

# **Burnett Jr. High School**

## **Student Handbook 2007-2008**



**Kyle Craighead, Principal  
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**Welcome to Burnett Jr. High School**

**Home of the Buccaneers!!!**



BURNETT JUNIOR HIGH SCHOOL

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Dr. H. John Fuller, Ed. D.  
Superintendent

Kyle Craighead, Principal  
Belinda Feuerbacher, Asst. Principal

Dear Bucs,

Welcome to Burnett Jr. High School for the 2007-2008 school year!

The faculty and administration are pleased to present this handbook to the students and parents. I hope that it can be a helpful guide when you have questions or concerns. I would invite you to use our campus web-site, [www.wylieisd.net/burnett](http://www.wylieisd.net/burnett) or the district web-site, [www.wylieisd.net](http://www.wylieisd.net) . Any changes to this document during the year will be posted on the campus site.

We look forward to a wonderful school year. We know that each of you will build new relationships and strive to do your best academically. Our staff hopes this handbook can be a guide to help you make the proper decisions during the 2007-2008 school year.

Again, welcome to Burnett Jr. High School and we look forward to building a partnership with you in your academic endeavors.

Sincerely,  
Kyle Craighead, Principal  
Burnett Jr. High School

### **Our Campus Mission Statement**

Burnett Jr. High School will be a campus where all students will be successful volunteers actively engaged in authentic learning. The staff will be teacher-leaders, who design and implement engaging activities for all students. Parents, community members, and staff will work cooperatively with one another supporting and authenticating student learning, which will allow all students to be successful citizens.

### **Our District Mission Statement**

The Wylie Independent School District, in partnership with parents and community, will provide ALL students a world-class academic education, which will prepare them to lead successful and productive lives.

### **District's Jurisdiction**

The Wylie Independent School District has authority and control over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school - related activity, regardless of time and location, and any school-related misconduct, regardless of time and location.

### **Non-Discrimination Statement for Wylie ISD**

The Wylie Independent School District does not discriminate on the basis of race, color, national origin, sex, or handicap in providing education services. Dr. H. John Fuller, Superintendent, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and of Section 504 of the Rehabilitation Act.

## **General Information**

What to do if .....

### **You need to see an administrator:**

The principal or the assistant principal will be happy to visit with you any time you are not in class (during lunch and before and after school). You are expected to be in class during instructional time.

### **You need to see the counselor:**

If possible, students should visit with this person before school, after school, or during lunch. If it is an emergency, please go to your classroom teacher and request a note to visit with the counselor.

### **You need to see a certain teacher:**

Make arrangements with that teacher. Teachers are available before and after school to counsel with students.

### **You need to see the nurse:**

Report to your scheduled class and obtain a pass from your teacher to visit the nurse. If you must take medicine at school, see "Medicine at School."

### **You have been absent:**

Students who have been absent for any reason, must bring a note to the Attendance Office. This note must include a signature of a parent/guardian, a phone number for verification, and the student's ID number. Students who are absent for a portion of the day and return, must bring a note and sign in with the Attendance Clerk in the Attendance Office. Students should bring the note to the Attendance Office by 8:00 a.m. on the first day back to school. (See Attendance" for details)

### **You need to leave school:**

If a student needs to leave school for any reason, he/she must sign out. To sign out a parent/guardian must come into the building and sign the student out in the front office. No student will be allowed to leave the classroom until a parent makes the request in the front office.

### **You have a lost book:**

Check with the teacher who issued the book to you. If the book was issued properly to you, your name and the teacher's name will appear on the bookplate on the inside cover. Found books will be returned to the teacher. Lost books must be paid for in the office.

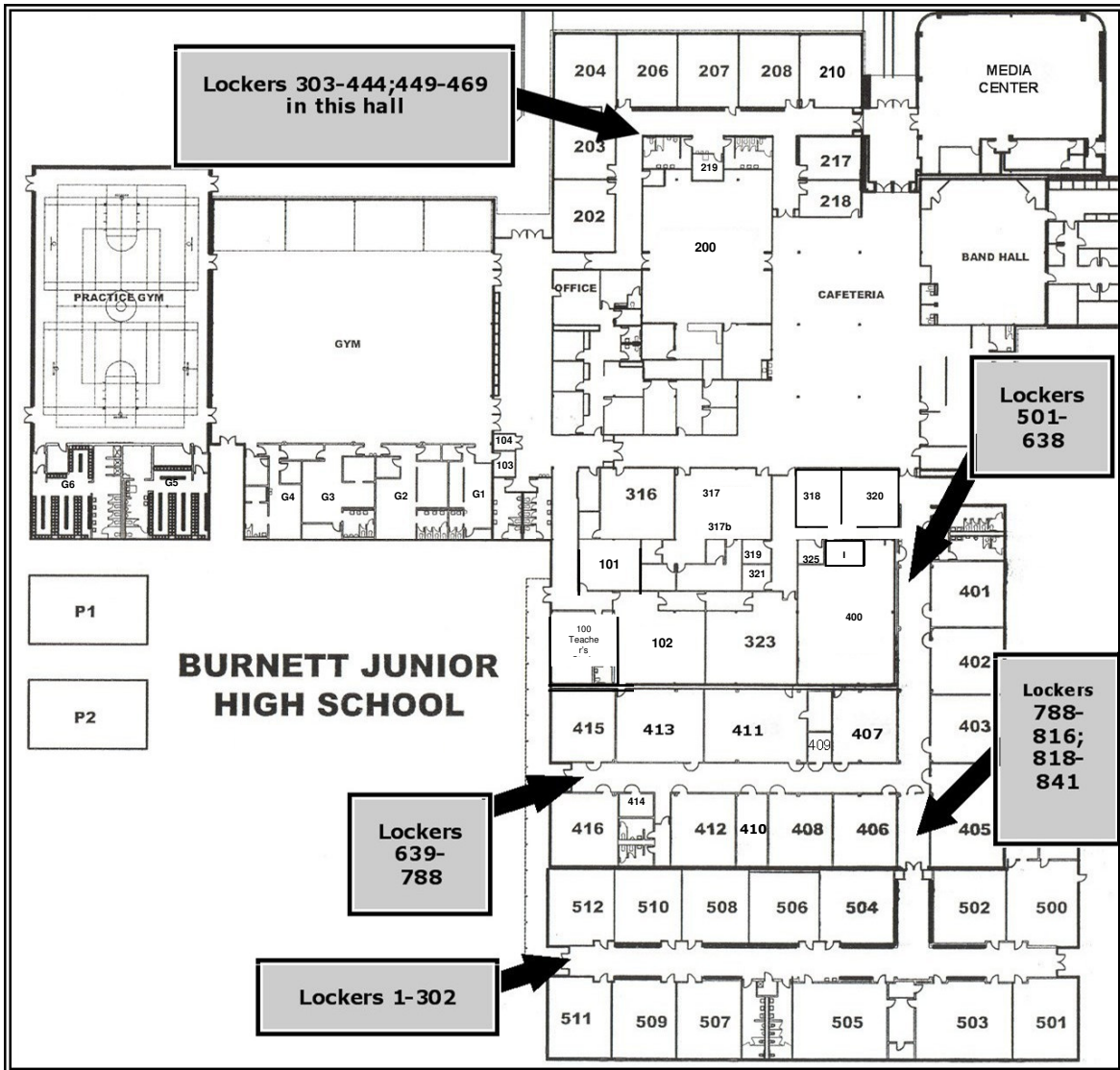
### **You have found a book or a personal item that is not yours:**

