

WYLIE HIGH SCHOOL STUDENT HANDBOOK

Addendum
2023 - 2024



Wylie High School
2550 W. Hwy 544
Wylie, Texas 75098
(972) 429-3100



WYLIE HIGH SCHOOL

Dr. David Vinson
Superintendent

Brian Alexander
Principal

Dear Wylie Pirate Students and Families,

It is a pleasure to be your principal/captain for the 2023-24 school year. Wylie High School is a special place filled with amazing educators, students, and volunteers. We are looking forward to a fantastic school year. You'll see below

"Know Yourself"

It is important to know our strengths, challenges, goals, and what makes us happy. The combination of these items defines our journey. I have a hope that each student will find their purpose and eventually reach their full potential.

"Know Your Worth"

Your life has the same value as mine or anyone else's within this building. Whether we agree or disagree on any given topic, life has value.

"Know That We're Better Together"

My mission each day I enter these hallowed halls is to try to understand people so I can take better care of them. I work in service to this campus. However, I am a flawed individual. I am only made better by my experiences with staff, students, and parents each day. Learning from all of you allows me to elevate my service. Because I know the importance of having the support of others, I expect everyone to have the mindset of taking care of each other and this building.

Know Yourself. Know Your Worth. Know That We're Better Together

Brian Alexander
Principal
Wylie High School



Wylie High School Mission Statement

Provide an ENVIRONMENT where ALL students and staff LEARN, and reach their full potential.

Wylie High School Action Statement

The staff of Wylie High School will promote and encourage student success through:

- building positive relationships with students, parents, and community members
- engaging students in quality lessons
- modeling behaviors that we expect to see in our students

Wylie High School Organizations

Academic Decathlon	Healthy Lives Healthy Minds
African Student Organization	HOSA (Health Occupation Students of America)
AHMO Bowmen	International Thespian Society
AHMO Steppers	JROTC
Art Club	Multicultural Student Organization
Asian Student Association	Muslim Student Association
Baking Club	National Art Honor Society
Best Buddies	NHS (National Honor Society)
Book Club	NTHS (National Technical Honor Society)
Bowling Club	Pacesetters
Business Professionals of America (BPA)	Prom Planning
Chess Club	POLICE Club
Creative Writing Club	Robotics
Debate Team	Science Club
D&D Club	Skills USA
DECA	Society of World Languages
FCCLA	Spanish Club
FCS (Fellowship of Christian Students)	Student Athletic Trainers
FFA	STUCO (Student Council)
FOR (Friends of Rachel)	TAFE (Texas Association of Future Educators)
French Club	The 544 Culinary Crew
Gaming Club	UIL Academics
GSA	Yearbook- The Legend

School Song

Hail to our great Wylie
We honor your name
Pride will be our motto
On our road to fame.
So glory to the Pirates Symbol of the best.
Long wave maroon and white We will stand the test.
We cherish Wylie High
The symbol of the best!

Fight Song

Pirates Fight!
Pirates Fight!
Pirates fight for maroon and white.
Pirates Fight!
Pirates Fight!
And we'll show them the Pirates' might.
Pirates Fight!
Pirates Fight!
And the Pirates will come out best.
Hail, Hail
The gang's all here
And it's goodbye to all the rest!
Pirates Fight!
Pirates Fight!
Yay Pirates Fight!

School Colors

Maroon and White

School Mascot

Pirate aka: Pete the Pirate

Contact Information

Administration:

Students are assigned to assistant principals by alphabet of their last name.

Principal	Brian Alexander	972-429-3105
Associate Principal	Leslie Coble	972-429-3127
Assistant Principal A-C	TJ Fields	972-429-3119
Assistant Principal D-H	Chad Ghormley	972-429-3132
Assistant Principal I-Ne	Ingrid Goslin	972-429-3137
Assistant Principal Ng-Sh	Katie Morales	972-429-3131
Assistant Principal Si-Z		972-429-3136
Assistant Principal Attendance/Truancy	Tammie Sullivan	972-429-3126

Counselors:

In non-emergency situations, students should visit with counselors outside of class time. If a counselor is not available, make an appointment through the Counseling Secretary. Students are assigned to counselors by alphabet of their last name:

