility Calendar 2009-2010**

**AUGUST 24 =** Promoted 9<sup>th</sup> graders, and upperclassmen with 5, 10, 15 credits or who earned 5 credits during the previous 12 months are all eligible.

**OCTOBER 9, PM =** All students passing after the 1<sup>st</sup> six weeks, become eligible, even students with insufficient credits. Any student failing the 1<sup>st</sup> six weeks becomes ineligible.

**OCTOBER 30, PM =** A student who failed the 1<sup>st</sup> six weeks, but is passing at the 3 week grade check, becomes eligible.

**NOVEMBER 20, PM =** A student who failed the 1<sup>st</sup> six weeks, but passing the 2<sup>nd</sup> six weeks, becomes eligible.

**NOVEMBER 20, PM – through – NOVEMBER 30, AM =** All students are eligible during the holidays.

**NOVEMBER 30, PM =** Students failing the 2<sup>nd</sup> six weeks become ineligible.

**DECEMBER 18, PM =** A student who failed the 2<sup>nd</sup> six weeks, but is passing at the 3 week grade check becomes eligible.

**DECEMBER 18, PM – through – JANUARY 4, AM =** All students are eligible during the holidays.

**JANUARY 21, PM =** A student who failed the 2<sup>nd</sup> six weeks, but is passing the 3<sup>rd</sup> six weeks becomes eligible. A student failing the 3<sup>rd</sup> six weeks becomes ineligible.

**FEBRUARY 12, PM =** A student who failed the 3<sup>rd</sup> six weeks, but is passing at the 3 week grade check becomes eligible.

**MARCH 5, PM =** A student failing the 3<sup>rd</sup> six weeks, but is passing the 4<sup>th</sup> six weeks becomes eligible. A student failing the 4<sup>th</sup> six weeks becomes ineligible.

**MARCH 12, PM – through – MARCH 22, AM =** All students are eligible during the Spring Break.

**April 2, PM =** A student who failed the 4<sup>th</sup> six weeks, but is passing at the 3 week grade check becomes eligible.

**APRIL 23, PM =** A student who failed the 4<sup>th</sup> six weeks, but is passing the 5<sup>th</sup> six weeks becomes eligible. A student failing the 5<sup>th</sup> six weeks becomes ineligible.

**MAY 14, PM =** A student who failed the 5<sup>th</sup> six weeks, but is passing at the 3 week grade check becomes eligible.

**JUNE 4, PM =** All students are eligible.

## **Parking on Campus:**

All students and staff who plan to park at Heritage will be required to register their vehicle and obtain a parking permit which must be displayed while the vehicle is on campus. If a student's parking permit is lost or destroyed, the student will be required to pay \$25.00 for a replacement permit. The theft of a parking permit is a violation of the student code of conduct and will result in consequences consistent with the Heritage discipline management plan. During the withdrawal process any student with a parking permit will be required to return it to the appropriate Assistant Principal's office before the withdrawal process will be considered complete. No unlicensed drivers will be allowed to park or drive on the Heritage campus. Faculty and staff parking will be located in the front and back of the school building on the north and south side of the main entrance. Students should not park in any areas designated for school personnel, visitors, or near the athletic facility. Students parking will be located in the west and east parking lots. Students must leave their vehicle and the parking lot area immediately upon their arrival at school. Students must have permission from an administrator to go to their vehicle during the school day. Students who must leave campus during the school day are required to sign out in the office after obtaining permission to leave school. Students must sign back in upon their return. Students who violate parking rules or drive in a reckless or unsafe manner will face disciplinary action. Consequences could include, but are not limited to, a warning, detention, ISS, suspension of parking privileges, termination of parking privileges, towing of the vehicle at the owner's expense.

## **Medication/Prescription Notice:**

Students are to be reminded that any and all medication that is brought to school should be checked in with/through the campus Nurse. Students found to be in possession of prescribed medication and/or over-the-counter medication may be subject to disciplinary actions. Students are also to be reminded that medication of any kind is not to be shared, given, or sold to peers. This is a direct violation of the code of conduct and appropriate consequences will be given.