Turn it in to the "Lost and Found" area located in the main office. See the school receptionist.

**If you need to use the phone:**

Students may use the phones located in the front office. Students must have a pass to use the phone. Phone calls must take place only between classes or at lunch. Students will not be allowed to use the phone during class time, unless it is an emergency.

**Facility Map**



## **Admission Requirements:**

Only students that reside with parents or guardians within the designated boundaries of the Wylie Independent School District may attend Burnett Jr. High School. Proof of residence in the district must be provided at the time of enrollment. Acceptable documentation includes, but is not limited to, the following: a contract for purchase of a home, a lease or a rental agreement, utility bills or deposit, etc.

Any person(s) who knowingly falsifies any enrollment or residence information and is enrolled on the basis of such information is liable for the per student expense.

Parents/guardians of minor students must complete and sign all enrollment records. Guardians must provide notarized documentation of custody.

Students expelled from other school districts will not be admitted to Burnett Jr. High School until the period of expulsion is ended or until the expelling district exonerates the student. Students assigned to Disciplinary Alternative Educational Program (DAEP) by other school districts may enroll at Burnett Jr. High School, but must complete the term of such assignment in an appropriate DAEP setting.

## **Affirmation Action (Title IX Statement)**

The Wylie Independent School District, in compliance with the Provisions of Title IX of Public Law 92-318, Educational Amendment of 1972, will not discriminate on the basis of sex in the employment, assignment, and promotion of personnel or in the admission of students to any educational program or activity except as may be authorized by law or regulation. Any student who feels that he/she has been subjected to gender discrimination should follow the procedure for making inquiries, complaints, and appeals. The procedures are on file in the Superintendent's Office.

## **Attendance**

### **A. Compulsory School Attendance Laws**

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused.

Students that attend school less than 90% of the days in a semester will be denied credit for the class. A student is denied credit in one or more classes is entitled to file an Excessive Absence Appeal form to be considered by the BJHS Attendance Committee.

### **B. Truancy/Unexcused Absences**

Students who are absent from school for the day, or from any class, without permission from a parent or school official will be considered truant and will be subject to disciplinary action. In addition, a student who is assigned Tuesday or Friday Evening School and does not attend will be considered truant.

If a student accumulates unexcused absences that total three (3) days or parts of days in a four (4) week period or ten (10) days or parts of days in six

(6) month period, the student and/or the parent or guardian may be prosecuted for violation of the Compulsory Attendance Law.

### **C. Excused Absences**

In order for an absence to be excused, a student must bring a note from a parent/guardian or original documentation from a medical facility, court, etc. within seventy-two hour (72) hours of the student's return to school. A note from home must have the signature of a parent/guardian, the reason for the absence(s), the date(s) of the time missed, the student's ID number, and a telephone number for verification. Students may not sign their own notes. Original documentation from medical facilities, courts, etc., must include the name of the doctor or facility, a signature, and specific dates for which the student is to be excused.

Students returning from an absence of a partial day or a full day or more should take the notes to the Attendance Office and obtain an "excused absence" pass to class from the Attendance Clerk. Absolutely no class time should be missed while providing documentation.

Students that are absent for more than three consecutive days must provide a doctor's note for that absence to be considered excused.

### **D. Absence Work Policy**

If a student has excused absences, the make-up policy will be used. If there are extenuating circumstances, the teacher and an administrator will determine the timeline for accepting assignment(s).

Students who have been absent for any reason are encouraged to make up work missed within the time allowed by the teacher. It is the student's responsibility, immediately upon returning to school after an absence, to ask teachers about work missed and make arrangements for making it up. The rule for making up missed work is as follows:

- Students must complete and turn in any work within two days following an excused absence of 1-2 days.
- For absences of 3-5 days students will be given a period of time to turn in any missed work that is equal to the number of days of the absence.
- For absences of 6 days or more, teachers should set a due date for completion of make up work with no less than five days between return to school and expected completion of that work. Completion expectations and dates should be placed in writing for the student and parent and kept on file by the assigning teacher.

If you are absent for an extended period of time and would like a parent to pick up work, please contact the front office and give a 24-hour notice to collect the assignments.

