

WYLIE HIGH SCHOOL
STUDENT HANDBOOK
Addendum

2018 – 2019



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

Welcome to Wylie High School... Home of the Pirates!



WYLIE HIGH SCHOOL

Dr. David Vinson
Superintendent

Virdie Montgomery
Principal

Dear Wylie Pirate Students and Parents,

We wanted to take a moment here to welcome you to the 2018-2019 School year! We are excited about the opportunities before us. We know that best effort and building relationships are a part of the formula for success in all parts of life. We hope for your absolute best effort as we do our best to get to know you and to build quality relationships in your lives with staff and administration.

Every organization needs a guide for expectations and information. That is what this handbook is about. Hopefully this information will prove helpful in knowing what the rules are and that the information here will be of great benefit. Handbooks are general guidelines with some specificity but subject to change as events evolve. Other pertinent information regarding our school can be found on our awesome website. Here is the link to our website: [WHS website](#). Any updates or changes to the Wylie High School Student Handbook will be posted on the high school website.

Our expectations are for each student to adhere to school rules and be positive citizens at WHS and this handbook illustrates those tenets that drive those expectations. We know you are up to the expectations!

We strive to make this a family. A family of Pirates who live by the *Code of a Pirate* which is further illustrated by the words of our own Coach Howard, "Don't do anything that will embarrass yourself, your family or the Wylie Pirates."

GO PIRATES!!! AHMO!!!

May God Bless,

Virdie Montgomery
Principal
Wylie High School

Wylie High School Mission Statement

In partnership with parents and the community, the mission of Wylie High School is to provide an education for ALL students, which will develop responsible citizens and prepare them to compete in our rapidly changing world.

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
Art Club
Book Club
Bowling
Debate Team
FCCLA (Family, Career and Community Leaders of America)
FCS (Fellowship of Christian Students)
FFA
FOR (Friends of Rachel)
French Club
HOSA (Health Occupation Students of America)
International Thespian Society
International Language
Mock Trial
Muslin Student Association
NHS (National Honor Society)
NTHS (National Technical Honor Society)
POLICE Club
Science Club
Skills USA
Spanish Club
Special Olympics
Student Athletic Trainers
STUCO (Student Council)
TAFE (Texas Association of Future Educators)
UIL Academics
WOW (Word of Wylie)

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!

School Colors

Maroon and White

School Mascot

Pirate

Contact Information

Administration:

The principal and assistant principals are happy to visit with you outside of class time. Students are assigned to assistant principals by alphabet of their last name.

- | | | |
|------------------------------------|-------------------|--------------|
| • Principal | Virgie Montgomery | 972-429-3105 |
| • Assistant Principal (A-C) | Cheryl Scott | 972-429-3136 |
| • Assistant Principal (D-H) | Michael Slaughter | 972-429-3132 |
| • Assistant Principal (I-M) | Tony Gilliam | 972-429-3137 |
| • Associate Principal (N-R) | Angie Nichols | 972-429-312 |
| • Assistant Principal (S-Z) | Amanda Lannan | 972-429-3131 |
| • Assistant Principal (Attendance) | Tammie Sullivan | 972-429-3126 |

Athletics:

- | | | |
|------------------------|-------------|--------------|
| • Athletic Coordinator | Bill Howard | 972-429-3146 |
|------------------------|-------------|--------------|

Attendance, Registrar and Testing Coordinator:

Students should visit with the following staff members outside of class time. If they are not available you may leave a voice message or schedule an appointment through the Student Services Secretary.

- | | | |
|-----------------------|----------------|--------------|
| • Attendance | Mindy Carter | 972-429-3123 |
| • Attendance | Kristi Swinney | 972-429-3104 |
| • Registrar (A-L) | Becky Gournay | 972-429-3107 |
| • Registrar (M-Z) | Carla Blatney | 972-429-3108 |
| • Testing Coordinator | Bill LeNeveu | 972-429-3115 |

Counselors:

