

**Wylie East High School
Student Handbook**

2009-2010



HOME OF THE RAIDERS

**Wylie East High School
3000 Wylie East Drive
Wylie, Texas 75098
(972)429-3150**

**“Remember it is a great day to be alive... and a great day to be a Raider!!”
*Welcome to Wylie East High School, Home of the Raiders!***

Dear Wylie East High School Student,

It is with great pride I welcome each of you to Wylie East High School. I hope that over the next few months to be able to call each you by name and make you feel safe and secure on campus. At Wylie East High School we will provide you with opportunities in athletics, the fine arts, in social organizations, and promote academic achievement for all students. My goal is that in the spring of 2010 each of you are prepared to take the next step on your educational journey. Many of you will be part of the first graduating class at Wylie East High School; we look forward to that eventful day.

The faculty and administration are proud to present this handbook to both you and your parents. Please review the materials that are contained because that information will help you have a successful experience here at Wylie East High School. This information can also be found on our school website, www.wylieisd.net/wylieastmain . Any changes or updates to the Wylie East High School Student Handbook will be posted on the school website.

We believe that each student makes his or her on choices based on the information that is provided. The faculty and administration hope that each student uses this handbook as a tool guiding you to make the most appropriate and informed decisions that will allow you to be successful and happy students at Wylie East High School.

We look forward to working with you as you grow as a student and young adult... *and remember it is a great day to be alive and a great day to be a Raider!!*

Sincerely,

Mike Williams
Principal, Wylie East High School

Our District's Mission Statement

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.

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 of Title IX and Section 504 of the Rehabilitation Act.

Our School's Mission Statement

The mission of Wylie East High School is to create a community of empowered leaders in an atmosphere where every student will be inspired and challenged to learn, grow, and accomplish academic, social, and professional goals.

Our School's Vision Statement

Wylie East High School is clean, safe, and welcoming. It is not simply a school building, but a world in which students, teachers, and staff members involve themselves creating the identity of the school. It is filled with people excited about education. The faculty and staff are highly qualified and proficient in their craft. The library is overflowing with books and resources, classrooms are equipped with state-of-the-art technology, and school pride is visible up and down every hallway. Students' schedules are filled with courses from a wide variety of academic and elective options. Students are actively participating in each activity and opportunities for learning can be found behind every door.

Students at Wylie East High School have a diverse selection of challenging academic coursework and extracurricular experiences. They are encouraged to take full advantage of these offerings to meet their professional, civic, and social goals with the full support of the faculty and staff. As a whole, the student body is afforded greater choice to effect decisions that directly impact the quality of the school community and their educational experience. The climate of the school fosters respect between students, faculty, and staff, as students are provided with an academically and socially safe environment characterized by freedom to ask question without fear of harm or harassment from their peers and teachers. Student performances in all academic and extracurricular endeavors will be affirmed and celebrated throughout the school community with praise, awards, and community recognition.

The students at Wylie East High School will demonstrate relationships that are both respectful and beneficial to all involved in our learning community. They represent themselves with the highest regard for their peers, teachers, and administrators and for the learning that is to take place. This is reflected in their positive attitudes towards each other, teachers, and administrators. They are called upon to be highly successful in academics as well as extracurricular activities. Students take great pride in representing Wylie East in all endeavors. As a part of the Raider community, students will participate in efforts to improve the quality of life for the greater Wylie area. Being active participants in a world class education and treating their fellow learners with respect are the hallmarks of student life at Wylie East High School.

Communication is the origin of every Wylie East High School student's success. Interactions between students and teachers are always open, honest and meaningful. Parents are fully informed of all aspects of their children's experience at Wylie East High School and feel confident in the education they are receiving. Teachers collaborate within their departments to develop relevant, challenging, engaging and appropriate lessons for students. Effective communication between departments allows teachers to become involved in their students' other classes and to support the content of other subject areas within their own curriculum. School administrative personnel and staff develop relationships in the community that foster their support of the WEHS process of educating students. Students are surrounded by and involved in positive, meaningful and professional communications that influence their own interactions with others. Students leave Wylie East High School with sharply honed interpersonal skills necessary for success in life and relationships.

Teachers work vertically, horizontally and across the curriculum in a collaboration with their peers, in order to ensure that students are successful in learning. They also work to maintain a professional environment that is conducive to learning. As professionals the teachers at Wylie East High School are involved in continued education and professional learning. Wylie East teachers also work closely with their students to facilitate the learning that will allow their students to become critical thinkers and productive members of society.

Wylie East High School creates and maintains relationships with both parents and community organizations in order to encourage and assist students become life-long learners who mature into active, responsible, empowered participants in society. Partnerships exist with community institutions that support the mission, vision and goals of the school. Representatives from the business community participate in activities on a regular basis to help students, parents, and teachers understand the level of education required for success in today's global economy. In addition, parents and community members affirm student achievement by regularly attending programs and performances, and volunteering services. Parents are consistently involved in the school community and establish routines at home that are conducive to preparing their child to learn during the school day. They play an active role in their children's education and monitor their academic performance, as well as provide encouragement and support.

Wylie Independent School District Campuses

WISD Educational Service Center 951 S. Ballard	972-429-3000
Wylie East High School 3000 Wylie East Drive	972-429-3150
Wylie High School 2550 W. Hwy. 544	972-429-3100
Special Programs 300 Pirate Dr.	972-429-2390
Burnett Junior High School 516 Hilltop Lane	972-429-3200
Cooper Junior High School 101 Hensley Rd.	972-429-3250
McMillan Junior High School 1510 Park Boulevard	972-429-3225
Davis Intermediate School 950 Park Boulevard	972-429-3325
Draper Intermediate School 103 Hensley	972-429-3350
Harrison Intermediate School 1001 S. Ballard	972-429-3300
Akin Elementary School 1100 Springwood	972-429-3400
Birmingham Elementary School 700 W. Brown	972-429-3420
Cox Elementary School 7009 Woodbridge Parkway Sachse, TX. 75048	972-429-2500
Dodd Elementary School 1500 Park Boulevard	972-429-3440
Groves Elementary 1100 McCreary	972-429-3460
Hartman Elementary School 510 S. Birmingham	972-429-3480
Smith Elementary School 22221 FM 1378	972-429-2540

Tibbals Elementary School 972-429-2520
621 Waters Edge Way
Murphy, Texas

Whitt Elementary School 972-429-2560
7520 Woodcreek Way
Sachse, Texas 75048

Wylie ISD Athletic Department Wylie, TX 75098 972-429-2400
Wylie ISD Educational Service Center 951 S. Ballard; Wylie, TX 75098 972-429-3000
Wylie ISD Maintenance 200 Pirate Drive; Wylie, TX 75098 972-429-2320
Wylie ISD Special Programs 300 Pirate Dr.; Wylie, TX 75098 972-429-2390
Wylie ISD Student Nutrition 200 Pirate Drive; Wylie, TX 75098 972-429-2333
Wylie ISD Transportation 670 FM 1378; Wylie, TX 75098 972-429-2320

School Organizations

Art Club

Book Club

Athletics (multiple teams)

Band (multiple bands)

Birmingham Lecture Series

Blue i Video Productions

BPA (Business Professionals of America)

Choir

Cheerleaders

CIA (World Affairs Council)

FCCLA (Family, Career and Community Leaders of America)

FCA

FFA

FOR (Friends of Rachel)

International Thespian Society

JROTC (Air Force)

NJHS (National Jr. Honor Society)

Raider Reader(student newspaper)

Sapphires (drill team)

Science Club

SOAK Club (Student Organizing Acts of Kindness)

Special Olympics

Student Athletic Trainers

Student Athletic Film Crew

STUCO (Student Council)

Skills USA

UIL Academics

Yearbook- The Dynasty

School Song

“We Raider’s stand strong for the Blue, Gray, and the White,

These colors wave freely as a symbol of our pride.

East be our treasure,

Never surrender,

And with the Sun we rise.

With majesty, and sheer grandeur.

Long live Blue, White, and Wylie East Pride”

School Fight Song

Fight Raiders Fight

Fight Raiders Fight

Fight for the school we love so dearly

We’ll hit’em high and we’ll hit’em low

We’ll push that ball across the goal

EAST FIGHT FIGHT!

We'll praise your name we'll boost you to fame

Fight for the blue and the white

We will hit'em

We will wreck'em

Hit'em wreck'em Wylie East

Victory bells will ring out!

School Mascot

Raiders

School Colors

Navy Blue, Royal Blue, Gray,

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Wylie East High School Offices and Information

Administrators

Mike Williams 972-429-3150 Office 312 mike.williams@wylieisd.net

Jay Ratcliff 972-429-3172 Office 108 jay.ratcliff@wylieisd.net

Serving students whose last names begin with A-K

Donna Edge 972-429-3173 Office 108 donna.edge@wylieisd.net

Students whose last names begin with L-Z

Attendance

Dalila Bruner 972-429-3154 Office 305 dalila.bruner@wylieisd.net

Services: Submit parent and doctor notes for absences, request VOE forms for permission to receive a driving permit

Athletic Coordinator

Campus Athletic Coordinator- Joe Lepsis 972-429-3196 joe.lepsis@wylieisd.net

Cafeteria Manager

Liz Kown 972-429-3160 Office 330A liz.kown@wylieisd.net

Services: WEBtrack, adding money to cafeteria accounts

Counselor

Amy Andrews 972-429-3166 Office 319 amy.andrews@wylieisd.net

Services: Students whose last names begin with L-Z, academic planning, college and career planning, 504 committee

Deidra Winn 972-429-3163 Office 319 deidra.winn@wylieisd.net

Services: Students whose last names begin with A-K, RESULTS process, academic planning

Fine Arts Coordinator/Director of Bands

Fine Arts Coordinator/Director of Bands- Glenn Lambert 972-429-3167

glenn.lambert@wylieisd.net

Nurse

Haley Zinski 972-429-3159 Office 307 haley.zinski@wylieisd.net

Services: Students must submit all medication, prescription and over the counter, to the nurse's office, verification of required immunizations, medical care

Librarian

Vicki Townsend 972-429-3164 Office 302D Vicki.townsend@wylieisd.net

Services: Before and after school computer availability, research, homework help, internet use, issuing permanent ID badges.