A student who is absent and does not provide proper documentation within 72 hours upon his/her return to class will have the absence recorded as unexcused. The grade for make-up work after an unexcused absence shall be reduced by 40 points.

### **E. Participation on the Day of an Absence**

Students that are absent from school will not be allowed to participate in any school-related activities on the day or evening of the absence. Exceptions for extenuating circumstances may be made by campus administration only when requested by the activity sponsor.

### **F. Medicals**

Visits to any health care professional that cause students to miss only part of a school day are classified as a "Medical" and do not count as an absence. In order to get a "Medical," a student must attend at least one class on the day of the appointment and present, immediately upon return to school, an original copy of the form for the health care facility or doctor. (No faxes will be accepted for absences considered medicals.) In addition, the student must have a note from a parent or guardian excusing the absence (Education Code 25.087 TAC 129.21)

### **G. Religious Holy Days**

Absences for the purposes of observing religious holy days, including traveling for that purpose, will be excused if, before the absence, the parent, guardian, or person having custody of the student submits a written request for the excused absence.

## **Bacterial Meningitis**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

The school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also contact your local health department or Regional Texas Department of Health Office to ask about meningococcal vaccine. Additional information may also be found at the web site for the Centers of Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## Bell Schedule

| Burnett Bell Schedule<br>2007-08   |                                  |                                  |
|------------------------------------|----------------------------------|----------------------------------|
| Students Enter                     |                                  | 7:45                             |
| Release for 1st Period             |                                  | 8:08                             |
| Warning Bell                       |                                  | 8:13                             |
| Tardy to 1st period                |                                  | 8:15                             |
|                                    |                                  |                                  |
| 8:15-9:01                          | 1st Period                       | 46                               |
| 9:05-9:51                          | 2nd Period                       | 46                               |
| 9:55-10:25                         | Homeroom                         | 30                               |
| 10:29-11:15                        | 3rd Period                       | 46                               |
|                                    |                                  |                                  |
| 11:19-12:44                        | 4th Period                       |                                  |
| A-Lunch Teachers:<br>11:15 - 11:45 | B-Lunch Teachers:<br>11:45-12:15 | C-Lunch Teachers:<br>12:15-12:45 |
|                                    |                                  |                                  |
|                                    |                                  |                                  |
| 12:49-1:35                         | 5th Period                       | 46                               |
| 1:39-2:25                          | 6th Period                       | 46                               |
| 2:29-3:15                          | 7th Period                       | 46                               |
|                                    |                                  |                                  |

## Bus Transportation

The Wylie I.S.D. provides transportation to and from schools as well as for most extra-curricular competitions. The bus driver and any other employees of the District who may be on a bus from time to time shall have the same authority as that of a teacher on a campus with regard to control of activity on a bus. In the event any occupant of school provided transportation or any person while in route to or from a school related function or event shall violate any part of the Student Code of Conduct or other district or campus policy shall be reported to the Assistant Principal. Misconduct on a school bus will be reported to the assistant principal on discipline referral form. Parents will be notified. Students may be suspended from the bus for disciplinary reasons. Persistent misconduct may result in suspension from the bus for the school year.

### Bus Rules

- Students are expected to follow all directions and requests made by the bus drivers.
- Students must be seated and facing forward any time the bus is in motion.
- Eating, drinking and littering on the bus are prohibited.
- Students requesting to ride a different bus for an individual circumstance must provide a written parent request to the front office

and obtain an administrator's signature prior to the start of school on the day of the request.

Students are to follow all policies listed in the Wylie ISD Student Code of Conduct including showing respect to others on the bus, and the driver. Yelling, throwing items, and other such behavior which could distract the bus driver, are prohibited at all times.

### **Late Bus**

The late bus runs Monday, Tuesday and Thursday at approximately 4:00 p.m. All students are required to obtain a pass from the tutorial teacher in order to ride the late bus. Only students who have remained at school for academic reasons may ride the late bus; students who have served disciplinary consequences will not be permitted to ride.

### **Cafeteria**

The school cafeteria operates for the convenience and health of students and staff. All students are required to eat in the cafeteria whether they buy their breakfast/lunch or bring it from home. The district participates in the National School Lunch Program and offers free and reduced-price lunches to eligible students. Application forms are available in the main office.

Food and drink are to be consumed in the cafeteria and are not permitted in any part of the building. Under no circumstances are food and drink permitted in the halls or classrooms, even if purchased at one of the school drink machines. One exception to this rule is water.

### **Cheating/ Plagiarism**

Cheating shall be defined as receiving or giving unauthorized information or assistance on tests, examinations, homework, projects, essays or other assignments intended for individual completion.

Plagiarism may be defined as to steal and pass off (the ideas or words of another) as one's own, or to use (another's work) without crediting the source.

The penalty for cheating/plagiarism will be a grade of zero on the assignment for all parties involved. The incident will be documented and reported to the assistant principal. Teachers will notify the parents of the incident.

### **Clubs and Organizations**

Burnett Junior High has a wide variety of courses and student organizations in which we highly encourage student participation. These include, but are not limited to: athletics, band, choir, drill team, cheerleading, theatre arts, art, Student Council, National Junior Honor Society, PALS, and UIL academics. We encourage students to participate in these activities and take advantage of the leadership opportunities available. For more information about these activities, visit <http://www.wylieisd.net/burnett/extracurricular.htm>.

Questions or concerns regarding a particular extra-curricular activity should be referred to the designated sponsor. Student clubs and performing groups may establish rules of conduct, and consequences for misbehavior, that are more stringent than those for students in general. If a violation is also of school rules, the consequence specified by the school shall apply in addition to any consequences specified by the organization. Each student member of a group imposing more stringent standards shall be notified of the standards of behavior and the specific consequences of violating the standards.