Counselor A-C	Shannon Dozier	972-429-3124
Counselor D-H	Terri Christensen	972-429-3129
Counselor I-Ne	Donja Freeman	972-429-3133
Counselor Ng-Sh	Donathan Melton	972-429-3144
Counselor Si-Z	Emily Whittle - Lead Counselor	972-429-3128
Freshmen Counselor A-K	Cynthia Hill	972-429-3134
Freshmen Counselor L-Z	Anna Reck	972-429-3113
Student Support Advocate A-K	Dr. April Miller	972-429-3148
Student Support Advocate L-Z	Lori Chapman	972-429-3139

Office Staff:

Principal Secretary	Amy David
Attendance	Melissa Sellers
Attendance	Susan Trevino
Registrar	Carla Blatney
Registrar	Valerie Scott
Assistant Registrar/Gradebook	Becky Gournay
Testing Coordinator	Dr. Bill LeNeveu

Additional Personnel:

Athletics Coordinator	Jimmy Carter	972-429-3146
Athletics Coordinator	Heather Damron	972-429-3101 ext 7928
Fine Arts Coordinator	Todd Dixon	972-429-3118
Student Nutrition Manager	Shannon Madler	972-429-3110
School Resource Officer	Shane Varner	972-429-3140
School Resource Officer	Willie Wilkins	972-429-3149

General Information

Absences:

Students who have been absent for any reason (other than school-related) and for any portion of the day, must bring a doctor or parent note to the Attendance Office within three school days of returning to class or parent notes may be submitted through Skyward under Family Access and the Attendance tab.

All notes must include:

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

No phone calls or emails can be accepted in order to excuse a student absence. Notes may be verified for authenticity. Any note that is found to be forged may result in disciplinary action.

Academic Intervention:

The steps of intervention are academic strategies and programs designed to promote and assist with student success. The following intervention strategies provide escalating levels of support for all WHS students:

- A. **Student/Teacher/Family Communication** - To ensure the success of all students, communication between students, families, and classroom teachers is imperative. This is the first level and most important level of academic support for students. Please refer to Skyward for student grades. Teacher websites are a great resources for tutorial information for each specific teacher.
- B. **Tutorials** - tutorials are provided for students needing help in their academic classes. Tutorial sessions are provided for students from 8:20 a.m. to 8:50 a.m., lunch, and after school. Each teacher will set their own schedule and notify students of changes. Additional tutoring is available on Tuesday and Thursday afternoons from 4:30 to 6:30pm in the library for all core subjects and foreign language.
- C. **Testing Center** – A Testing Center is available before school, after school, and during lunch for students to make up or retake tests. Students should coordinate with their teacher so the test will be available when needed.

Attending Extracurricular Events

Students are expected to positively promote Wylie High School while attending extracurricular activities and events.

- A. While in the designated student sections, rails and walkways must be kept clear of students.
- B. Students may be removed from an event for
 - a. Throwing items
 - b. Refusing to follow the instructions of district and/or event personnel
 - c. Using language considered as profanity
 - d. Inciting violence against another person
 - e. Any offense that can be classified as criminal (vandalism, physical altercation, etc.)

Please refer to the Wylie ISD student code of conduct for other prohibited behaviors.

- C. **Students Removed For Behavior**
 - a. Any student who has to be removed by Wylie ISD administration, security, event personnel, and/or law enforcement from the stands or seated areas for disciplinary reasons will not be able to attend any Wylie High School extracurricular event in which they are not participating for the rest of the semester.

- b. If a student is removed from a Wylie High School event twice during the current school year, they will not be allowed to attend events in which they are not participating for the remainder of the school year.
- c. Upon a third offense within 365 days, the same student will not be able to attend a Wylie High School extracurricular event in which they are not participating for the remainder of their time at Wylie High School.

Behavior removal may also result in campus discipline and/or law enforcement action based on severity and pending the outcome of an investigation.

Bell Schedules:

Bell Schedule		Activity/Pep Rally Schedule	
Class	Time	Class	Time
0 Hour	8:00 - 8:50 am	0 Hour	8:00 - 8:50 am
1st period	9:00 - 9:49 am	1st period	9:00 - 9:42 am
2nd period	9:55 - 10:50 am	2nd period	9:48 - 10:35 am
3rd period	10:56 - 11:45 am	3rd period	10:41 - 11:23 am
4th period	11:51 am - 12:40 pm	4th check-in	11:29 - 11:35 am
Lunch	12:40 - 1:40 pm	Pep Rally	11:41 am - 12:11 pm
5th period	1:40 - 2:29 pm	4th period	12:17 - 1:00 pm
6th period	2:35 - 3:24 pm	Lunch	1:00 - 2:00 pm
7th period	3:30 - 4:20 pm	5th period	2:00 - 2:42 pm
		6th period	2:48 - 3:30 pm
		7th period	3:36 - 4:20 pm

Cheating/Plagiarism

Cheating is 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:

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

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 and the situation will be documented. Teacher notification to the student's parents is required.