Registrar

Buffie Dyson 972-429-3157 Office 319 buffie.dyson@wylieisd.net

Services: Enrolling and withdrawing students, high school transcripts

Student Services

Gayle Armstrong 972-429-3170 Office 108 melissa.stephens@wylieisd.net

Services: Student management, temporary ID badges, tardy violations, dress code, permission to ride a non-assigned bus, request school work for extended absences.

School Resource Officer

Matt Miller 972-429-3190 Office 108 matt.miller@wylieisd.net

Services: Safety and security, investigations of on-campus infractions

WISD Transportation

972-429-2300 <http://www.wylieisd.net/Departments/Transportation/default.wsp>

The Wylie ISD website, under parent resources, has information about bus routes, pick-up and drop-off times, and bus policies. Tutorial buses will be available from Wylie East on Tuesday and Thursday afternoons.

What to do if

you need to see an administrator:

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

- *Principal-Mike Williams 972-429-3150
- *Assistant Principal- A-K Jay Ratcliff 972-429-3172
- *Assistant Principal - L-Z Donna Edge 972-429-3173
- *Campus Athletic Coordinator- Joe Lepsis 972-429-3196
- *Fine Arts Coordinator//Director of Bands- Glenn Lambert 972-429-3167

you need to speak to an Attendance Clerk, Registrar, or Testing Coordinator: If possible, students should visit with these people before school, during lunch, or after school. If the person you wish to speak to is not available you may either leave a voice message or schedule an appointment through the appropriate Student Services'

Attendance- Dalila Bruner 972-429-3154

Registrar- Buffie Dyson 972-429-3157

Testing Coordinator- Kathy Milton- 972-429-429-3150

you need to see a counselor:

If possible, students should visit with these people before school, during lunch, or after school. If a counselor is not available, make an appointment through the appropriate Student Services' Secretary. Students are assigned to a counselor by last names in the following manner:

Counselor- Amy Andrews (L-Z) 972-429-3166

Counselor- Deidra Winn (A-K) 972-3163

you have a question about scholarships:

It is the responsibility of each student and his/her parents to seek information and be

actively engaged in the scholarship application process if he/she is interested in receiving any type of post high school scholarship. You may visit with your counselor about potential opportunities or the following individuals to gain information about specific scholarships. See your counselor in room 319.

you need to see a teacher:

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

you need to see the school 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. Nurse Jordan is located in room 307.

you need to see the school resource officer:

Wylie East High School is very fortunate to have a full-time School Resource Officer (SRO) on duty during regular school hours to assist students as needed. Our SRO is a fully trained and certified police officer for the city of Wylie. Should you need to see the School Resource Officer, please contact him in person, by phone (972-429-3190), or through email, matt.miller@wylieisd.net . Officer Miller is located in room 108

you have been absent:

Students who have been absent for any reason (other than school-related), for any portion of the day, must bring a note to the Attendance Office within 72 hours of returning to school. Students should bring the note to the Attendance Office on the first day back to school whenever possible. This note must include: 1) a signature of a Parent/guardian, 2) reason for the absence, 3) date(s) of absence, 4) a phone number for verification, and 5) the student’s ID number. (See “Attendance” for details.) See Mrs. Bruner in room 305.

you need to leave school:

If a student needs to leave school for any reason, he/she must sign out in the front office. The student must bring a note from a parent/guardian, sign the check out sheet in the front office, and obtain a pass. Failure to sign out will result in an unexcused absence, even if a note is brought the next day. An administrator will assist a student with unexpected emergencies and contact the parent before the student leaves campus. See Mrs. Bruner in room 305.

you have lost a book or personal item:

If you have misplaced a text book, check with the teacher who issued the book to you. Found books will be returned to the teacher. Lost books must be paid for in the Student Services Office Room 108. If you have misplaced a personal item, please contact your teacher and/or your administrator.

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.

you want a transcript of your record:

Transcripts may be requested from the Registrar’s office. All students must allow at least 48 hours processing time. If a student is over the age of 18, the Registrar must have a request in writing, signed by the student in order to release any transcript information. See Mrs. Dyson in room 318.

you need to use the phone:

Students may use phones located in the student services offices, or the main office, to contact a parent. Students must have a pass to use the phone. Phone calls are limited to school business only. These calls must take place during passing periods, unless it is an emergency.

you need to withdraw from school:

Prior to or the morning of your last day of school, report to the Attendance Office before 8:30 a.m. to begin the withdrawal process. A parent/guardian for students under 18 years of age must give permission for the withdrawal. (See “Withdrawals” for details.) See Mrs. Dyson in room 319.

you want a poster or sign displayed:

Students must receive prior approval from an administrator in order to display a club or organization sign or poster. Only signs or posters related to school events or activities may be approved. See Mr. Ratcliff in room 108.

you want a photocopy of some material:

Take material to the library before school, after school or during lunch. Library copier is available for 5 cents a copy. Students are required to follow all copyright laws. This includes electronic media as well as print media.

you need a new ID badge:

Replacement ID badges may be purchased through student services. There is a charge of \$3.00 for each replacement badge and \$1 for each replacement lanyard. Money must be received before the badge will be made. Students must wear a temporary badge while waiting to receive their new badge. See Mrs. Townsend in the Media Center.

you need a VOE form:

Verification of Enrollment Forms are needed for a learner’s permit, a driver’s license, the renewal of your driver’s license, and for driver’s education courses. See an Attendance Clerk for an application for a VOE form. Allow 3 working days for application to be processed. See Mrs. Bruner in room 305.

you have lost items, other than books:

Check with personnel in the main office for lost and found items.

Success at Wylie East High School is based on consistent preparation and hard work. Students should attend tutorials as needed to receive additional academic assistance from teachers. Coming to school each day and being prepared for class is the key to success. If you need help.....ASK!

Teachers, counselors, administrators, and office staff are here to help you with whatever you may need.

WE ARE HERE TO ASSIST YOU

Academic Achievement Awards Guidelines

During the fall of each year, juniors and seniors which meet the following criteria will be recognized at the Academic Achievement and Awards Ceremony. The criteria which are used will be (1) **Grades** During each school year, a student must have a final grade average of 90 or above (85 in Pre-AP or AP courses) in each approved core subject taken (English, Math, Science, Social Studies, and Languages other than English). Only those grades earned while the student is enrolled as a student at Wylie East High School will count toward these awards. **Administration of the program.** The program will be coordinated by the high school principal or designee. **Presentation of Awards.** During the first six weeks of each school year, the school shall certify the list of winners who have met these requirements from the preceding academic year. The awards shall be presented in a public ceremony at the school in the fall to the winners from the preceding year. Only juniors and seniors are eligible for this recognition, which will be based on their sophomore and junior years respectively. **Rule Changes** Amendments or additions to these rules may be made as needed by the Academic Award Committee. Updated rules and guidelines will be included in the *will be placed in the Wylie East High School Student Handbook.*

Admission Requirements

Only students who reside with parents or guardians within the designated boundaries of the Wylie Independent School District may attend Wylie East 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 (under 18 years of age) must complete and sign all enrollment records. Guardians must provide notarized documentation of custody.

Accepting the transfer of second semester seniors and 17 year-old freshmen is not automatic. Each second semester senior will be admitted on a case-by-case basis, as will 17 year-old freshmen students.

New resident students entering Wylie East High School from accredited public, private, or parochial schools must show evidence of such prior schooling.

Students entering Wylie East High School from a private school, a non-accredited school or those who have been home schooled will be required to take Credit by Exam in subjects (in areas where tests are available) in order to receive credits. Students may be placed in a higher-level class, pending the successful completion of the tests listed above; however, no credit will be given until the Credit by Exam has been passed and a grade recorded by the registrar. Only credits given by a public school accredited by the Texas Education Agency or other state educational system will be accepted when a student enrolls.

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

Advanced Placement Examinations

Students that are enrolled in AP courses may be required to take the AP exam for each AP course that they are taking. Students scoring 4 or 5 will be reimbursed for the cost.

Affirmative 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. These procedures are on file in the Superintendent's Office.

Announcements

Daily announcements will be made via the public address system, the closed circuit television, or classroom video projectors. The regular time for announcements is during homeroom/EAST period each school day. Only emergency announcements will be made at any other time.

Any announcement to be made must be written in the form in which it is to be read. The request must be submitted to the Principal's Secretary before 8:30 a.m. It must be signed by a sponsor/faculty member and approved by an administrator.

Assemblies

Assemblies are an integral part of the school program. Behavioral expectations for students in large group activities are exactly the same as those for the classroom. Some guidelines are necessary at all assemblies; these are as follows:

1. Students should take their seats quickly, prior to the start of the program.
 2. Students should give their complete attention once the program has begun.
 3. There should be no whispering, laughing, or general conversation during the program.
- It is very discourteous to read, manicure nails, dress hair, etc. during the program

portion of the assembly.

4. Applause should be courteous and appropriately directed.

Attendance

A. Compulsory School Attendance Law

The state compulsory attendance law requires that a student between the ages of 6 and 18 attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.