## **Conduct and Behavior**

### **A. General**

Each student is expected at all times to keep in mind that his/her conduct should not interfere with the rights of others: rather, it should be an example to others. It should also be remembered that the teacher is in charge of the classroom and has the responsibility of creating an environment within the class for all students to learn. Students failing to adhere to directives of any school personnel in the classroom, on the campus, or at any school-sponsored or related activities will be subject to disciplinary action. Please refer to the Wylie ISD Student Code of Conduct for a full explanation regarding unacceptable behaviors and their consequences.

### **B. Disturbance and/or Misconduct in the Classroom or School**

Misconduct in the classroom in general is a violation of the rights of other students and teachers. Teachers will handle all disturbances in accordance with the Student Code of Conduct. If the persistent misconduct continues, teachers will work with parents and administrators to resolve the situation. Any misconduct that compromises student/teacher safety will be referred immediately to an administrator.

### **C. Vulgar or Abusive Language**

Vulgar or abusive language by students will not be tolerated. Students using abusive language should be sent immediately to the Assistant Principal. A ticket may be issued.

### **D. Fighting**

Fighting is strictly prohibited. Any student who is referred to an administrator for fighting will be suspended from their normal learning environment and the student's parents will be notified. The police will also be contacted. Actions that may also be taken include a citation, filing of disorderly conduct and/or assault charges, placement in disciplinary alternative education setting, or expulsion from school. Verbal and/or written threats will not be tolerated. Any behavior that is considered by the administration to be gang activity is strictly prohibited.

### **E. Gang Activity/Gang Related Behavior**

A person commits a felony if the person, with intent to coerce, induce, or solicit a child to actively participate in the activities of a criminal street gang threatens the child with imminent bodily injury or causes the child bodily injury. Penal Code 22.015, Education Code 37.121(a), (c)

No perceived gang activity or gang related behavior will be tolerated on campus or extracurricular events.

## **F. Alcohol and Drugs**

Any student who uses, possesses, transfers, or is under the influence of alcohol, drugs, or any controlled substance while on the school campus, before, during or after school hours, or at any school activity, whether on or off the school campus will (1) have the police notified, (2) have the parent notified, and (3) be recommended for expulsion. Additional action taken may include a citation, filing of pertinent charges, placement in a disciplinary alternative education setting, or expulsion from school.

## **G. Tobacco**

State Law and WISD Board Policy prohibit smoking, possession, or use of any type of tobacco anywhere on campus or at any school-sponsored activity. Police citations will be issued to students in possession of tobacco on school grounds.

## **H. Theft**

Students are discouraged from bringing valuables to school. Possessions carelessly left unattended may be stolen. Keep your lockers locked. Avoid giving any locker combinations to others. Students stealing will be subject to disciplinary actions.

## **I. Weapons**

Federal law designates school campuses as weapon-free zones. No weapons of any kind are permitted, whether on a student's person, in a locker or backpack. Students are prohibited from possessing any type of knife.

## **J. Destruction or Damage of Property**

Willful vandalism of the part of students will be investigated, and if the student is found guilty of such vandalism, the students and their parents will be held financially accountable. Students found guilty of an act of vandalism will be subject to disciplinary action and prosecution under the law. This includes damages to buses used to transport students to and from school and school sponsored activities.

## **K. Public Displays of Affection (PDA)**

Public display of affection on school grounds or in the building is considered an inappropriate action. A student who has genuine respect for another student will keep his/her hands off that student in public. Excessive or repeated displays of affection will result in disciplinary action.

## **L. Fireworks**

Any student, who has in his/her possession, ignites or discharges fireworks of any kind, on or around the school campus will be subject to severe disciplinary action. This is in accordance with Article 1725- Regulatory Fireworks Laws.

## **Communicating with Teachers**

Parents wishing to contact teachers personally are asked to leave a telephone number so those teachers may return the call during non-instructional times.

Parent conferences are encouraged and should be scheduled with the teacher directly. Parents should arrange to meet with the teacher during non-instructional times only.

In addition, all teacher information including e-mail addresses/phone numbers may be found through the WISD website [www.wylieisd.net](http://www.wylieisd.net), under parent resources.

### **Computer/Technology/Internet Usage**

Students will abide by the Wylie ISD "Acceptable Use Policies for District Computers, Networks, and Internet." A copy will be passed out to each student at the start of the school year and it must be returned.

\*Students must have a completed agreement form on file before being allowed access to the WISD Computer Network.

\* Students who violate the agreement may have their user privileges suspended and/or revoked, and will be subject to disciplinary action.

### **Contagious Diseases**

No pupil who has come in contact with any contagious disease shall be received in school until he has a certificate from a doctor to the effect that he may be received with safety.

### **Corporal Punishment**

Corporal punishment is a disciplinary option allowed under Wylie ISD Board Policy. Corporal Punishment may be administered per Wylie ISD Board Policy.

### **Discipline Plan**

| Violation Number   | Consequence   |
|--------------------|---|
| 1st                | Warning to Student                                  |
| 2nd                | 15 minute teacher-held detention and parent contact |
| 3rd                | 30 minute teacher-held detention and parent contact |
| Further Violations | Office Referral: Administrator discretion           |

\*For flagrant misbehaviors, the consequences for the first three violations may be bypassed and students may be referred directly to the office (example: use of profanity, insubordination, fighting).

Consequences for missing a school detention: [Evening School](#)

Consequences for missing an Evening School: [In-School Suspension \(ISS\)](#)

#### **Potential Consequences for Office Referrals:** (Assigned by Administrator)

- Lunch detention (number of days may vary)
- Morning or after school campus-wide detentions (45 minutes)
- [Evening School](#) for disciplinary purposes (3 hours)
- [In-school suspension](#) (ISS--varies from one period to multiple days)
- Out-of-school suspension (OSS--3 days maximum)
- Disciplinary Alternative School Placement (DAEP, Plano, for certain offenses or persistent referrals)
- Contact School Resource Officer (SRO) and citation issued if appropriate

## **Discipline Management Plan**

### **Student Code of Conduct**

The Student Code of Conduct, which specifies in detail expectations and consequences for student behavior, is distributed separately to every student at the beginning of each school year. Parents and students are to read the Student Code of Conduct, sign and return the accompanying verification of receipt and understanding.