Check Out Procedures

When students first arrive on the school campus, they are considered 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 attendance office. As an exception, juniors and seniors have the privilege of leaving campus during lunch period.

School officials have supervisory authority of all students while on school property (including school transportation). To ensure the safety of all students, it is necessary they 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. Students leaving school during school hours must have a written note from their parents, which must be turned into the attendance office within three days. The students must obtain permission to leave from the front office and a record of their leaving will be recorded in that office.
3. Students who leave campus without school permission may face disciplinary action and possible suspension of parking privileges for a specified time.
4. All visitors are required to report to the main office and obtain a visitor's pass. No one without authorized business is allowed to remain in the building or on the school campus.

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.

Clubs/Organizations/Performing Groups

Student clubs and performing groups, such as the band, choir, and drill and athletic teams, may establish rules of conduct, and consequences for misbehavior, that 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 standards that are more stringent will be notified of the standards of behavior and of the specific consequences of violating the standards.

Club and Organization Regulations

1. All clubs must operate under an approved constitution and by-laws. Copies of each approved constitution and by-laws must be on file in the Principal's Office.
2. All activities of the club must be under the supervision of the sponsor or designee at all times.
3. Any student who would like to belong to a club or school organization and would like more information should contact the sponsor of the club.
4. Authority of the Texas Education Agency will permit no social (formal or informal) clubs.

Club Officers and 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.

Class officers, student council officers, club officers, members of the band, cheerleaders, members of the drill team, National Honor Society (N.H.S.), athletes, or any student taking part in extracurricular activities, may be disqualified from seeking or 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 club or organization office will be subject to administrative review.

Code of Conduct

[Link](#): click the link to view the full WISD Code of Conduct.

Disciplinary Progression

- A. Teacher Consequences
 - 1. Teacher Warning (Verbal and/or Written)
 - 2. Teacher Assigned Detention (15 Minutes) and Parent Contact
 - 3. Teacher Assigned Detention (30 Minutes) and Parent Contact
 - 4. Office Referral
- B. Administrator Consequences
 - 1. Loss of Privilege
 - a. Loss of Privilege (LOP) Detentions are assigned at the discretion of an administrator as a disciplinary consequence. LOP consists of a 50 minute detention during their lunch period. Students have the opportunity to purchase or bring their lunch.
 - 2. In-School Suspension (ISS)
 - a. Students assigned to ISS are to report promptly to room 233 at 9:00 a.m. with all necessary supplies.
 - b. Students are prohibited from using cell phones while serving ISS
 - c. Failure to report to ISS may result in additional ISS time or additional consequences.
 - d. Failure to follow WISD dress code during ISS time will result in additional days of suspension.
 - e. Students in ISS understand the rules are more restrictive as it is a discipline situation.
 - f. Students assigned to ISS eat lunch in the ISS Room.
 - g. The timeframe for an ISS assignment is 9:00 a.m. to 4:20 p.m.

3. Out of School Suspension (OSS)

- a. In certain situations, as deemed appropriate by an administrator, students may be suspended from school for up to three consecutive days.
- b. During an out of school suspension, students are prohibited from being on any WISD property and attending WISD activities or events.

4. Disciplinary Alternative Education Program (DAEP)

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

5. Juvenile Justice Alternative Education Program (JJAEP)

- a. Based on state and local policy, students may be expelled from the regular learning environment and placed in a juvenile justice alternative educational program.
- b. 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.

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

Distribution of Materials

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 appropriate administrator for review and approval prior to distribution.

The school yearbook is solely under the supervision of the respective sponsor and the principal.

Dress Code

[Link](#): Please use the link to view the full dress code. Students are encouraged to wear College Spirit shirts on Thursday. Students who join PTSA are permitted to wear Wylie High School spirit wear and club shirts any day of the week.