## **Section 3: Academic Information Addendums**

### **Academic Ethics & Plagiarism Policy**

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

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

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

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

### **Cheating**

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

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

- Copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original work.
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- Using summaries/commentaries (Cliff Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

## **Alternatives to Cheating and Plagiarism**

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

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

## Parental Support

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

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

## Consequences of Plagiarism/Cheating

Any student who is caught cheating or plagiarizing may receive a grade of "zero" for academic work involved, and the parent(s) of the student(s) will be notified. When work is copied from another student, both students could be penalized with a grade of "zero".

Grades of "zero" which are the result of any form of academic dishonesty are irrevocable.

The students will receive a "U" for citizenship during the appropriate grading period and campus administration will be notified. Subsequent offenses will result in graduated disciplinary assignments in accordance with the campus discipline plan.

## Changing Class Schedules

**If you have one or more of the following issues with your schedule, please contact your counselor. Changes must take place before the Friday of the second week of each semester.**

1. There is a hole in your schedule (you are short a class and have nowhere to go that particular period).
2. You have been placed into a class you never signed up for.
3. You are in a class in which you already have credit.
4. You have 2 or more of the same periods (2 classes 4<sup>th</sup> period, etc.).
5. You have decided **not to play** football, band, color guard, or other program changes (you will be placed into PE instead), or you have decided **to participate** in one of these programs.
6. You want to change levels of a class – either into or out of Pre-AP or AP. This requires a parent approval; we must be able to call your parent in order to do this. Level changes out of PAP or AP will only occur after the first Six Weeks.

NOTE: No schedule changes will be made to elective course selections

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

Students who are failing one or more class(es) will not be allowed to attend class field trips, extra-curricular group trips (day or overnight), and or trips whereby attendance on said field trip allows the student to miss class time for the class or classes that he/she is failing.

**NOTE: All class field trips, as well as, extra-curricular group trips should be taken prior to April 23, 2010 due to interference with TAKS and AP testing.**

## **Grading Guidelines**

**Minimum of (2) Major Grades** per 6 weeks (makes up 50% of the 6wks grade)

Tests should be graded by parts based on specified / criteria and skills

Tests should be scored on 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. Retest the original grade up to the allotted 70 point maximum.**

**Minimum of (3) Minor Grades, Quiz/Projects** per six weeks (makes up 30 % of the 6wks grade)

Quizzes and projects should be scored based on criteria/skills identified for the assessment/project.

Projects should include multiple criteria that can provide multiple grades that can be averaged together to account for the project grade and/or used separately as daily grades.

**Minimum of (5) daily grades** per six weeks

Daily grades will come from work in class, i.e. written activities, verbal activities, individual activities, pair or group activities, etc. or from practice /class prep assignments.

**NOTE: Homework assignments will be referred to as practice / or class prep assignments and will not be included in the daily average unless utilized as an incentive; for bonus points; and/or as a daily activity grade replacement. The lowest daily assignment will be dropped each six weeks.**

**Note: Pre-AP and AP courses no late work will be accepted.**

## **Grading Practices**

**Formative assessment** evaluates new skills, information, and concepts. Students should not be measured for mastery.

**Summative assessment** evaluates skills, information, concepts, that have been practiced developed, and taught. Students can be measured for mastery.

The purpose of Class prep (homework) is to practice skills, enrich understanding, and measure learning. Class Prep (homework) is not given **to only** assess a students' responsibility.

## **Class Prep (homework) Policy**

There will be at least 5 class prep assignments required per 6 weeks. Points will be deducted for incorrect answers, work not completed or work turned in late for each assignment. Students who have made a legitimate effort and scored below a 70 on the class prep assignment will have the opportunity to submit a corrected version for a minimum passing grade. Students who did not attempt the class prep assignment will have the opportunity to earn up to a 50 if the assignment is submitted to the teacher, completed, by the next class period and the student makes a legitimate effort, as determined by the teacher. Class Prep is a formative assessment and is not based strictly on mastery. Homework is for practice. Students will be measured for mastery based on summative assessments (Quizzes / Tests). **Note: Pre-AP and AP courses are not subject to this policy. In those classes no late work will be accepted but the lowest daily grade will be dropped each six weeks.**

## **Hold List/Semester Exam Guidelines**

Students on the hold list for final exams or students who miss their scheduled final exams **will have through the Friday of the first week of the summer break to take their make-up test.** A grade of zero will be entered into the grade book for any exam that is not taken within this timeline. Extenuating circumstances that could possibly warrant an exception to this guideline must be approved by the principal in advance.