The Student Code of Conduct is district policy. It is a portion of the Wylie ISD Disciplinary Management Plan, full copies of which may be found in the Principals' office, the school library, and the WISD Administrative Office. A copy of the policy may be viewed on-line at [www.wylieisd.net](http://www.wylieisd.net).

### **In- School Suspension (ISS)**

ISS hours are the same as the regular school day. Students assigned to ISS are to report directly to the room 316 upon arrival to school. Failure to report to ISS after having been notified to do so may result in additional ISS time. Teachers will send class work to be completed in ISS. All assignments must be completed during the time in ISS. Students will eat lunch in the ISS room and may bring their own lunch or purchase a standard hot lunch from the cafeteria. While in ISS, students may not take part in any school related activity as a participant or spectator. Students that can not follow the rules in ISS may be suspended from school, given a citation for disorderly conduct, and/or referred to DAEP.

### **Detentions**

Teacher Detentions may be held before or after school. Students serving detention before school should be released by 8:05 a.m. in order to have 10 minutes before 1st period. Students staying after school for detention should arrive at the detention location by 3:20 p.m.

School-wide Detentions are assigned by an administrator and occur on Monday and Wednesdays, from 3:15-4:00. Failure to attend assigned detentions will result in an Evening School assignment.

### **Lunch Detention**

Lunch Detentions are held in room 316. Failure to report for lunch detention may result in further disciplinary procedures.

### **Evening School**

Evening school takes place on Tuesday and Friday evenings from 3:30-6:30. All students assigned to evening school should report to room 316 by 3:30 of the day assigned. If a student is late, the evening school will not count and additional disciplinary measures may be taken. Failure to attend Evening School will result in an ISS assignment.

A school administrator will assign all students and notify the parents of the assignment. A student may be assigned for, but not limited to, disciplinary, academic or attendance recovery purposes.

## Dress Code

### Standard Dress Policy for WISD Students Grades 5-12

The Wylie Independent School District, in partnership with parents and the community, will provide ALL students a world-class academic education, which will prepare them to lead successful and productive lives. The Wylie Independent School District believes that students should learn to **dress for success** in order to be successful and lead productive lives. Hence, students should dress in a way that is appropriate for a teaching and learning environment. Maintaining a school atmosphere suitable for academic study will help students focus on learning. The **Standard Dress Policy** is an important step toward furthering excellence and better preparing our students for college, careers, and successful living as adults.

#### Pants/Skirts/Shorts/Jumpers

- Acceptable colors for pants, skirts, shorts and jumpers are khaki (brown tones), navy blue or black (solid, single colors).
- All pants and shorts will be pleated or flat-front (i.e. "Dockers" type) and must have belt loops.
- Belts must be worn with all pants and shorts and must be worn within the belt loops.
- Pants and shorts are to be worn at the waist with a belt at all times.
- Pants must be worn outside of shoes or boots.
- Capri pants will be acceptable for girls as long as they are worn at the waist and with a belt.
- Shorts may be worn but must be knee length or longer.
- Skirts must be knee length or longer. Slits in skirts must not extend above the knee. Skirts must be worn at the natural waist.
- Jumpers may be worn but must be knee length or below.
- Jumpers must be worn over a standard dress-approved shirt.
- Brand logos or labels on clothing items in this section may be no larger than 1 ½" by 1 ½".

#### Not Allowed

- Oversized clothing
- Sweatpants, pajama pants, wind pants, pants, skirts or shorts with drawstrings, warm-ups, overalls or coveralls
- Leather, suede, vinyl, and denim materials except for outer/winter wear
- Baggy-style pants or shorts
- Cargo or carpenter style pants or shorts
- Soccer or boxer style shorts
- Brads, studs or decorations (i.e. chains or straps) of any kind

#### Belts

- Belts must be worn buckled at all times and must be worn inside the belt loops.
- Belts must be solid color, leather-like, dress-type or canvas belts with a buckle.
- Acceptable colors for belts are brown, black, navy blue, khaki or white.

## **Not Allowed**

- Scarves or ribbons used as belts
- Tie or fringe belts
- Excessively decorated belts or buckles
- Oversized buckles (no larger than credit card size)  
(Buckles larger than credit card size awarded to students by WISD may be approved by Principal)
- Chain or metal belts
- Lettering on belts or buckles
- Stripes, checks or designs

## **Shirts/Turtlenecks**

- Any solid color shirt that fits the style description will be allowed.
- Collared knit button polo style shirt (short or long sleeve)
- Oxford-style or dress shirts in long or short sleeve
- Turtlenecks
- Undershirts must be white or the same color as top shirt and sleeve length may not be longer than outer shirt.
- All shirts, undershirts and turtlenecks must be completely tucked in and remain completely tucked in when students are seated and arms are raised.
- A single clothing brand logo no larger than 1 ½" by 1 ½" will be allowed.
- Spirit wear - (see guidelines for spirit wear)

## **Not Allowed**

- Lettering of any kind unless approved by school principal
- Cap sleeves or sleeveless shirts
- Visible stripes, check or other designs
- Thermal-type shirts
- Zippered shirts
- Tight, extremely form-fitted shirts
- Low-cut blouses
- Cleavage showing

## **Sweatshirts/Sweaters/Sweater Vests**

- Sweatshirts that are solid maroon, black, gray or campus approved colors that fit the style description will be allowed. The collar of standardized shirt or turtleneck must be visible.
- Sweaters/sweater vests that are a solid color and appropriately sized may be worn. The collar of standardized shirt or turtleneck must be visible. Sweaters/sweater vests may not be oversized.
- Sweatshirts/sweaters/sweater vests may only be worn over a standardized shirt or turtleneck as listed above. The collar of standardized shirt or turtleneck must be visible. Sweatshirts may not be oversized.
- These garments must be zipper, snap, pullover or cardigan style; collar of standardized shirt or turtleneck must be visible.
- They must be appropriately sized in shoulders, sleeves and length.
- Bottom of sweatshirt, sweater or sweater vest may not extend more than 4 inches below the belt.
- A single clothing brand logo no larger than 1 ½" by 1 ½" will be allowed.