B. Truancy/Unexcused Absences

1). Students who are absent from school for the entire day, or any portion of the day, 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 to Friday Night School, or mandatory tutorials, and does not attend will be considered truant.

2). Students who leave campus and fail to sign out and receive proper authorization to leave campus will be considered truant. Absences that occur in conjunction with unauthorized departure from campus will be counted as unexcused.

3). 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 a 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

1). 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 **three (3) class days of the student's return to school.**

This note must include:

1) a signature of a parent/guardian, 2) reason for the absence, 3) date(s) of absence, 4) a phone number for verification, and 5) the student's ID number.

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. Absolutely no class time should be missed while providing documentation for an absence.

D. Late Arrivals

Students arriving to school after 9:20 a.m. must report directly to the Attendance Office, room 305. in order to sign in and receive an admittance pass to go to class. Late arriving students WILL NOT be allowed into class without an Admittance Pass from the Attendance Office.

E. Denial of Credit Because of Absences/Appeals/ Regaining Credit

1. According to state law, students must attend a class for at least 90% of the school days in a semester in order to earn credit in that class. Students who are absent more than 10% of the school days in a semester in any class will be denied credit in that class. A student will be denied credit after the *eighth absence in the fall semester, credit will also be denied after the eighth absence in the spring semester.*

2. Students may appeal the denial of credit. Appeal forms are available in the

attendance office. The petition for regaining credit will be made to the attendance committee of Wylie East High School. Petitions for regaining credit may be filed at any time the student receives notice of credit loss but must be made no later than 30 days after the last day of classes of the school year in which credit was denied. See Donna Edger in room 108.

3. Students who are allowed to regain credit by making up time may attend summer school. Students allowed to regain credit during the regular school year will do so by attending Friday night school, or by special arrangements with an administrator.

F. Absences/Extra-Curricular Activities

1). Students are encouraged to participate in school-sponsored or school-sanctioned extra-curricular activities. Occasionally these activities require that students be absent from class. These absences are considered excused (school-related) and do not require any additional documentation from the student or parent.

2). The district shall not schedule, nor permit students to participate in, an extra-curricular activity or a public performance that would require, permit, or allow a student to be absent from class in any course more than ten times during the school year [Wylie ISD Policy - FM (Legal)]. This rule applies both to UIL activities and those not governed by the UIL.

3). Absences resulting from a student's participation in an organization or an activity not sanctioned by the school may not be considered excused and must have prior administrative approval.

G. Participation on the Day of an Absence

Students who 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.

H. 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 from 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)

I. College Visits

Pre-approved visits to colleges or universities will be classified as excused absences under the following guidelines.

1. A student must request a college day at least 48 hours in advance and their Assistant Principal must approve the request. Forms are available in the attendance office.

2. Proof from a registrar or college official must be brought back to the school the day following the college visit.

3. A student can have no more than two excused college days; a properly documented college visit will not count against the 10% attendance rule (See c, 1). In addition, the student must have a note from a parent or guardian excusing the absence. (Education Code 25.087 TAC 129.21)

4. **College days apply to seniors only.** All other requests will be at the discretion of the student's assistant principal.

5. No college visits will be approved after April 1, 2010.

J. Verification of Enrollment (VOE) Forms

In order to be licensed to operate a motor vehicle in the state of Texas, a student under eighteen years of age who has not obtained a high-school diploma or its equivalent must be currently enrolled in school and meet minimum attendance requirements. A form to verify enrollment and attendance can be obtained in the attendance office and requires a minimum of three (3) working days to process. To qualify for the verification form, a student at Wylie must be in compliance with the 90% attendance rule during the fall or spring semester immediately preceding the date of application for the form.

Procedures for obtaining a VOE form during the regular school year:

1. Request a form from the attendance office before or after school.
2. Within three working days the attendance clerk will have the VOE form ready for pick-up by the student. The form may be picked up before or after school.

Procedures for obtaining a VOE form during the summer:

Requests for VOE forms needed during the summer months should be completed on or before May 29, 2010. Limited personnel are available during the the summer to complete requests for VOE forms made after May 29, 2010. Please allow one week for VOE requests made during the summer.

K. Religious Holy Days

Absences for the purpose of observing religious holy days, including two days for travel, will be excused if the parent/guardian of the student submits a written request for the excused absence.

L. Absence Work Policy

It is the student's responsibility immediately upon returning to school after an absence to ask teachers about work missed and to make arrangements for making it up.

The guideline for making up missed work due to an excused absence is that students are given a minimum of two school days to complete make-up work following excused absences of one to two days. For absences of three to five days students will be given a period of time no less than the number of days absent. For absences of six 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. If there are extenuating circumstances, the teacher and an administrator will determine the timeline for accepting assignments.

If you are absent for an extended period of time and would like a parent to pick-up your work please contact your counselor. Twenty-four hours notice is required to notify teachers and collect make-up work.

A student who is absent and does not provide proper documentation within three class days of 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 20 points

Bell Schedules:

Wylie East High School Regular Bell Schedule

9:00 – 9:48	1 st Period
9:53 – 10:41	2 nd Period
10:46 – 11:34	3 rd Period
11:39 – 12:34	4 th Period
11:34 – 12:04	A lunch (EAST bell rings at 12:01)
12:04 – 12:34	EAST for A lunch
12:39 – 1:34	5 th Period
12:34 – 1:04	B lunch (EAST bell rings at 1:01)
1:04 – 1:34	EAST for B lunch
1:39 – 2:27	6 th Period
2:32 – 3:20	7 th Period
3:25 – 4:15	8 th Period

Wylie East High School Assembly Bell Schedule

9:00 – 9:45	1 st Period
9:50 – 10:35	2 nd Period
10:40 - 11:25	3 rd Period
11:30 – 12:15	4 th Period
11:25 – 11:55	A lunch (EAST bell rings at 11:52)
11:55 – 12:15	EAST for A lunch
12:20 – 1:05	5 th Period
12:15 – 12:45	B lunch (EAST bell rings at 12:42)

12:45 – 1:05	EAST for B lunch
1:10 – 1:55	6 th Period
2:00 – 2:45	7 th Period
2:50 – 3:35	8 th Period
3:35 – 4:15	Assembly

Bus Transportation

The Wylie I.S.D. provides transportation to and from the 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 policy shall be reported to the appropriate assistant principal. Misconduct on a school bus will be reported to an assistant principal on a 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.

Wylie East High School Bus Rules and Expectations

1. Students are expected to follow all directions and requests made by the bus driver.
2. Students must be seated and facing forward any time the bus is in motion.
3. Eating, drinking and littering on the bus are prohibited.
4. Students are to respect others on the bus, including the driver.
5. Yelling, throwing items, and other such behavior which could distract the bus driver, are prohibited.
6. Follow all policies listed in the Wylie ISD Student Code of Conduct.
7. If a student must ride a bus home with another student, both students must submit a note for approval the morning they intend to ride the bus.

Non Bus Students:

All students must be dropped off and picked up in the Parent Drop Off/Pick Up that is located on the Southeast side of the campus.

Students who drive vehicles must park in the south (rear) parking lot behind the gym and must have a valid parking permit in view. For safety reasons, students must enter or exit school from assigned entrances/exits.

Cafeteria

The school cafeteria is operated for the convenience and health of students and staff and not for the purpose of making a profit. Menus are planned by a dietician to meet the

needs of growing individuals. All students are required to eat in the cafeteria whether they buy their lunches or bring them from home. A student must present his/her student identification card to access the lunch credit system or pay cash. 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 of Wylie East High School.

Wylie East High School Cafeteria Expectations

1. Students will sit in their assigned cafeteria level.
2. Students will use appropriate manners while eating.
3. Students will dispose of all trash at their table.
4. Students will remain seated in the cafeteria until the end of their lunch time.
5. Students will ONLY use the restrooms adjacent to the cafeteria.

Food and drink are to be consumed in the cafeteria and ARE NOT to be taken into any other part of the campus.

All guests/visitors must be approved at least 24 hours in advance. Availability of cafeteria seating will be used to determine the number of guests that can be accommodated. WEHS is a closed campus and has the right to deny individuals request. Unaccompanied minors will be refused admittance.

Students are expected to exhibit responsibility and good manners and to help maintain the attractiveness and cleanliness of the cafeteria area. Students must remain in the cafeteria until the end of their lunch period. Instructional areas of the building are off limits to students during their assigned lunch periods.

The student's fourth (4th and 5th) period class determines his/her lunch period.

Care of School Property

Students are held responsible for and must pay for any school property that is damaged. The spirit of the students of Wylie East High School should be against untidiness, destructiveness, and rowdiness. Your cooperation is asked in the building of this spirit.

Electronic Devices

Students are not permitted to use or visibly display electronic devices in the classroom. (example: cell phones, pagers, radios, MP3 players, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school). All electronic devices must be put away and silenced when a student enters the classroom. If a student uses any of these items, or they if they cause a disruption in the classroom, the item will be confiscated by a staff member and turned over to Wylie East High School Security Personnel.

1st offense- Warning

2nd offense – Item is confiscated and the parents are contacted and must pay a \$15.00 fee to retrieve the item.

3rd offense - Item is confiscated. Parent and student must conference with administration and pay a \$15.00 fee to retrieve the item. Student will be assigned 3 hours of Friday

Night School.

Subsequent offenses – Item is confiscated. Parent and student must conference with administration and pay a \$15.00 fee to retrieve the item. Student will be assigned 5 hours of Friday Night School.