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

- | | | |
|----------------------------|-------------------|--------------|
| • Counselor (A-Ch) | Julie Black | 972-429-3124 |
| • Counselor (Ci-Gh) | Diane Gawedzinski | 972-429-3128 |
| • Counselor (Gi-La) | Terri Christensen | 972-429-3129 |
| • Counselor (Le-On) | Donja Turner | 972-429-3133 |
| • Counselor (Op-Sm) | Lori Chapman | 972-429-3139 |
| • Counselor (Sn-Z) | Anna Reck | 972-429-3134 |
| • Student Support Advocate | April Miller | 972-429-3148 |

Fine Arts:

- Fine Arts Coordinator Todd Dixon 972-429-3118

School Resource Officers:

School Resource Officers are on duty during regular school hours to assist students as needed. Please contact

- Officer Varner Room 240 972-429-3140
- Officer Hooker Room 500 972-429-3149

Disruptive students or students refusing to follow the directions of a teacher or administrator may be removed from the campus by a police officer.

Student Nutrition:

- Student Nutrition Manager Shannon Madler 972-429-3110

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 (Room 216) 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, and 5) the student's ID number.**

No phone calls or emails can be accepted in order to excuse a student absence.

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/Parent Communication** - To ensure the success of all WHS students, communication between students, parents, and classroom teachers is imperative. This is the first level and most important level of academic support for students.
- B. **Tutorials** - Wylie High School offers tutorials for students needing help in their academic classes. Tutorial sessions are provided for the students from 8:20 a.m. to 8:50 a.m., lunch, and after school depending on the teacher's schedule.

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.

Announcements:

Announcement forms can be attained from the office of the principal. Announcements can be placed in the announcement box by the door of the principal. Announcements will be made during the announcement time 2nd period. All announcement submissions will be reviewed for appropriateness by the principal before being made.

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.
4. Applause should be courteous and appropriately directed.
5. Once students have been dismissed by school personnel they should exit in an orderly manner.

Bell Schedules:

See District Handbook

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.

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. **Teacher notification to the student's parents is required.**

Check Out Procedures:

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 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 must 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 will be 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 may 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 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 an approved constitution and by-laws. Copies of each approved 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 or designee at all times.
- C. 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.
- D. By authority of the Texas Education Agency, no social (formal or informal) clubs will be permitted.

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 extra-curricular 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:

<https://www.wylieisd.net/cms/lib/TX01918453/Centricity/domain/37/files/Code%20of%20Conduct.pdf>

Copiers:

Take material to the library before school, after school or during lunch. The 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.

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 and/or Lunch Detention

- a. Loss of Privilege may be assigned at the discretion of an administrator as a disciplinary consequence. Loss of Privilege consists of a 50 minute detention during their lunch period. Students have the opportunity to purchase or bring their lunch.
- b. Lunch Detentions are the first 30 minutes of the student lunch period. Students will eat their lunch after serving the detention.

2) In-School Suspension (ISS)

- a. Students assigned to ISS are to report promptly to room 233 at start of school time with all necessary books and supplies.
- b. Failure to report to ISS after having been notified to do so may result in additional ISS time or additional consequences.
- c. Students in ISS do understand that the rules there are more restrictive. It is a discipline situation.
- d. Students assigned to In-School Suspension will eat lunch in the ISS Room.
- e. The time frame 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 any 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 a disciplinary alternative educational program.
- 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 sponsors and the principal.

Dress Code:

Link for Overview: <https://www.wylieisd.net/domain/591>

Please click on left side: Standard Dress Policy: Grades 5 – 12 for complete detail.

Early Release Students:

Full time students are required to attend all class periods during the school day. Students enrolled in an approved school cooperative learning 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 cooperative learning program for credit or remain on campus the full day taking advantage of the many academic and elective opportunities available to them. Anytime a student returns to campus during regular school hours, he/she must be dressed within dress code.

Electronic Devices (Cell Phones):

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 can be revoked at any time based on safety and needs at the high 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.

Extra-Curricular Eligibility:

The following standards are used for Extra-Curricular participation.

- 1) 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:
 - 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 of less than 70 in a regular class is ineligible to participate in any UIL/extra-curricular activity.
- 3) 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 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.

Fund-Raising:

The Principal 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 fund raisers.

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.