### **Not Allowed**

- Sleeveless or cap sleeved sweatshirts
- Oversized sweatshirts, oversized sweaters, or oversized sweater vests.

### **Shoes/Shoestrings/Socks/Hosiery**

- Footwear must not be distracting (campus based principal decision).
- Footwear must be leather-like or canvas lace up, loafer type, boots or athletic shoes
- Closed-toe mule type or closed-toe slides are acceptable.
- Sandals/open-toed shoes must have a back strap.
- Shoelaces must be white or match the color of the shoe.
- If socks are worn, they must match each other and be brown, black, navy blue, khaki (brown tone) or white (solid color).
- Tights or hosiery must be brown, black, navy blue, white or neutral (solid color).
- Shoes must be a matching pair.

### **Not Allowed**

- Flip flops
- Open-toed shoes without a back strap
- Colored shoelaces except those listed above
- Checks, stripes, lettering, wording or designs on socks, hosiery or tights
- Fishnet or lace type hosiery

### **Jewelry**

- Extremely large or bulky jewelry will not be allowed.
- Pocket chains will not be allowed.

### **Outer/Winter Wear**

- Coats or jackets may be allowed in accordance with appropriate weather conditions.
- Generally, coats or jackets are removed inside classrooms and hung on the back of a chair or placed in an area designated by the teacher.
- School award letter jackets may be worn as outer/winter wear.
- A single clothing brand logo no larger than 1 ½" by 1 ½" will be allowed.

### **Not Allowed**

- Dusters or trench coats
- Oversized coats or jackets
- Oversized clothing
- Garments designed as shirts may not be worn as outer/winter wear
- Sleeveless or cap sleeved outerwear

### **Spirit Wear/School Organizations**

- Any school organization may offer a shirt/sweatshirt to students as an optional purchase. Organizations must receive prior approval from the principal.
- Shirt must be polo-style, oxford-style or a sweater or sweatshirt and meet all criteria listed in the shirt or outer/winter wear section.
- Spirit wear must have a principal-approved school related logo.

- Shirts will be worn with approved pants/shorts/skirts as listed above.
- JROTC uniforms may be worn weekly as designated by JROTC instructors.
- Other school organizations may wear uniform dress as approved by the principal.
- Students who wear special clothing for the courses they are taking (such as clinical rotation) must be in school standard dress when not in that class.
- Principals may designate up to three days per year as exempt days and will determine what can be worn on those days. Principal decisions are final.

### **Senior Shirts**

- Senior shirts that are offered to the seniors at each high school may be purchased by graduating seniors.
- Design of the shirt must be approved by the principal.
- These shirts will be in official school colors and may be a t-shirt style.
- Seniors may wear principal-approved senior shirts at any time.
- Seniors shirts must be tucked in at all times.

### **Individual School Picture Day**

- Alternate dress as outlined in school policy. No denim permitted.
- Make-up picture day will be standard dress

### **Special Needs Students**

- Students who have special needs may apply for an exemption from the stated guidelines.
- Exemptions will be evaluated and approved by the principal.

### **Other Guidelines**

- Startling, unusual or immodest attire of any sort shall not be permitted. Fads in hairstyles, clothing or anything designed to attract attention to the individual or to disrupt the orderly conduct of the classroom is not permitted.
- Outside organizations such as Boy Scouts and Girl Scouts will not be allowed to wear uniforms to school.
- The shirt and bottom cannot be the same color.
- All clothing must be appropriately sized.
- All clothing items must be properly hemmed or cuffed.
- Torn, ripped, frayed or cut clothing will not be allowed.
- Clothing and other articles that are considered "gang related" are not allowed.
- Hats, scarves, bandanas, hair coverings, sweatbands, sunglasses are not to be worn by students except under circumstances approved by the principal.
- Leather, suede, vinyl, and denim materials are not allowed except for outer/winter wear.
- Spandex, nylon or stretch-type materials are not allowed.
- Hair is to be clean and well groomed. Unusual coloring or excessive hairstyles are prohibited.
- Tongue rings and visible body piercing, other than earrings, are not allowed.
- Tattoos and body art are not to be visible.
- "Grillz" or temporary decorations on teeth are not to be worn. Orthodontic approved mouth wear is acceptable.

## Dress Code Enforcement

Per the district dress code policy, the dress code at BJH will be enforced. Below are the consequences for violating it. Visit the [Dress Code](#) page for specific information.

| Violation | Consequence  |
|-----------|--|
| 1         | On the first violation, the student will be given the opportunity to change clothes at school. If the violation is not corrected, the student will be placed in <a href="#">ISS</a> for the remainder of the day. Parents will be notified of the violation.   |
| 2         | On a second violation of the dress code, students will be given the opportunity to change clothes and parents will be notified. If the violation is not corrected, the student will be placed in ISS for the remainder of the day. In addition, students will be assigned <a href="#">Evening School</a> . |
| 3         | Any subsequent violations of the dress code will result in more serious disciplinary actions, which may include assignment in the district's Disciplinary Alternative Education Program (DAEP).  |

## Dress Code/Social Activities

At events such as dances and award ceremonies students shall wear appropriate attire.

\*Determination of appropriate attire is at the discretion of the administration.