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

Cheating/Plagiarism

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

According to the Merriam-Webster Online Dictionary, plagiarism means:

- ~to steal and pass off (the ideas and words of another) as your own
- ~to use (another's production) without crediting the source
- ~to commit literary theft
- ~to present as new and original an idea or project derived from an existing source.

Plagiarism is an act of fraud.

The penalty for cheating and/or plagiarism will be a grade of zero on the work involved for all parties involved. This grade will be recorded in the grade book; the situation will be documented; and a referral will be made to the appropriate assistant principal.

Teacher notification of the student's parents is required.

Class Rankings

(See Course Descriptions and Academic Planning Handbook.)

Class Standing

A student's grade classification is determined by the number of credits completed at the beginning of each school year. Listed below are the credits required for membership in each class:

- *Freshman (9th grade) satisfactorily completed eighth grade
- *Sophomore (10th grade) satisfactorily completed at least 6.0-10.5 credits
- *Junior (11th grade) satisfactorily completed at least 11-16.5 credits
- *Senior (12th grade) satisfactorily completed at least 17-18.5 credits
- *Graduating Senior satisfactorily completed at least 19.0 credits

Closed Campus

The school officials have supervisory responsibility of all students who furnish their own transportation from the time they arrive on school property until they are dismissed for the day.

Bus students are under the supervisory responsibility of school officials from the time they board a school bus until they leave the bus in the afternoon.

Because of this responsibility, it is necessary that all students remain on campus all day, with the exception of certain circumstances that are listed below. Should an emergency arise requiring the student to leave the campus, he/she must have a pass from an authorized administrator or the Attendance Office.

1. In the event that a parent needs to take his/her child off-campus, the parent needs to sign the student out through the front office.
2. Food delivered to students on campus must be left in the front office. Students are responsible for picking food up from the front office. Prior arrangements must be made as notification WILL NOT be sent to the classrooms. Parents may provide food for their students only.
3. Students leaving school during school hours must have a written excuse from their parents. The students must obtain permission to leave from the front office and a record of their leaving must be recorded in that office.
4. Students who leave campus without school permission will face disciplinary action and possible suspension of parking privileges for a specified time.

Clubs/Organizations

Student clubs and performing groups, such as the band, choir, color guard, drill team and athletic teams, may establish rules of conduct and consequences for misbehavior which are more stringent than those for students in general. If a violation is also a violation of school rules, the consequences 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 of the specific consequences of violating the standards.

Club and Organization Regulations

- A. All clubs must operate under a constitution and a set of by-laws, and copies of each constitution and by-laws must be on file in the Principal's Office.
- B. All activities of the club must be under the supervision of the sponsor at all times.
- C. Any student who would like to belong to a club or school organization and would like more information needs to contact the sponsor of that club.
- D. By authority of the Texas Education Agency no social (formal or informal) clubs will be permitted.

Club Officers & Students in Positions of Honor

In order to obtain the best possible student leadership and to prevent interference with scholastic achievement, all students must have the approval of the faculty members before consideration by the students for election or appointment to a student office. Each candidate is expected to be an above average student citizen. The areas suggested to the teachers for consideration and approvals are scholarship, citizenship, dependability, and cooperation. After gaining an office, any student failing to maintain these requirements will be placed on probation for a period of three weeks. A second negative report will result in a removal from the office.

Causes for Disqualification:

Class officers, student council officers, club officers, members of the band, cheerleaders, members of the drill team, National Honor Society (N.J.H.S.), athletes, or any student taking part in extra-curricular activities, may be disqualified from seeking, or removed from holding office or membership for the following reasons:

- A. Suspension from school.
- B. Failure to comply with rules and regulations of the school.

- C. Lack of interest in fulfilling duties of the office.
- D. Lack of cooperation with sponsors.
- E. Violation of the existing club/activity guidelines.

Removal from office will be subject to administrative review.

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 Independent School District Student Code of Conduct for a full explanation regarding unacceptable behaviors and their consequences.

B. Eighteen-Year Olds

All students, regardless of age, will be expected to conform to all policies and guidelines set forth by the school and the WISD Board of Trustees.

C. 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 WEHS Campus Discipline Management system and the WISD 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 or the learning environment will be referred immediately to an administrator. *A citation may be issued by a School Resource Officer, as well as additional school consequences.*

D. Vulgar or Abusive Language

Vulgar or abusive language by students will not be tolerated. Students using abusive language will be referred immediately to an administrator. *A citation may be issued by a School Resource Officer, as well as additional school consequences.*

E. 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 a disciplinary alternative education setting or expulsion from school.* Verbal and/or written threats will not be tolerated.

F. Gang Activity/Gang Related Behavior:

A person commits a felony if the person, with intent to coerce, induces, or solicits 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) Any activity perceived by school administration to be gang related will not be tolerated on campus or extracurricular events.

G. 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(s) notified, and (3) shall be placed in DAEP. Additional action that may be taken include: issuance of a citation, filing of pertinent charges, placement in a disciplinary alternative education setting, or expulsion from school.

H. 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.

I. Theft

Students found guilty of an act of theft will be subject to disciplinary action and prosecution under the law.

J. 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 in a vehicle. Students at school or school-related activities are prohibited from possessing a knife of any kind.

K. Destruction or Damage of Property

Willful vandalism on the part of the students, who damage or destroy building, grounds, vehicles, and equipment owned or contracted for by the district, will be investigated, and if students are 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 accountability includes damage to buses used to transport students to and from school and school sponsored activities.

L. Public Displays of Affection (PDA)

Public display of affection on school grounds or in the building is considered inappropriate. Excessive or repeated displays of affection/personal contact will result in disciplinary action.

M. 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 rule is in accordance with Article 1725 - Regulatory Fireworks Law.

N. Skateboards

Students are prohibited from having skateboards or scooters on campus.

K. Drink Containers

No outside drink containers will be allowed on campus. Once a student arrives all water bottles, cups, cans etc... shall be placed in a trash can. If a student desires to keep a water bottle or drink during the school day, they may purchase a drink on campus or use the water fountains located on campus.

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. Teachers now have direct lines with voice mail and email. Parents may ask the school receptionist for the teacher's direct line and/or email address.

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 (before school, after school, or during conference periods).

In addition, all teacher information including email addresses/phone numbers is available) through the WISD website www.wylieisd.net, under “Parent Resources”.

Computer/Technology/Internet Usage

Students will abide by the Wylie Independent School District’s “Acceptable Use Policies for District Computers, Networks, and Internet.” A copy of the document is available on the Wylie East High School website. Students must have a completed “Student Agreement for Participation in an Electronic Communication System” form on file before being allowed access to the Wylie ISD computer network. *Students who violate the Acceptable Use Policies and/or campus administrative regulations 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.

Counseling

The philosophy of the WEHS Counseling Department is that a supportive school environment best fosters academic achievement and personal growth. Wylie East High School counselors work very closely with all students in academic advisement, career investigations, decision-making and other areas to help students realize their full potential. They also assist students, parents, teachers and the community in crisis situations as they may arise.

When parents have questions or concerns, they should call the school counselor, Amy Andrews, 972-429-3166 or Deidra Winn, 972-429-3163.

Disciplinary Alternative Education Program (DAEP)

Students attending the WISD Special Programs Center are not allowed to attend WEHS functions/events, including athletic events, while placed at DAEP. Students cannot be on WISD school property (other than at The Special Programs Center) while attending DAEP. If a student is in violation of this policy, police notification will be made, and trespassing citations may be issued.

Discipline Management Plan

A. Student Code of Conduct

The 2009-2010 WISD Student Code of Conduct, which specifies in detail expectations and consequences for student behavior, is available on-line at <http://www.wylieisd.net/public/studentservices/2009CodeofConduct.pdf> for every student and his/her parents/guardian to access. Parents and students are to read the Student Code of Conduct and 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 Independent School District’s Disciplinary Management Plan, full copies of which may be found in the Principal’s office, the school library, and the WISD Administration Office. Hard copies are available on request from the WISD Educational Services Center and the WEHS Main Office.

Disciplinary Progression

1. Teacher Consequences

- **Teacher Warning (Verbal and/or Written)**
- **Teacher Assigned Detention (15 Minutes)**

- **Teacher Assigned Detention (30 Minutes) and Parent Contact**
- **Office Referral**

2. Administrator Consequences

- **Loss of Privilege**

Loss of Privilege is a multi-level process. Any loss of privilege including loss of EAST time will be documented.

A. In-School Suspension (ISS)

In-School Suspension hours are the same as the regular school day. Students assigned to ISS are to report promptly to room 103 when they enter the building, with all necessary books and supplies. 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 in ISS prior to the student being allowed to resume regular classes.

Students assigned to In-School Suspension will eat lunch in the ISS Room.

Students will be referred by the ISS Instructor to campus administration for any of the following: profanity, threats, aggressive behavior, sleeping, leaving without permission. While assigned to ISS students may not attend any school event.

B. Lunch Detention

Lunch Detentions are held in room 103. Students assigned a lunch detention must report directly to room 103 on the date and time assigned. Failure to report for lunch detention may result in further disciplinary action.

C. Morning and EAST Detentions

Morning detentions (8:05-8:50 a.m.) and EAST Mandatory Detentions may be assigned at the discretion of an administrator or teacher as a disciplinary consequence. Students will be notified in advance of the exact date, time and location of the detention. Failure to report to mandatory tutorials will be treated the same as skipping a class. All attendance policies will be followed and truancy will be filed when students fail to attend assigned tutorials.

D Friday Night School

Friday Night School hours are 4:15-8:15 p.m. Assignments are made in increments of two and four hours. Students assigned for 2 hours will be released at 6:15 p.m. Students assigned for 4 hours will be released at 8:15 p.m. All school rules will apply. (i.e. dress code, cell phone, ID Badge, etc.). The student should bring sufficient materials to work on during the time assigned. Students assigned for 4 hours should bring a sack supper.