## **Incentives for Final Exams**

Teachers in ELA; Social Studies and AP classes may offer students who score a 3 or a 4 on the written portion of their TAKS writing test **or** who sit for an AP Exam in their respective subject area the incentive of exempting the **written portion only** of any two-part final exam.

## **Late Work Guidelines for Major/Minor Projects/Assignments**

Major/Minor projects and assignments will be accepted one class meeting late with a 30 point deduction. Major/Minor projects and assignments turned in after this may receive a zero. **Note: No late work will be accepted in Pre-AP or AP classes.**

## **Make Up Work Guidelines**

Make-up work is work that a student has missed due to an absence whether excused or unexcused. Make-up work applies to ALL students. **On the first day** that a student returns to the class(es) that were missed, the student will be responsible for scheduling a time with the teacher to receive and complete any work, including Daily Activities for a grade – work, that was missed during their absence. Work missed should generally be made up within two school days of the absence. Daily Activity work for a grade should be made up during AM or PM tutorial times. **Note: with regard to extended absences ( 3 or more consecutive missed class meetings per that particular class); make-up work will be dealt with on an individual by individual basis taking the cause of the absence into consideration. Students who miss classes due to planned trips will follow the district guidelines as follows:**

## **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 make-up work following any absence. Students are responsible for collecting their make-up work the first day they return to the class(es) that were missed. After receiving their make-up work, students will 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 make-up 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 make-up work from the teacher and the students will have three days to complete and turn in the work.

## **Make – Up Test Guidelines**

Make-up tests 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 following the student's return to class allowed for making up a missed test. A grade of "0" may be given if the exam is not made up during the assigned session.

## **Progress and Grade Reports**

At the end of the first three weeks of a grading period, teachers shall prepare a progress report. The progress report will be sent home and made available on the Frisco ISD Home Access Center to make students and their parents/guardian aware of failing grades.

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 for the following three-week period (for guidelines see Extracurricular Eligibility in the General Information section).

## **Resolutions of Incompletes**

All "I"s per six weeks should be resolved no later than 4 pm on the 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.

## **Retesting Guidelines**

Students who fail a major test may earn the right to retest on the major test for a maximum grade of 70 during a seven calendar day period following the return of the original test, if a student meets the following criteria:

- 1) schedules and attends a tutorial session to go over the tested material
- 2) schedules and attends a retest session to take a retest; **the retest will not be the same original test**
- 3) student has no zeros or missing work that relates to the material being tested nor any unexcused absences for this testing period other than planned trips.
- 4) (students should remember that they have 3 days following an unexcused absence in which to submit a note in order to get the absence excused according to the FISD attendance policy).
- 5) student makes a legitimate effort, as determined by the teacher, on the original test

**Note:** Both the tutorial and retest session must be scheduled and attended within the 7 calendar day allotted time-frame following the date of return of the original test. Tests for the purpose of this policy include major tests and six weeks tests ONLY. Quizzes, projects and semester exams are not eligible for retests.

**Students in Pre-AP and AP courses will not be allowed to re-test.**

## **Semester Exams**

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

## **Sophomore Spring Exemption Policy/Criteria**

1. Pass TAKS in core class (exempt for that core class only)
2. Have a semester average of 70 or higher in the core class for the Spring Semester. Grades and attendance will be calculated through the Friday prior to the beginning of finals.
3. Have three (3) or fewer absences (including college visits) in the core class for the Spring Semester (4 tardies = 1 absence).
4. Meet the following citizenship requirements. No ISS, OSS, Saturday School, or DAEP placements in either the Fall or Spring semester. No N's or U's during Spring semester.
5. Cannot be on the Spring Hold List

**Note:** Sophomores may be exempt from all final exams (for core & elective classes) if they make a commended score on all TAKS tests and 1) meet the attendance criteria, 2) meet the citizenship criteria, 3) are not on the hold list and 4) have at least a 70 average in all core and elective classes. Additionally, Teachers in ELA; Social Studies and AP classes may offer students who score a 3 or 4 on the written portion of their TAKS writing test **or** who sit for the AP Exam in their respective subject area the incentive of exempting the **written portion only** of any two-part final exam.