ALL secondary students in WISD are required to wear student identification badges. The badge must be visible at all times.

[What Pirates Wear](#)- quick reference guide to dress code.

For medical dress code waivers please contact your student's assistant principal or visit office 240.

Dress Code Discipline

- 3rd Offense - Loss Of Privilege (50 minute lunch detention)
- 4th Offense - Loss Of Privilege (50 minute lunch detention)
- 5th Offense - Loss Of Privilege (50 minute lunch detention)
- 6th Offense - Loss Of Privilege (50 minute lunch detention)
- 7th Offense - Loss Of Privilege (50 minute lunch detention)
- 8th Offense – Half Day ISS
- 9th Offense – Full Day ISS

Students, who cannot get into dress code by calling parents or with the assistance of the ISS room, will be placed in ISS for the day.

Early Release Students

Full time students are required to attend all class periods during the school day. Upperclassmen approved for early release **must** leave the school building, or report to a designated area by the time the tardy bell rings for the next regularly scheduled class. Disruptive behavior in the halls, during early release time, or anywhere on the school campus will not be permitted to stay at school, and may result in a schedule change to remove early release periods. *Anytime a student returns to campus during regular school hours, they must be dressed per the WISD dress code.*

Electronic Devices

Including But NOT Limited To Cell Phones, Tablets, Smart Watches, Video Gaming Devices

The use of electronic devices are not allowed in class without approval from the teacher. Students may use electronic devices before and after school, between passing periods, and during lunch at will. This privilege will be revoked at any time based on safety and needs at the school. Teachers may allow their use for class purposes. Students violating this will be sent to their assistant principal where the device will be confiscated. Students will be required to pay a \$15 fine to have their cell phone or electronic device returned. It will not be returned in any case until the end of the school day. Further discipline will be assigned as necessary.

Extracurricular Eligibility

The following standards are used for Extracurricular participation.

1. A student may participate in extracurricular 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:
 - a. Grade 9 - Promoted from previous grade
 - b. Grade 10 - Five accumulated credits
 - c. Grade 11 - Ten accumulated credits or five credits during the previous twelve months
 - d. Grade 12 - Fifteen accumulated credits or five credits during the previous twelve months
2. Any student who receives a grade less than 70 in a regular class is ineligible to participate in any UIL/extracurricular activity.
3. Students may practice with the UIL/extracurricular group; however, participation in any contest, game, etc. is prohibited. A student may lose eligibility at the end of each grading 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 from the grading period, a student is passing all courses, that student may regain his or her eligibility until the end of the current grading period.
4. WISD will adhere to all TEA/UIL eligibility and participation guidelines.

Fundraising

The Principal (or principal designee), must approve in advance any plan or activity used by a class or organization for generating revenue. 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 fundraisers.

Grades

Wylie ISD Grading Policy

- Students will receive a minimum of 9 minor grades and 3 major grades during each nine week grading period.
- Major grades will count 60% of a student's nine week grading period average. Minor grades will count as 40%.
- Semester exams will not be administered.
- If a student is absent, a zero for missing assignments will be placed in the gradebook until the grade is completed.

Calculating Semester Grades for Average Pass

- Grades for full year long courses will be determined using the following criteria:
 - Semester 1 = the average of Term 1 and Term 2
 - Semester 2 = the average of Term 3 and Term 4
 - Final Grade = the average of semester grades
- Grades for semester courses will be determined using the following criteria:
 - Semester 1 = the average of Term 1 and Term 2
- Any final grade above a 70 earns a student a credit. Partial semester credit can be earned.

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, the receiving staff member should indicate arrival and departure times and sign the pass. Passes will be written for one student and one destination only. Hall-passes should be returned to the teacher who issued it.

Identification Badges

- A. Students are to have ID badges at all times on campus. Students will receive identification badges in the Fall semester. ID badges, which will display the student's name, grade, photo and other pertinent information.
- B. Student ID badges are used for a variety of reasons; identifying students and non- students, library privileges, purchasing athletic and activity tickets at reduced student prices, accessing lunch accounts, admission into student designated sections at athletic events, etc.
- C. Students may not deface, decorate, or alter in any way their school issued student ID badge. Students are required to purchase a replacement badge as deemed appropriate by school personnel.
- D. Replacement ID badges may be purchased in the library. There is a charge of \$3.00 for each replacement badge. Payment must be received before the badge will be created and issued.
- E. Only I.D. badges issued by Wylie High School are allowed. Using another student's I.D. badge or giving your badge to another student may result in disciplinary action for all students involved.
- F. Badges must be worn visibly at all times. Lanyards are provided, if lost, replacement lanyards may be purchased for \$1 in the library.