Students not in attendance, asked to leave, or choose to leave early, must serve the originally assigned Friday Night School in its entirety on a future date, as well as being assigned additional consequences. Students who skip assigned Friday Night School WILL NOT be allowed to participate in, nor attend, extracurricular activities that same evening.

E. Out-of-School Suspension (OSS)

Students assigned to out-of-school suspension may not be present on any school campus

F. Disciplinary Alternative Education Program (DAEP)

Based on state and local policy, students may be removed from the regular learning environment and placed in a disciplinary alternative educational program. Students placed in the DAEP are prohibited from being on WISD school property (other than at

The Special Programs Center) and attending WISD functions/events. If a student is found on WISD property, in violation of this policy, police notification will be made, and trespassing citations may be issued.

G. Juvenile Justice Alternative Education Program (JJAEP)

Based on state and local policy, students may be expelled from the regular learning environment and placed in a juvenile justice alternative educational program. Students placed in the JJAEP are prohibited from being on WISD school property and attending WISD functions/events. If a student is found on WISD property, in violation of this policy, police notification will be made, and trespassing citations may be issued.

Distribution of Written Materials

The school yearbook and newspaper are solely under the supervision of the respective sponsors and the principal. No written materials, photographs, posters, pictures, petitions, handbills, films, tapes, or other visual or auditory materials may be circulated, distributed or sold on campus by students or non-students without the permission of the principal. Anyone wishing to distribute such material must submit it to the principal for review and approval. Material not approved by the principal within 24 hours will be considered unapproved.

Dress Code

Students shall be dressed and groomed in a manner that is clean and neat and that shall not be disruptive or a safety hazard to themselves or others. The District prohibits any clothing or grooming that in the administrator's judgment may reasonably be expected to cause disruption of or interference with normal school operations. Grooming includes, but is not limited to, length of hair, color of hair, and appropriate hairstyles. Facial hair must also be well maintained and not disrupt or interfere with normal school operations.

Students are expected to dress within the dress code guidelines anytime they are on campus between the hours of 8:00 A.M. and 5:00 P.M. Head coverings, except for religious reasons, and sunglasses, except for medical reasons, will not be worn in the building.

Standard Dress Policy for Wylie High School Students

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), brown, 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 the Principal)
- *Chain or metal belts
- *Lettering on belts or buckles

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

*Lettering of any kind unless approved by school principal

*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.

*Shoelaces must be tied.

*If socks are worn, they must match each other and be solid brown, black, navy blue, khaki (brown tone) or white.

*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
- *Excessively decorated 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

- *Lettering of any kind unless approved by school principal
- *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, and 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 bodies 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.

Students WILL NOT be permitted to attend class who are NOT in compliance with the WISD Student Dress Code Policy.

Dress Code Violations

Students who are on campus and not in compliance with the WISD Student Dress Code Policy will be referred to an administrator and subject to the following disciplinary consequences:

1) On the first dress code violation, a student will be given the opportunity to get into compliance.

If the violation is corrected, the student will be given a warning and allowed to return to class.

If the student fails to correct the violation, the student will be placed in ISS for the remainder of the day and given a warning.

2) On the second dress code violation, a student will be given the opportunity to get into compliance.

If the violation is corrected, the student will be assigned a three hour Friday Night School and returned to class.

If the student fails to correct the violation, his/her parents/guardians will be notified, the student will be placed in ISS for the remainder of the day assigned a three hour Friday Night School.

3) On the third dress code violation, a student will be given the opportunity to get into compliance.

If the violation is corrected, the student will be assigned a five hour Friday Night

School and returned to class.

If the student fails to correct the violation, his/her parents/guardians will be notified, the student will be placed in ISS for the remainder of the day assigned a five hour Friday Night School.

4) Any subsequent violations of the dress code may result in more serious disciplinary actions, which may include, but not be limited to, assignment in the district's disciplinary alternative education program (DAEP).

Waiver from Dress Code

A parent or guardian of a student may request that the student be waived from the standard dress requirement. In order to exercise this option, the parent or guardian shall provide a written statement explaining his/her religious or philosophical objection to the standard dress requirement and shall submit a completed "Request for Waiver from Standard Dress" form. Waivers will be reviewed by the principal and must be approved before the student can wear alternative dress.

Exceptions from Dress Code

Exceptions are granted for specific items or circumstances rather than for the entire standard dress guidelines. Exceptions will be based on a specific student need rather than a desire to not follow the standard dress guidelines. In order to exercise this option, the parent or guardian shall provide a written statement of the desired exception to the standard dress requirement and shall submit a completed "Request for Exception" form. Exceptions will be reviewed by the principal and must be approved before the student can wear alternative dress.

Dress at Social Activities

At events such as dances, award ceremonies, and prom, students shall wear appropriate attire. Determination of appropriate attire is at the discretion of the administration. Any student deemed to be wearing inappropriate attire by an administrator WILL NOT be permitted to attend the particular event.

Early Release Students

Full time students are required to attend all class periods during the school day. Students enrolled in an approved school Co-op program or upper classman approved for early release should leave the school building by the time the tardy bell rings for the next regularly scheduled class. Work-study students not having to attend work on a certain day for whatever reason should still leave the building and go to a designated place approved in advance by the student and his or her parent. In no instance should a work study student return to the school after their academic day is complete. Loitering in the halls or anywhere on the school campus will not be permitted. Violators may be subject to losing their early release privileges if this happens. Students are strongly encouraged to either be enrolled in an approved Co-op program for credit or remain on campus the full day taking advantage of the many academic and elective opportunities available to them. Any time a student returns to campus, he/she must be dressed within dress code and wearing their student I.D. badge.

East Time (Excellence and Student Tutorials)

EAST is a comprehensive approach to increasing student learning, student recognition, disciplinary compliance, and teacher collaboration. At the heart of EAST is Response to intervention (RTI). RTI is a system of progressive safety nets designed to catch students

when they “slip through the cracks”. It begins at the teacher level with the interventions we already use and creates a series of progressively monitored responses to failures in student learning. (teacher response-classroom intervention-parent contact-referral to RTI team-recommended tutorials-mandatory tutorials-parent contact-good friend program-Mentoring and Structured Studies- parent/student conference with RTI and MASS-Results). Each level of the response tries to correct the student’s learning outcomes. If a student fails to be successful, he is moved to the next level. When they find success a student can exit if the RTI team determines that they no longer need the support.

To support our students in positive behaviors, the EAST program offers a set of progressive privileges. Privileges based upon class. For the 2009-2010 school year the privileges will be freshmen will have a structured homeroom in which organization, note taking, and tutorials will be emphasized. The sophomores will have EAST study hall, or EAST tutorials. The privilege program presents us with the opportunity to provide intervention and enrichment time within the structure of the school day.

The combination of structured intervention and the privilege program gives us a unique opportunity to ensure success for every student. Each part of the program is based upon privileges. Because privileges are given to students, and may be taken away if the behaviors are not meeting expectations.

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.

Exemptions Policy for Semester Exams

All students are required to take a semester exam in each course they are enrolled in for the year. All students who are classified as seniors may be exempt from the exam in a course if he/she meets the requirements listed below. Junior students, who meet the same requirements, will be eligible for exam exemptions during the spring semester only. In order for a student to be exempt from taking his/her exam, the student must complete an exemption application that adheres to the following:

1. The student must have no unexcused absences.
2. The student must not have been assigned to ISS or Friday Night School for disciplinary reasons for more than one day. This is defined as more than one assignment to ISS or Friday Night School, or more than 1 day in an assignment.
3. The student may not have more than 4 tardies per semester in all classes combined.

The above criteria must be met before teachers consider your individual class average attendance, and other criteria listed below.

*The student must have no more than one absence with an 80-89 average or no more than two absences with a 90 or above average. School sponsored absences are within the UIL 10-day limit and do not count against exemptions.

*The student can have no more than two college days and they must be approved before they are taken.

*Exemptions will be determined on an individual class basis.

There will be no opportunities to make up absences for exemption purposes.
*Court appearances will be classified as excused absences and count against exemptions.

*Temporary placement in ISS pending a disciplinary hearing will not count against eligibility for exemptions.

Extra-Curricular Eligibility

The following standards are used for Extra-Curricular participation.

1. A student cannot be absent for extra-curricular participation from class in any course more than ten times during the school year.
2. A student may participate in extra-curricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses. The following are minimum requirements for extra-curricular participation:

Grade 9 - Promoted from previous grade

Grade 10 - Five accumulated credits

Grade 11 - Ten accumulated credits or five credits during the previous twelve months

Grade 12 - Fifteen accumulated credits or five credits during the previous twelve months

3. Any student who receives a grade of less than 70 in a regular class or less than a 60 in an Advanced Placement or core subject area (English, Math, Science, Social Studies, or Languages Other Than English) Pre-Advanced Placement class is ineligible to participate in any UIL/extra-curricular activity.

4. Students may practice with the UIL/extra-curricular group; however, participation in any contest, game, etc. is prohibited. A student may lose eligibility at the end of each six-week period and be able to regain eligibility following the eligibility calendar. If at the end of three weeks following the receipt of a failing grade for the six weeks period, a student is passing all courses, that student may regain his or her eligibility until the end of the current six weeks.