## Emergency Medical Treatment

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

## Fire and Disaster Drills

Throughout the school year fire and disaster drills will be conducted. Students are to follow the instructions and guidance of the staff members during these drills.

## Grading Policy

### Averages

All Burnett Junior High School courses will average their six weeks and semester grades according to the following criteria:

- Daily Grades will be averaged to obtain 40% of a student's six weeks grade.
- Test Grades will be averaged to obtain 60% of a student's six weeks grade.

### **Semester Grades**

- The average of the three six weeks grades will count as 80% of the final semester grade.
- The semester exam will count as 20% of the final semester grade

Students should be strongly encouraged to maintain their own on-going average in each class through each grading period. It is desirable for students and their parents to continually be aware of the quality of the student's work. Students and parents should be encouraged to take advantage of the district's on-line gradebook, ASSESS+. (<https://xview.wylieisd.net/xview/>)

Three weeks progress reports and report cards will be sent out for all students. Parents utilizing ASSESS + will receive electronic notification of these reports.

### **Immunization**

All students must be immunized against certain diseases or must present a certificate or statement that indicates, for medical or religious reasons, the student should not be immunized. The immunizations required are diphtheria/tetanus, polio, measles (rubella), mumps; the school nurse can provide information on the required doses of these vaccines. Proof of the immunization may be personal records by a licensed physician or public health clinic with the signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate, signed by a U.S. licensed physician, who states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies otherwise.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) which states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent member. This statement must be renewed yearly.

### **Late Work**

Late work will be accepted up to 24 hours after the original due date and time. Late assignments will receive a penalty of 30 points deducted from the earned grade. They must be given in person to the teacher. A grade penalty will not occur for excused absences and the student will be given the amount of time to turn in the assignment as the time of the absence. Students attending school sponsored trips should request their assignments in advance.

### **Lockers**

Students will be issued a locker in which to keep their books and belongings. All outer wear is to be kept in their lockers and not carried around in bags or backpacks. Students should not share lockers with each other. All textbooks

and personal items are the responsibility of the student. We ask you to keep your belongings and combination secure.

### **Medicine at School**

Students who must take medicine of any kind during the school day must bring written permission from a parent or doctor to the nurse's office. The medicine, in its properly labeled container, must be left in the nurse's office, and the school nurse will administer the dosage at the proper time. Expulsion can result if students give prescription drugs to other students. This is a criminal act that may be prosecuted.

### **Missing Assignments/Zero Policy**

Completion of classroom assignments is an important part of the learning process at BJHS. Students who do not complete assignments will receive the following consequences:

| <b>Zeros and Missing Assignments</b> |  |
|--------------------------------------|--|
|                                      | <b>Consequence</b>   |
| 1st Zero                             | Student is allowed to turn in work late (24hr) for a maximum grade of a 70.                          |
| 2nd Zero                             | Student will be assigned Evening School to complete missing assignments for a maximum grade of a 60. |

Students assigned to evening school for zero's will serve the full three hours. Students are responsible for bringing the missing assignments to evening school. Upon completion of the work in evening school, the work will be returned to the teacher by the evening school staff.

### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties of Who Need or May Need Special Education.**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening for support services. This system links students to a variety of support options, including referral for a special education evaluation.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If an evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 days of the date in which written consent is received.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice includes a statement that informs the parent

of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education for this campus is Janet Harris. Her phone number is 972-429-3217.

### **Permission to Leave Campus**

When students first arrive on campus, they are considered to be in attendance for the day and may not leave the campus without authorization. No student may leave the campus without an authorized parent/guardian signing them out and receiving a permit from the front office.

### **Personal Electronic Devices**

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD player's cameras, or other electronic devices or games at school. If a student possesses any of these items, the item will be confiscated by a staff member and turned over to an assistant principal.

| Violation | Consequence  |
|-----------|--|
| 1         | Item is confiscated and the parents/guardians must conference with the administration to recover the item. Student will receive an after school detention as a consequence.  |
| 2         | Item is confiscated and the parents/guardians and student must conference with the administration and pay a \$15 fee to retrieve the item. Student will be assigned Evening School for three hours.                              |
| 3         | Item is confiscated and parents/guardians must conference with administration and pay a \$15 fee to retrieve the item. Student will be assigned Evening School for six hours.  |
| 4         | Item is confiscated and parents/guardians must conference with administration and pay a \$15 fee to retrieve the item. Student will be assigned one day of ISS.  |
| 5         | Item is confiscated and parents/guardians must conference with administration and pay a \$15 fee to retrieve the item. Student will be assigned three days of ISS.<br>*** Additional violations may result in removal to DAEP*** |

Personal laptop computers must be pre-approved by an administrator and the teacher of the class in which the laptop will be used.

### **Pest Control**

Pesticides are periodically applied at this school. For information concerning pesticide application at schools contact the district IPM Coordinator at 972-429-2320.

### **Removal by Police**

Students who are being disruptive and/or refusing to follow the direction of a teacher or an administrator may be removed from the campus by a police officer.

### **Safe and Drug Free-Schools**

In an effort to ensure a safe and drug-free school environment, the district shall use specially trained dogs to sniff out and alert officials to the presence of concealed prohibited items, illicit substances, and alcohol. Such visits will be unannounced.

The student's parent or guardian will be notified if any prohibited articles or materials are found in the student's locker, or on the student's person, as a result of a search conducted in accordance with Wylie ISD Policy FNF (local)

### **Section 504- Guidelines for Students with Disabilities**

In compliance with state and federal guidelines regarding students with disabilities, the following notices are given for your information:

Section 504 of the Rehabilitation Act of 1973 is a broad base civil right law administered by the Office of Civil Rights, which protects the rights of persons with disabilities.

The purpose of the Act and these procedures is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

Section 504 provides that "no otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance..." (29 U.S.C. 794)

Students may be referred by parents, teachers, counselors, administrators, or any other district employee for evaluation to determine if they are disabled and in need of special instruction or services.