Lockers

Students may request use of a locker through the counseling office. 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 into the Lost and Found Box, located across from the library. 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.

Lunch

A. On-Campus Lunch

The school cafeteria is operated for the convenience and health of students and staff and not for making a profit. Menus are planned by a dietician to meet the needs of growing individuals. 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 online through the Wylie ISD website.

Wylie High School Lunch Expectations

1. Students will use appropriate manners while eating.
2. Students will dispose of all trash.
3. Failure to comply with requests/directives from staff may result in restriction to specific areas of the building for lunch or disciplinary action.

B. Off-Campus Lunch (Junior and Senior Privilege ONLY)

The privilege of leaving campus for lunch is reserved for students who are classified as juniors and seniors and present a current school year identification badge.

Nurse

Students must report to their scheduled class and obtain a pass from their teacher to visit the nurse. If you must take medicine at school, please contact:

Nurse Crista Vila

972-429-3109

Parking/Traffic Regulations

Driving a car to Wylie 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:

- A. 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.
- B. Students may not loiter in the parking lot or return to vehicles during the school day without permission from an administrator.
- C. 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 prorated.
- D. Speeding is a dangerous driving habit that can be exhibited. The speed limit on campus is 10 M.P.H. This speed limit will be enforced daily.
- E. Reckless driving of any kind is prohibited on school property.

- F. All reserved parking is clearly marked. Students are not to park in reserved areas. Student parking is located in the back parking lot of the school.
- G. Vehicles must be parked between the two white lines. Any vehicle parked in the reserved areas or improperly parked may be towed without warning. Should a vehicle require towing, it will be done at the expense of the vehicle owner. Absolutely no parking in the fire lanes will be permitted.
- H. 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 subjected to booting or towing.
- I. Students are expected to practice safe and courteous driving habits.
- J. No cruising or loitering will be permitted on the campus. Vehicles must be parked immediately after being driven on campus.
- K. 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.
- L. State Law prohibits the possession of alcohol, tobacco, and drugs in any form, opened or unopened containers, on a school campus including vehicles.
- M. 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 vehicles.
- N. Students are to operate and park their vehicle only on paved portions of the campus.
- O. Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if there is reasonable suspicion.
- P. If parking privileges have been removed for any reason and the student continues to park on school property, the vehicle is subject to being booted or towed.
- Q. Only the current school year WHS parking sticker should be displayed in the lower portion of the driver's side front windshield.
- R. Students who choose not to adhere to the WHS parking/traffic regulations may lose their parking privileges for a specified time.

Posters Displayed

Students must receive prior approval from the Student Services Office in order to display a club or organization sign or poster. Only signs or posters related to school events or activities will be approved.

Schedule Changes

Students select courses for each upcoming school year in the Spring semester. Course selections for the upcoming year are finalized at the end of the prior school year. Schedule changes will not be permitted once course selections are finalized each May.

It is important for students to register for the correct courses in the spring of each year for the following year because teachers are hired and assigned based on the students' course requests. Should there be a true need for a schedule to be modified, it must be brought to the attention of the appropriate counselor no later than one week after the start of each semester. All schedule changes are at the discretion of an administrator.

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. Students must follow the schedule in Skyward at all times.

Request for Teacher Change Procedure:

- Requests for teacher changes will not be addressed until after the first 2 weeks of the semester.
- The parent must request the teacher change in writing to the counselor and must state, in detail, the reason for the change.
- Counselors shall conference with the student and give the student a teacher change form.
- Student will discuss his/her concern(s) with the teacher in a conference setting.
- Parents will conference with the teacher regarding the request.
- Teacher will return the completed form to the counselor.
- A committee will monitor the student's progress during a 2-3 week period and make a decision. The committee will consist of a counselor, an administrator and the teacher.
- The committee will confer and make a recommendation if a change should be made.
- The teacher change will be made only if the committee members believe that the change will be made in the student's best interest.
- 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
- Students must follow recommended solutions for there to be any further consideration for a teacher change.
- If a change is granted, the student will be assigned to another class based on the enrollment and the fewest scheduling conflicts.