## **Voluntary or Teacher Assigned Tutorial Guidelines**

Tutorials will be offered each morning and afternoon. AM tutorial times are from 8:05 – 8:35 and PM tutorial times are from 4:05 – 4:35 unless otherwise arranged with the teacher. Students are encouraged to be in AM tutorials no later than 8:05 but bus riders may not have that option. Students who do attend AM tutorials are to remain in said tutorial until 8:35 to prevent traffic and noise in the academic hallways.

## **Section 4: Attendance Addendums**

### **Attendance Law**

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. (Time made up in Saturday School will be at a cost of \$5 per hour as is all other Saturday School assignments.)

Fisd high school students are in violation of the 90% attendance law if and when they accumulate five (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 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. **All absences, both excused and unexcused, count against the 90% attendance rule and for exemption purposes.**

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. Being absent unnecessarily from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other obligations. That being said, we do understand that there are extenuating circumstances that cause a family to choose for their student to be absent. Some of those are unplanned such as a death in the family. Others are planned, such as a trip or a vacation. We strongly discourage students being absent for the purpose of vacations. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom.

1. The parent shall submit a written request, **in advance**, stating that the vacation or trip cannot be taken at another time. **These absences will be considered unexcused.**
2. Only one such trip or vacation per family, per year, can be requested.
3. No more than five consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent or designee. No such trips shall be taken during the last two weeks of a semester, except in extenuating circumstances as determined by the Superintendent or designee. Students will not be allowed to take their final exams early.

4. If a student is going to be absent more than 10 consecutive days, the student will be withdrawn on the 10th day. His/her place in class will be held and they will be reenrolled upon his/her return.

### **Tardy Semester Policy:**

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

Students who are tardy to any class period will not be allowed to enter their assigned classroom without an admit slip from the computerized tardy system.

Tardy students will receive the consequences as listed below:

Tardy 1	Warning
Tardy 2 & 3	Detention (30 minute)
Tardy 4 & 5	Thursday Night Live (TNL)
Tardy 6	Saturday School (\$15 fee), Notify Parent, and CIT
Tardy 7	Day of In School Suspension (ISS) and Notify Parent
Tardy 8	Day of Out of School Suspension (OSS), Notify Parent, & Truancy Filed
Tardy 9	Placement at the Special Opportunities Center (SOC)

\* Failure to serve a TNL will result in Saturday School.

\*\* Failure to serve a Saturday School will result in a day of ISS and payment of the missed Saturday School.

Consequences for tardiness are assigned from the cumulative count of all combined classes for each student. ***For exemption purposes***-- four tardies in a single class period will count as 1 absence.

## **Section 5: Student Behavior and Student Code of Conduct Addendums**

### **Descriptions of Disciplinary Settings**

1. Detentions (ISS Room/A112) - 1-hour sessions on Tuesday and Wednesday afternoons (4:05-5:05 p.m.) and Tuesday and Wednesday mornings (7:30-8:30 a.m.) assigned by principal or assistant principal only.
2. In-School Suspension - 1, to 10 days in a supervised school setting from 8:35 a.m. to 3:55 p.m. completely isolated from other students, including lunch period. All participation in and attendance of school activities is suspended. (Assigned by principal or assistant principals only).
3. Thursday Night Live (ThNL) Room A112 - 2 hour supervised detention on Thursday afternoon from 4:05 p.m. until 6:05 p.m.
4. Out-of School Suspension - 1-3 days off campus under parent supervision. The suspended student may not attend any school functions during this time.
5. Saturday School (SAC) - 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 SAC. All SAC payments should be paid in full on or before the Friday before the assigned SAC date. Payments should be submitted to Chada Sheffield.
6. 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.
7. 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.

# FISD 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 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 are specifically prohibited.