5. WISD will adhere to all TEA/UIL eligibility and participation guidelines.

Family Access

All families are required to utilize the online family access tool. This valuable tool allows parents to view all student information including grades, attendance, lunch accounts and discipline. Additionally, parents can request changes to any student information using family access. Family Access can be located using the following link:

<https://skyview.wylieisd.net/scripts/cgiip.exe/WService=wsFam/fwemnu01.w> All conformation of student information will be conducted using Family Access on-line for the 2009-2010 school year. Computers will be available throughout the academic year at WHS for any parent who does not have computer access. Printed copies of forms and student records can be provided upon written request.

Fees

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, pens, paper, notebooks, etc. Students may be required to pay certain other fees or deposits, including, but not limited to the following:

1. club dues
2. security deposits
3. materials for class projects
4. personal Phys. Ed. or athletic equipment
9. class rings
10. student accident insurance
11. school owned equipment
12. parking permits

- | | |
|---|------------------------------|
| 5. shoes or apparel | 13. student ID cards |
| 6. pictures and yearbooks | 14. lost/damaged textbooks |
| 7. library books | 15. graduation announcements |
| 8. instrument rental, insurance and maintenance | |

Any required fee may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal.

Fire and Disaster Drills

When the fire alarm is sounded, all students should immediately file out of the room and proceed to the designated exit for that room or area. They should walk in an orderly manner, with no unnecessary talking. When students reach the designated safety area, they should stop, face the building, and await further instructions.

Some fire drills may be “Obstructed,” meaning that a school official will block an exit to see how quickly and efficiently students can locate and utilize an alternate exit. When an obstruction is encountered, the first student noticing it should stop, raise his hand and turn around. Each student in the file should repeat this gesture and action, and students should then proceed to the nearest alternate exit. Disaster drills will also be held, during which students should follow directions listed in the Campus Crisis Plan, which is posted in the classrooms. Students should listen and follow instructions given by their teachers and administrators.

Fund-Raising

The Principal must approve any plan or activity used by a class or organization for making money. Only activities, which raise funds through payment of admissions, or in which value is received for money paid, can be used. No advertising will be sold without the approval of the Principal. No approval will be given for individuals to solicit gifts or donations unless pre-approved by the principal and superintendent.

No food items may be sold on campus as a fund raising activity without prior Principal approval. This includes non-school sponsored fund raisers.

Grading Policy

Students are strongly encouraged to maintain their own on-going average in each class through each grading period. Individual course grades at Wylie East High School will be computed according the following guidelines:

Six Weeks Grade

Grade distribution for all courses (except Band, Choir, Theatre, Dance and Physical Education):

$$75\% \text{ Major grades} + 25\% \text{ Minor grades} = \text{Six weeks grade}$$

Grade distribution for Band, Choir, Theatre, Dance and Physical Education:

$$67\% \text{ Major grades} + 33\% \text{ Minor grades} = \text{Six weeks grade}$$

Semester Grade

(Final Grade for one semester courses)

Grade distribution for ALL courses 80% Average of three six weeks grades + 20% Semester exam grade = Semester grade

Final Grade distribution for ALL two semester courses 50% first semester grade + 50% second semester grade = Final grade

A minimum of 2 major assessments and 6 minor assessments are required for each six week grading period.

When letter grades are used, the following conversion table shall be in effect.

1. 90-100 = A
2. 80-89 = B
3. 70-79 = C
4. 50-69 = F. The district shall record a 50 for any average numerical grade earned that is lower than a 50. (19 TAC 75.191)

Grade Point Averages

(See WISD High School Academic Planning Guide)

Grade Point Scale

(See WISD High School Academic Planning Guide)

Graduation Plans

(See WISD High School Academic Planning Guide)

Hall Manners

- *Running in the halls is not permitted.
- *Public Display of Affection (PDA) is not permitted in the hall at any time.
- *Students involved will be sent to the office to see one of the assistant principals.
- *Students out of class and in the halls must get to their destination quickly and not linger in the halls.
- *No food or drinks are allowed in the halls.
- *Excessive noise in the halls will not be tolerated.
- *Students must not delay clearing the academic portions of the building while on their lunch break.
- *This policy includes work-study students and all students leaving the building.

Students are expected to cooperate fully with any faculty/staff member who questions a student's destination.

Hall Passes

No student should leave a classroom during instructional time without a hall pass showing destination, purpose, date and time, and bearing the signature of the sending teacher. If applicable, receiving teachers/staff members should indicate arrival and departure times, and sign the pass. Passes should be written for one student and one

destination only. Any pass should be returned to the teacher who issued it. Passes will be required to use the library during the lunch period.

Harassment

1. Bullying or Taunting Behaviors Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Wylie ISD Student Code of Conduct. Violations may also be referred to the School Resource Officer.

2. Harassment on the Basis of Race, Color, Religion, National Origin, or Disability Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and Wylie East High School employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. Wylie East High School encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or administrator. A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to a Wylie East High School Administrator. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, which may include placement in a disciplinary alternative education program and/or referral to the School Resource Officer.

3. Sexual Harassment / Sexual Abuse- Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a Wylie East High School employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and Wylie East High School employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. Wylie East 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 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.

4. Sex Offender Notification Wylie I.S.D. has a policy that supports the Ashley Law related to sex offender notification. Parents can receive updated information by accessing the WISD website (www.wisd.net). Parents are also encouraged to visit the Texas Department of Public Safety's Website (<http://records.txdps.state.tx.us/>) where complete and up-to-date information on sex offenders can be found. Information may also be accessed in a written request through the WISD Administration Office.

Honor Roll

One of the most important objectives of high school is the development of scholarship. In order to encourage students to put forth their best efforts, an honor roll has been developed distinguishing the academic excellence. Honor Roll qualifications are as follows: "A" honor roll - No grade lower than a 90 in each subject during the six week period. "B" honor roll - No grade lower than an 80 in each subject during the six week period.

Identification Badges Students are required to wear I.D. badges at all times on campus. Students will have identification photos made in the fall semester. These will be used to make student I.D. badges, which will display the student's name, grade, photo and other pertinent information. Students may choose to wear any school appropriate lanyard. Student I.D. badges are used for security reasons, identifying students and non-students, library privileges, purchasing athletic and activity tickets at reduced student prices, accessing lunch accounts, and for many other valid purposes.

Student ID badges MUST be worn above the waist and in plain sight at ALL times while the student is on campus. Replacement ID badges may be purchased through student services. There is a charge of \$3.00 for each replacement badge and \$1 for each replacement lanyard. Payment must be received before the badge will be created and issued. Students must wear a temporary badge while waiting to receive their new badge. Only I.D. badges issued by Wylie East High School will be allowed. Wearing another student's I.D. badge or giving your badge to another student will result in disciplinary action for all students involved. Students may purchase a replacement ID Badge from 8:05-8:35 a.m., in order to avoid disciplinary consequences. Once the school day begins students will be issued disciplinary consequences for not having their ID Badge on campus. **Failure to wear your student I.D. badge will result in a disciplinary referral, issuance of temporary badge, and disciplinary consequences.**

No writing, stickers, designs or defacement of ID badges is allowed; however, if this occurs the ID badge will be confiscated and the student will be required to purchase another badge.

Failure to wear a student I.D. badge or wearing another student's ID badge will result in a disciplinary referral and the issuance of a temporary badge.

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, and rubella; 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.

Incomplete Grades

It is the responsibility of each student to make sure that all work is completed in order to receive a complete six weeks' grade in each subject. If a student has absences and the makeup work has not been turned in or graded by the time grades are due, the teacher will give the student an incomplete in that class.

Any incomplete grade recorded for a student for a six weeks period will be changed to a numerical grade if for any reason the student fails to make up work within the time allotted by the teacher. Any student with an incomplete grade at the end of any six weeks period is ineligible to participate in any UIL activity unless the grade is completed and passing within one week.

Late Work Policy

An assignment will be accepted one day after it is due. The highest possible grade that may be earned on late work is 70%. The assignment must be given directly to the teacher. It may not be placed in a mailbox or under a door.

Retakes of failed or missing tests must be completed within one week of the original test date.

If a student has excused absences the absence work policy described in the student handbook attendance section will be used. If there are extenuating circumstances, the teacher and an administrator will determine the timeline for accepting assignment(s).

NOTE: Pre AP and AP classes may not accept late work.

Lockers

Students will be assigned hall lockers at fall registration. An administrator must approve changes in locker assignments or combinations. Lockers are the property of the school and may be searched at any time by school officials. Students are responsible for the orderliness and cleanliness of their lockers and are subject to repair costs/fines and disciplinary action for damage to lockers.

Lost and Found

Articles found should be turned in to the receptionist in the main office, where they will be kept for approximately two weeks. Students who have lost articles should check with the administration. Articles must be adequately identified before they will be released. It is advisable that students mark their belongings for ease of identification. At the end of each semester unclaimed items will be donated to local charitable organizations.

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 may result if students give prescription drugs to other students. This is a criminal act that may be prosecuted.

Non-prescription medicines such as aspirin, ibuprofen, etc. must also be given to the school nurse in the original container and must be kept in the clinic.

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 most 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 for Disease Control and Prevention: www.cdc.gov and the Texas Department to health: www.tdh.state.tx.us.