Schedule Changes- Advanced Placement

- No later than September 1, 2023, students may drop or add an Advanced, Dual or AP class with teacher and parent acknowledgement.
- Students are not able to add or drop an Advanced, Dual or AP classes after the first three weeks except with approval from the AP Steering Committee. For more information about requesting an appointment with the AP Steering Committee, please contact your counselor.
- Advanced, Dual and AP courses will not be dropped after the first nine weeks ends. Students will not be able to drop out of an advanced course until the second semester if they are NOT out by October 6, 2023.

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. Students may visit with their counselor about potential opportunities.

School Functions

All provisions of the Student Code of Conduct will be applicable at school related events held outside the regular school day. Guests are expected to observe the same rules as WHS 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.

Social Activities/Dances

Organizations desiring to schedule social activities must have sponsor and administrative approval. All dates must be scheduled on the official school calendar. Student IDs are required for admission. Dances held on the WHS campus are for WHS students only, unless otherwise designated by the sponsoring organization.

Please see the dress code requirements for school dances and student recognition ceremonies.

Prom: Outside guests must be pre-approved to attend prom. Guest approval forms must be submitted to an administrator no later than 10 school days prior to the prom. Student ID's/photo ID's are required for admittance to the prom. Students may not have reached their 21st birthday in order to be approved. Students must arrive within 90 minutes from the start of the prom. Proper prom attire is required and is at the discretion of the administrator. Attendance at prom is a privilege that can be removed from any student for disciplinary reasons.

School Property

Students are held responsible for and may be asked to pay for any school property in which they damage.

School Field Trips

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

- A. Students must travel to and from school-sponsored activities in vehicles provided by the school. The parent or guardian must submit written requests for travel exceptions to the sponsor prior to the date of the field trip. The sponsor may approve or disapprove the request.
- B. Students on school-sponsored trips are not considered absent from classes, but are responsible for work missed. Anything assigned prior to the date of the field trip should be turned in before leaving or immediately upon return to class.
- C. Students are responsible for making arrangements with their teachers to complete missed work, immediately upon return to school.
- D. Students are subject to all provisions of the Student Code of Conduct during the entire duration of the school related trip.
- E. Students must observe all rules of safety during school-sponsored travel.
- F. Students will be accompanied and supervised by school personnel or designated sponsors at all times of the trip.

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.

Tardies

Students are expected to be in their designated classrooms when the tardy bell rings. The passing periods are five to seven minutes, depending on the location of the classroom. Once the tardy bell rings, teachers will close and lock their doors. Students who are tardy should report to room 216 to receive a tardy pass before returning to class. Students who accumulate their fifth tardy will receive a discipline referral. Discipline will be administered and discipline will escalate with each subsequent tardy. Persistent violations may result in more serious disciplinary actions and/or truancy being filed on their twelfth tardy in a semester. Please note that a tardy of more than ten minutes will be considered an absence.

Tardy Discipline

- 5th Tardy – Office Referral and Parent Notification
- 6th Tardy – Loss of Privilege (50 Minute Lunch Detention)
- 7th Tardy – Loss of Privilege (50 Minute Lunch Detention)
- 8th Tardy – Loss of Privilege (50 Minute Lunch Detention)
- 9th Tardy – Loss of Privilege (50 Minute Lunch Detention)
- 10th Tardy – Loss of Privilege (50 Minute Lunch Detention)
- 11th Tardy – Half-Day ISS
- 12th Tardy – Full-Day ISS and Possible Truancy Filing

Teacher Communication

Parents needing to contact teachers are asked to email teachers so that teachers may respond during non-instructional times. Teacher email addresses and voicemail extensions are available on-line. Parent conferences are encouraged and can 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).

Textbooks

Textbooks are the property of the State of Texas. Students are responsible for the security and care of the textbooks issued to them. Teachers will conduct periodic inspections to check for lost or damaged books. If you have misplaced a textbook, check with the teacher who issued the book to you. Found books will be returned to the student. Lost books must be paid for in Office 240 before another book will be issued to you.

Transcripts

Juniors and Seniors: transcripts are to be requested through Naviance. Freshmen and Sophomores: transcripts are to be requested in the counseling office.

Valuables

Students are cautioned not to bring large amounts of money or valuable personal property to school. Students, not the school district or school officials, are responsible for their own possessions.