*The following statements serve as guidelines for students:*

- “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. Persistent violators may also be required to wear their shirts tucked in during school hours.**
- Inappropriate exercise clothing will not be allowed without an appropriate covering garment.
- Pants and other articles of clothing that are torn, ragged, frayed to the point of holes, or clothing with holes are not permitted.
- Sunglasses, caps, hats, bandanas, and other headwear **are not to be worn in the building.**
- Hairstyles or unnatural hair colors that, in the judgment of the school administration, 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.
- Earrings are permissible. All other visible body-piercing jewelry or ornaments are prohibited.
- Reasonable standards of modesty must be met.

## **Boys:**

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

## **Girls:**

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

**ALL REQUIREMENTS WITHIN THIS POLICY WILL BE STRICTLY ENFORCED. IN ORDER TO ATTEND THEIR REGULAR CLASSES, STUDENTS WILL BE REQUIRED TO BE IN FULL COMPLIANCE WITH THIS POLICY.** Students in violation of the student dress and grooming code will receive one of the following consequences.

**First Offense** – Change into Dress for Success clothing

**Second Offense** – Change into Dress for Success clothing and serve 1 day of ISS (**wear shirts tucked in if applicable**)

**Third Offense** - Change into Dress for Success clothing and serve 2 days of ISS

**Fourth Offense** – 1 day of OSS and parent conference

**Fifth Offense** – SOC placement

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

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

## **Telecommunication Devices or Cell Phone Policy**

The District prohibits students from using or activating a paging device or cellular phone during the school day or during a school assignment. Possessing such devices is permissible as long as the device is **not visible**, used in any way (i.e., phone, text messaging, taking photographs) or left on from the start of school until the end of school or during a school assignment.

### **Penalties**

If a student uses such a device, leaves the device turned on, or displays the device during this time, it will result in confiscation of the device. The device will only be returned to a parent or guardian.

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

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

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

Code of conduct discipline can be implemented for violations of using/exhibiting prohibited items.

**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.**

## **Types of Offenses and Consequences**

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

**Type I Offenses** (Verbal warning, detention, In School Suspension (ISS), Thursday Night Live (ThNL), citation, tardy hall, ISS, OSS)

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

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

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

**Type III Offenses** (In-School Suspension, OSS, SOC, Citation, AEP)

1. Failure to attend an assigned Detention a second time.
2. Repeated and flagrant disregard for school rules.
3. Disrespectful or discourteous behavior toward another person designed to provoke or to undermine authority.
4. Unexcused absences totaling 3 days or more. (plus SAC)
5. Third commission of any Type I offense.
6. Violation of the tobacco use or possession policy.
7. Excessive tardiness. (plus SAC)
8. Insubordination or defiance.
9. Serious or illegal behavior.
10. Continued parking or driving violations.
11. Theft of or destruction of property belonging to the school and/or another person.
12. Forgery
13. Fighting
14. Disorderly conduct

**Type IV Offenses** (Suspension, SOC, JJAEP)

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

**Type V Offenses** (Suspension and placement in SOC or JJAEP)

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

**Type VI Offenses** (Expulsion)

1. Use, exhibition or possession of a weapon.
2. Aggravated assault, sexual assault or aggravated sexual assault.
3. Arson.
4. Indecency with a child.
5. Aggravated kidnapping.
6. Conduct related to an alcohol or drug offense that is a felony.
7. Criminal mischief, if punishable as a felony.
8. If necessary, to protect persons or property.
9. Repeated and persistent violation of school rules.
10. Removal from or refusing to attend SOC.
11. Serious or illegal behavior.

# ACKNOWLEDGMENT FORM

## Student Handbook and Code of Conduct

Dear Student and Parent:

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

### ***Possession of Prohibited Items***

Possessing or using:

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

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

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

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

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

Thank you,  
Dr. Rick Reedy,  
Superintendent of Schools

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My child and I have access to a copy and have read the FISD Student Handbook. I understand that the student handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code. I have also received a copy of the 2009-2010 Heritage High School Student Handbook Addendum. I understand that it is my responsibility to read and adhere to the rules, regulations, and policies as addressed therein.

Print Name of Student: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_