Parking/Traffic Regulations

Driving a car to Wylie East High School is a privilege that our school extends to each student. This privilege may be denied if the student does not adhere to parking and driving guidelines. Each student is responsible to read and adhere to the following directions and regulations:

- *Each individual who drives a vehicle (car, motorbike, etc.) to school must register the car and purchase a parking permit each school year.
- * Students must provide proof of insurance, a valid driver's license, and vehicle registration information to purchase a permit
- * The cost of a student vehicle parking permit is \$35 for the year, or \$17.50 if purchased during the second semester. The amount is not pro-rated.
- *Speeding is the most dangerous driving habit that can be exhibited.
- *The speed limit on campus is 10 M.P.H. This speed limit will be enforced daily.
- *Digging out, burning off, spinning tires, or any similar activity will be considered speeding.
- * All yellow marked parking areas are reserved. Students are not to park in reserved areas.
- *Student parking is located in the back parking lot of the school close to the gym and behind the cafeteria
 - *Vehicles must be parked between the two white lines. Any vehicle parked in the reserved areas or improperly parked may be TOWED AWAY. Should a vehicle require towing, it will be done at the expense of the vehicle owner.
- *No student parking in the front circle or the auditorium lot.
- *Absolutely no parking in the fire lanes will be permitted.
- *All of the spaces in the front parking area are reserved for visitors, teachers and office personnel.
- *Student vehicles parked in the front parking lot will be towed.
- *All directional signs such as one way turn, speed limit, stop, etc., must be observed at all times.
- *Students are expected to practice safe and courteous driving habits and to conduct themselves as ladies and gentlemen in their vehicle.
- * No cruising will be permitted on the campus.
- *Vehicles must be parked immediately after being driven on campus.

- *Vehicles are private property. Only the owner of a vehicle should remove any items from the vehicle. Unless the owner of the vehicle is present, no one should be in that vehicle.
- * Students should not sit on other students' vehicles, or loiter near others' vehicles.
- *State Law prohibits the possession of alcohol, tobacco, and drugs in any form, opened or unopened containers, on a school campus.
- *All vehicles must remain locked while unattended.
- *Vehicles operated on school property are not the responsibility of the school, and the school is not liable for damage or theft to/of vehicles. on paved portions of the campus.
- *Students are to operate their vehicle only
- *Vehicles parked on school property are under the jurisdiction of the school.
- *The school reserves the right to search any vehicle if reasonable suspicion exists to do so.

Students who choose not to adhere to the WHS parking/traffic regulations may lose their parking privileges for a specified time.

Permits must be obtained from Mr. Ratcliff in the Student Services, Room 108.

Pep Rallies

The key to a successful pep rally is student participation. With regard to attending pep rallies at Wylie East High School, students should observe the following:

- *Students are to move into the gym as quickly as possible and sit in assigned areas.
- *All students will stand at attention for the Star Spangled Banner and the school song to show respect for the United States and Wylie High School at the Pep Rally.
- *Students should be quiet and attentive when instructions are given; coaches and cheerleaders are making a point, introducing players, etc. Remember that we want to show our Raider teams, their coaches, the drill team, the cheerleaders, and the band that we are behind them 100%.
- *Students choosing to not attend pep rallies will have a study hall in the library/cafeteria during the time of the pep rally.
- * Students who have early release may return to pep rallies if dressed according to Wylie East High School dress code and wearing their student I.D.

Permission to Leave Campus

When students first arrive on the school 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 signing out and receiving a permit from the front office.

Students who know in advance that they will need to leave campus during the school day (doctor's appointments, etc.) must obtain an early dismissal slip from the front office before first period begins. The school nurse will clear students who are injured or who become ill during the day for early dismissal. Leaving for any other reason requires the permission of the campus administration. Students who leave for any reason without the

proper authorization and without signing out in the attendance office will be considered truant.

Pest Control

Pesticides are periodically applied at Wylie high School. For information concerning pesticide application at schools contact Mike Williams at (972)429-3150.

Pledge of Allegiance and Minute of Silence

Texas law requires students to stand and recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. A minute of silence will follow the recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with, or distract others.

Privileges There are a variety of student privileges that exist on our campus that range from parking on campus to attending extra-curricular school-related activities. It is our hope that students would take full advantage of the wide variety of privileges provided. Appropriate behavior during school and at school-related activities is expected and is a prerequisite for accessing student privileges. Any and all student privileges are subject to removal for one or all students for inappropriate behavior. Removal of privileges will be at the discretion of school administration

Removal by Police

Students who are being disruptive and/or refusing to follow the directions 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, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with Wylie ISD Policy FNF (Local).

Schedule Changes

The following criteria will be used to allow for schedule changes:

- * A change is needed because the student fails a required course making necessary a schedule adjustment.
- *A change is needed because the student earns credits during summer school necessitating a change.
- *A change is needed, which enables a senior to graduate in his/her senior year as, opposed to not graduating.
- * A change is needed as a result of a student being elected to or administratively assigned to an activity within the school.
- *A change is needed as a result of a student having a schedule, which is not educationally feasible, i.e. prerequisite not met, etc.
- *A change is needed, in the judgment of the principal that is in the best interest of the student and/or the teacher.

Students who meet the criteria for a schedule change must do so within the first five days of the semester for which the change is being made. Because the Texas Education Agency requires students to be in attendance in a class a certain number of days in order

to receive credit for a course (90% of each semester), there can be no student-initiated changes after this five-day period. In order to request a change in schedule, the student should fill out a "Schedule Change Request Form" and return it to the Counseling Office.

After the student turns in the request form, his/her counselor will review the request and determine if it is possible to change the schedule. Until the counselor officially changes the schedule and the student has been notified, the student is required to go to the classes appearing on the original schedule.

Students are not allowed to stay in the Student Service Office or in the hallways awaiting a change. All students should go to the classes printed on their schedules until they have been notified of the official change. The student may check with his/her counselor or the Student Service secretary the day following the request if he or she has not heard anything.

It is important for students to register for the correct courses in the spring of each year for the following year because teachers are then hired based on the number of students who sign up for a particular course. Any requested change in the fall semester schedule should have been received in the counseling office no later than June 4, 2007. Changes requested after this date may not be possible.

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 After the Five School Days– All request must be addressed to the student's counselor and the following procedures shall be followed before any teacher change is considered.

1. Requests for teacher changes will not be addressed until after the first 2 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 a 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.
9. The teacher change will be made only if the committee members believe that the change will be made in the student's best interest.
10. During the review period, after the request and conferences, the student is expected to implement whatever solutions are recommended; for example, completion of all assignments and attendance of tutoring sessions.
11. Students must follow recommended solutions for there to be any further consideration for a teacher change.

12. If a change is granted, the student will be assigned to another class based on the enrollment and the fewest scheduling conflicts.

The Counselors will honor any request or change for an academic class or class needed for graduation; however, in most instances electives cannot be changed.

Schedule Changes- AP/PAP Classes

1. After the first six weeks, Pre-AP or AP classes **will not** be changed until the end of the semester.
2. After the first six weeks a request to drop any AP/ Pre-AP class must be made in writing and submitted to the counselor. The request must document specific reasons for the change and previously tried resolutions.
3. The counselor will meet with the student and give the student an AP/ Pre-AP exit form.
4. The student will discuss his/her concern (s) with the teacher in a conference setting.
5. The student must attend weekly tutorial sessions for the remainder of the semester.
6. Parents will conference with the teacher regarding the request.
7. The teacher will return the completed form to the counselor.
8. The committee will confer and make a recommendation regarding the requested change. The change will be made only if the committee members believe that the change will be in the student's best interest.
9. If a change is granted, the student will be assigned to another class the following semester based on enrollment and the fewest scheduling conflicts.

Pre-AP and AP courses must be started at the beginning of the year and cannot be entered the second semester.

School Functions

All provisions of the Student Code of Conduct will be applicable at school events held outside the regular school day. Guests are expected to observe the same rules as WEHS students attending the event, and the person inviting the guest will share responsibility for his/her conduct. Students may be asked to sign out when leaving an event early and no one leaving early will be readmitted.

School Resource Officer:

A School Resource Officer is available at the Wylie East High School campus. 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 WEHS students participate. The following regulations govern trips:

*Students must travel to and from school-sponsored activities only on transportation provided by the school (Written requests for exceptions must be submitted by parent/guardian before the trip to the activity sponsor, who may approve or disapprove.)

*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.

* Students are subject to all provisions of the Student Code of Conduct during school-sponsored travel.

*Students must observe all rules of safety during school-sponsored travel. Students must be accompanied and supervised by, officially designated school sponsors or designees on all trips.

*Students making any kind of school-sponsored trip are required to obtain waivers signed by a parent/guardian. Sponsors will provide the forms.

Social Activities/Dances

Organizations desiring to schedule social activities must have the sanction of their sponsors and the approval of the principal. All dates must be scheduled on the official school calendar. Such activities should be limited to Fridays or Saturdays. School dances are scheduled periodically for the enjoyment of WEHS students. Student IDs are required for admission. **Only students from WEHS will be allowed to attend.** Please see the dress code requirements for school dances and student recognition ceremonies.

Solicitation

There shall be no solicitation except for approved activities, sanctioned by the Superintendent and the Board of Trustees. Each solicitor must report to the building Principal before seeing a teacher or sponsor.

Special Programs

Wylie East High School provides comprehensive special programs for all students. These 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.

Gifted and Talented

High school students identified as gifted and talented are served through Humanities I and II classes, as well as Pre-AP/AP classes. Parents who feel that their child might qualify for this program should contact their student's counselor.

Limited English Proficient (LEP)/ English Language Learners (ELL)

Students who are Limited English Proficient (LEP) / English Language Learners (ELL) may qualify for services under the English as a Second Language (ESL) program. The Wylie East High School ELL Coordinator. (972)429-3150.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a broad based civil rights 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 Federal financial assistance..."(29U.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:

WISD Dyslexia/504 Coordinator - - Lexie Barefoot 972-429-3079

WEHS Campus 504/Special Education Coordinator – Jay Ratcliff 972-429-3172

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 system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that is available to all students.

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 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 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent. 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 will include 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 is WHS Campus Special Education Coordinator Jay Ratcliff (972)429-3172.