The district designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended:

Lexie Barefoot • Section 504 Coordinator • Wylie ISD • 951 S. Ballard Wylie, Texas 75098 • 972-429-3079 • [lexie.barefoot@wylieisd.net](mailto:lexie.barefoot@wylieisd.net)

Burnett Jr. High School • 504 Coordinator • Janet Harris • 972-429-3217 • [janet.harris@wylieisd.net](mailto:janet.harris@wylieisd.net)

## **Sexual Harassment**

Burnett Jr. High School will notify the parents of all students involved in sexual harassment allegations. Any incident of sexual harassment or sexual abuse by an employee will result in parents being immediately notified. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with a campus administrator. The student or parent may appeal the decision regarding the outcome of the investigation in accordance with Wylie ISD policy.

## **Sexual Offender Notification**

Wylie ISD has a policy that supports the Ashley Law related to sex offender notification. Parents can receive updated information by accessing the WISD website ([www.wylieisd.net](http://www.wylieisd.net)). Parents are also encouraged to visit the Texas Department of Public Safety's Website (<http://records.txdps.state.tx.us/>) where update information can be found. Information may also be accessed in a written request through the WISD Administration.

## **Schedule Changes**

Students who wish to change their schedule in any way must do so within the first five days of the semester. In order to request a change in schedule, the student should fill out a "Schedule Change Request Form" from the Counseling Office.

In order to best serve all students, some schedules may need to be changed to lower class size after each semester begins. Every effort will be made to allow your child to keep the same teachers.

### **Request for Teacher Change Procedure**

1. Requests for teacher changes will not be addressed until after the first two weeks of the semester.
2. The parent must request the teacher change in writing to the counselor and must state in detail, the reason for the change.
3. The counselor will conference with the student and give the student a teacher request change form.
4. Student will discuss his/her concern(s) with the teacher in a conference setting.
5. Parents will conference with the teacher regarding the request.
6. Teacher will return the completed form to the counselor.
7. There will be 2-3 week review period during which a committee will monitor the student's progress and make a decision. The committee will consist of a counselor, an administrator and the teacher.
8. The committee will confer and make a recommendation if a change should be made if deemed that the change will be made in the student's best interest.
9. If a change is granted, the student will be assigned to another class based on the enrollment and the fewest scheduling conflicts.

## **School Resource Officer**

A School Resource Officer is available at Burnett Jr. High School. The primary role of the S.R.O. is to assist in providing a safe learning environment. The

S.R.O. is also available to assist students and parents with problems or concerns regarding the school campus and activities.

### **School Trips**

Many school-sponsored trips are made each year for the various activities in which BJHS students participate. The following regulations govern trips:

1. Students must travel to and from school-sponsored trips only on transportation provided by the school (written requests for exceptions must be submitted by a parent/guardian before the trip to the activity sponsor, who may approve or disapprove.)
2. Students on school-sponsored trips are not considered absent from classes, but are responsible for work missed. Arrangements should be made to complete make-up work immediately upon returning to school after a trip.
3. Students are subject to all provisions of the Student Code of Code during school-sponsored travel.
4. Students must observe all rules of safety during school-sponsored travel.
5. Students must be accompanied and supervised by, officially designated school sponsors or designees on all trips.
6. Students making any kind of school-sponsored trip required to obtain waivers signed by a parent/guardian. Sponsors will provide the forms.
7. Sponsors will provide for the Attendance Office a list of all students participating in the trip.

### **Skateboards/Roller Blades**

Students are not allowed to ride skateboards/roller blades on campus. If skateboards/roller blades are brought onto campus, they must be placed into the student's locker until dismissal time. Failure to comply with this policy will result in an immediate office referral.

### **Special Programs**

BJHS provides comprehensive special programs for all students. The programs include, but are not limited to, those services provided for students identified as Gifted/Talented, Limited English Proficient (LEP), or as having learning disabilities emotional disturbances, and/or physical handicaps.

### **Tardies**

Arriving to class on time is critical to the education of our students and to maintain an orderly and non-disruptive learning environment. Because of this, tardies are considered a discipline issue at BJH and consequences will be assisted as appropriate.

Tardies are recorded each class period. If a student is not in his/her classroom when the tardy bell rings, they will be considered tardy. A tardy of more than 15 minutes will be considered an absence.

Tardies (per class, per semester)

| Number of Tardies | Consequence  |
|-------------------|--|
| 1                 | Warning to student                                       |
| 2                 | 15 minute teacher-held detention and parent contact      |
| 3                 | 30 minute teacher-held detention and parent contact      |
| 4                 | Office Referral: 3 hour Evening School + Parent Contact  |
| 5                 | Office Referral: ISS + Parent Contact                    |
| 6                 | Office Referral: additional days of ISS + Parent Contact |

### **Test Re-Take Policy**

Students will have an opportunity to take a re-test for any major assignment for which they receive a failing grade if they meet all of the following criteria:

- The student must have absolutely no zeros in the gradebook for the current six weeks.
- The student must attend at least one tutorial in the subject after receiving notice of the failing grade and prior to taking the re-test.
- The student must complete the re-test within one week of first receiving notification of the failing grade.
- The highest grade a student may receive on a re-test is a 70.

### **Video recording of students**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses and common areas on campus. Students will not be told when the equipment is being used.

### **Visitors**

All visitors are required to report to the main office and obtain a visitor's pass with Principal's approval. No one without authorized business will be allowed to remain in the building or on the school campus. Students from other schools are not permitted on campus during regular school hours.

\*\*\* The WISD Student Code of Conduct is the district's official policy for student discipline. Should there be any discrepancy between the Burnett Jr. High School Student Handbook and the WISD Student Code of Conduct; the District's Students Code of Conduct will take precedence.