Student Council

The purpose of the Student Council is to promote better cooperation in extracurricular activities; to establish higher standards of character, leadership, scholarship, and school spirit; to create a more harmonious relationship between students, faculty and administration; and to provide an outlet for student opinion. The Council meets weekly. Student Council representatives serve as the voice for WHS students.

Students must maintain passing grades in all courses in order to be eligible for an officer position. Elections for Student Council officers will be held each spring with students elected taking office in the fall. Applications will be reviewed for students who desire to run for office.

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. The principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated.

Parents of students in the Wylie Independent School District do have the right to see their children's records. Students may request to see their grades at any time.

In cases involving divorced parents, both shall have the right to review the student's records, unless the court has specifically removed such right. The assignment of custody of the child (children) to one parent does not automatically preclude the other parent from examining the records.

Directory information will be provided to whoever requests it unless the parent/guardian objects in writing to the release of any or all of this information within ten school days of the date this handbook is issued.

When there is a change in pertinent information on student records (address, telephone number, name of parent or legal guardian, marital status, emergency medical information, etc.), it is the responsibility of the student and/or parent to notify the school office immediately.

Tardy Policy

Students not in their designated classrooms when the tardy bell rings will be considered tardy. The passing periods are five minutes, which allows ample time for students to travel from class to class and be there on time. Students who arrive to their classroom after the tardy bell sounds WILL NOT be admitted directly to class. The tardy student must go to Student Services and receive a pass to be admitted to class.

Tardies will be tracked through Student Services and will be cumulative for all classes. Beginning with the 7th tardy, students will be assigned disciplinary consequences for being late to class that will range from Friday Night School to ISS. Students who are excessively tardy may be referred for placement to the disciplinary alternative education program (DAEP).

A tardy of more than twenty minutes will be considered an absence. ISS will be assigned if Friday school is missed for tardy referrals.

Telephones

Office and classroom telephones are for school business only and may be used by students only for emergency purposes. Passes to make an emergency call must be obtained from a staff member. In no case is the making of a routine, non-emergency call a reasonable excuse for missing class or being tardy to class. Students must receive pass and sign the phone log in Student Services in order to make a phone call.

Re-Testing Policy

The teacher will determine if a test retake is necessary. A student will be permitted to re-take an exam under the following conditions:

1. The student must have no zeros on daily assignments
2. The student must attend at least one tutorial session before he/she attempts the re-take test
3. The maximum grade a student may receive for a re-test is a 70%.
4. The retake must be completed within the first week following receipt of the original, graded test.

**Pre Advanced Placement classes may not allow test retakes.*

Textbooks

Textbooks are the property of the State of Texas. Students are responsible for the security and care of the textbooks issued to them. All textbooks should be covered. Teachers will conduct periodic inspections to check for lost or damaged books. Fines

will be assessed for damages and students who have lost books must pay the full replacement cost of the lost book before a new one will be issued. If a textbook is not issued a parent may request a textbook be issued to their student. Please contact your child's Assistant Principal to obtain the textbook.

Tutorials (Mandatory)

Teachers may assign mandatory tutorials before/after school or during EAST Time. If a student receives a mandatory tutorial, they are expected to attend. Disciplinary action by an administrator may result if a student fails to attend a mandatory tutorial. Students that fail to attend mandatory tutorials may be considered truant and charges filed with the court.

Tutorials (Voluntary)

As required by House Bill 72, Wylie East High School will offer tutorials for students needing help in their academic classes. These voluntary tutorial sessions are provided for the students from 8:15 a.m. to 8:50 a.m. and during EAST Time daily.

Valuables

Students are cautioned not to bring large amounts of money or valuable items of personal property to school. Students, not the school district or school officials, are responsible for their own possessions. Items of value should never be left in lockers or classrooms.

Video Recording of students

For safety purposes, audio / video equipment will be used to monitor student behavior on buses and throughout the campus.

Visitors/Volunteers

Volunteers are an important part of the campus. Volunteers provide service and support for both students and teachers. WEHS campus is committed to the partnership between parents and the school community.

The campus principal is directly responsible for campus volunteers. The campus principal will assess the need for volunteer services and will determine the schedule and assignments for volunteers at his/her school.

- All campus volunteers must complete a criminal background check and successfully pass the background check before volunteering on any Wylie ISD campus. **This must be completed each year prior to the volunteer working on the campus.**
- Volunteers may be assigned in the same classroom as his/her child. However, this type of assignment must be approved by both the campus principal and the classroom teacher.
- Campus volunteer activities include the following: material preparation, assisting on field trips, and assistance for classroom and/or campus celebrations/special events.
- Volunteer activities/assignments may **not include** duties which compromise the privacy of student academic records, student data, or information regarding services to students. Additionally, volunteer activities which take place in the

main office may not include any activity where student or parent information is compromised. The Family Rights and Privacy Act (FERPA) requires procedures that protect the privacy of the students' educational records, services to the student, and parent/family information.

- If any concerns arise regarding volunteers, the principal will make the final determination as to whether the volunteer assignment continues or whether the volunteer assignment on campus is limited.
- All volunteers must attend a training session provided by the campus and sign a confidentially statement prior to serving as a volunteer.

Parents/community members who wish to volunteer should not be confused with a request to visit a classroom for observation purposes. If a parent requests a visit to the classroom to observe his/her child, this observation must be pre-approved by both the principal and the teacher since visitors in the classroom are disruptive to many students. The classroom visit should be limited to no more than one hour and to one observation per semester per teacher.

In the secondary grades, the visit should be limited to no more than one hour and to one observation per semester, per instructor.

Withdrawals

Students wishing to withdraw from school must furnish verification by a parent/guardian that they are to be withdrawn. A student withdrawing should report to the Registrar Office at the beginning of the last full day they are in school. The student will be issued a withdrawal slip that must be signed by each teacher. The teacher will record on the withdrawal form the student's grade at the time of withdrawal. After the student has obtained the signatures of each of his/her teachers, the withdrawal form must be signed by the school librarian, a WEHS administrator, the cafeteria manager, and a counselor.

A Counselor will conduct an exit interview with each withdrawing student to determine future educational plans or plans after leaving Wylie East High School. Following the exit interview by the Counselor, the student should return the completed Withdrawal Form to the Registrar for final clearance. The Registrar will then sign it and give a copy to the student. No record of credits earned will be forwarded to a new school until all obligations have been met.

Students who withdraw from Wylie East High School must enroll in another school within five (5) days, or truancy charges may be filed.

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

Wylie East High School Student Handbook Appendices

- **Request for Exception to Standard Dress form**
- **Request for Waiver from Standard Dress form**
- **WISD Student Code of Conduct link**

<http://www.wylieisd.net/public/studentservices/2009CodeofConduct.pdf>⁴⁹

Wylie ISD Request for Exception to Standard Dress 2008-2009 Name of parent/guardian _____

Student Name _____ Grade Level _____

Address _____

_____ Street
City Zip Code Telephone _____ School Student Attends _____

_____ I certify that I am the parent or legal guardian of the student named above. I am requesting an exception from the standard dress policy for the following rule: The reason for this request is based on the following student need: **I understand that if this exception is granted my child will still be required to follow all other standard dress policy rules.** _____

_____ Parent Signature Date _____

Administrator Signature Date of Meeting Exception: Granted _____ Denied _____

Date _____ 50

Wylie ISD Request for Waiver from Standard Dress 2008-2009 Name of

parent/guardian _____ Student

Name _____ Grade Level _____ Address

_____ Street City

Zip Code Telephone _____ School Student Attends

_____ I certify that I am the parent or legal guardian of the student named above. I choose not to have my child comply with the student standard dress code adopted by Wylie ISD. I hereby request a waiver from the standard dress code requirement on behalf of the above named student. I understand that this waiver is for the current school year only.

The reason for this wavier is based on the following religious or philosophical grounds: **I**

understand that if this waiver is granted my child will still be required to dress in accordance with the standards set out in this policy under the alternative/interim dress code. _____ Parent

Signature Date _____

_____ Administrator Signature Date of Meeting Waiver:

Granted _____ Denied _____ Date _____ Page 1 of 251

Will the Parent/Guardian applying for the waiver please answer the questions below:

1. Have any of your children been a member of the following: a. Girl Scouts or related clubs
Yes No
- b. Boy Scouts or related clubs Yes No
- c. Organized, non-school softball or baseball Yes No
- d. Organized football or drill team Yes No
- e. Organized volleyball, basketball, soccer Yes No
- f. Organized, non-school cheerleading Yes No
- g. Organized, non-school dance or gymnastics Yes No
- h. Organized, non-school karate or marshal arts Yes No
- i. Other _____ Yes No

Was a standard uniform or attire associated with this activity? Yes No

2. Have any of your children been a member of the following school organizations: a. Team Sports Yes No
- b. Individual Sports or physical education program Yes No
- c. Club: _____ Yes No
- d. Drill team, Cheerleading, Dance program, or Step Team Yes No
- e. Fine Arts Program Yes No
- f. ROTC Yes No
- g. Other similar school activity or program Yes No

Was a standard uniform or attire associated with the activity? Yes No

3. Has your child worked at a business or for an individual

where standard attire was required? Yes No

4. Have you or your spouse worked at a business or for an

individual where an expectation for dress was required? Yes No

5. Have you, your spouse, or your child participated in a church

or church-related activity where robes or other attire was standard or uniform for the participants? Yes No

6. Have you, your spouse, or child participated in an activity

such as a bowling league, softball team, or civic club where attire was standardized for participants? Yes No _____

Signature of Parent or Guardian Date Page 2 of 2