Identification Badges:

- 1) Students are to have ID badges at all times on campus. Students will have identification photos made in the fall semester. These will be used to make student ID badges, which will display the student's name, grade, photo and other pertinent information.
- 2) Badges will be coded to identify classification.
- 3) 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, etc.
- 4) Students may not deface, decorate, or alter in any way their school issued student ID badge. Students may be required to purchase a replacement badge as deemed appropriate by school personnel.
- 5) 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.
- 6) Only I.D. badges issued by Wylie High School will be allowed. Using another student's I.D. badge or giving your badge to another student may result in disciplinary action for all students involved.

Lockers:

Students may request use of a locker through the Administrative Services 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 in to Special Services Office. 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.**

Lunch:**A. On-Campus Lunch**

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. 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 High School.

Wylie High School Lunch Expectations

1. Students will use appropriate manners while eating.
2. Students will dispose of all trash at their table.

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:

Report to your scheduled class and obtain a pass from your 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 pro-rated.
- D. 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.
- 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 **BOOTED or towed** without warning. If a vehicle is booted, there will be a \$50 fine charged to remove the boot. 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. All directional signs such as one way turn, speed limit, stop, etc., must be observed at all times.
- J. Students are expected to practice safe and courteous driving habits and to conduct themselves as ladies and gentlemen in their vehicle.
- K. No cruising or loitering will be permitted on the campus. Vehicles must be parked immediately after being driven on campus.
- L. 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.
- M. State Law prohibits the possession of alcohol, tobacco, and drugs in any form, opened or unopened containers, on a school campus including vehicles.
- N. 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.
- O. Students are to operate and park their vehicle only on paved portions of the campus.
- P. 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.
- Q. 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.

- R. Only the current school year, WHS parking sticker, should be displayed in the lower portion of the driver's side front windshield.
- S. 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 associate principal, Angie Nichols (Student Services Office – 240), 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:

In order to request a change in schedule, the student should obtain and fill out a "Schedule Change Request Form" from the counseling office and return it to the student's counselor.

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.

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 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.

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:

- A. Requests for teacher changes will not be addressed until after the first 2 weeks of the semester.
- B. The parent must request the teacher change in writing to the counselor and must state, in detail, the reason for the change.
- C. A counselor shall conference with the student and give the student a teacher request change form.
- D. Student will discuss his/her concern(s) with the teacher in a conference setting.
- E. Parents will conference with the teacher regarding the request.
- F. Teacher will return the completed form to the counselor.

- G. 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.
- H. The committee will confer and make a recommendation if a change should be made.
- I. The teacher change will be made only if the committee members believe that the change will be made in the student's best interest.
- J. 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.
- K. Students must follow recommended solutions for there to be any further consideration for a teacher change.
- L. 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 and Pre-Advanced Placement Classes

- 1. Through the first three weeks of school students may drop or add a Pre-AP or AP class with teacher and parent acknowledgement.
- 2. Students are not able to add or drop a Pre-AP or AP class 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 the counselor.
- 3. Pre-AP and AP courses may not be dropped after the first nine weeks ends.

Comment [ST1]: Is it 9 weeks or 6?

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 more specific information.

- Birmingham Scholarships Angie Nichols 972-429-3127
- Local and other Scholarships Diane Gawedzinski 972-429-3128

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. 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 that is damaged. Students are expected to take pride in their campus.

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 (Written requests for exceptions must be submitted by parent/guardian **before** the trip to the activity sponsor, who may approve or disapprove.)
- B. 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.
- C. Students are subject to all provisions of the Student Code of Conduct during the entire duration of the school related trip.
- D. Students must observe all rules of safety during school-sponsored travel.
- E. Students must be accompanied and supervised by school personnel or designees at all times.

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.

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 minutes. Once the tardy bell rings, teachers will close and lock their doors. Students late to class will proceed to attendance office to collect a tardy pass that will enable them to return 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 as an absence.

Teacher Communication:

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

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. Students who have lost books must pay the full replacement cost of the lost book before a new one will be issued. If you have misplaced a text book, 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 240 before another book will be issued to you. Assistant Principal Michael Slaughter is in charge of textbooks and will be able to assist if you have questions.

Transcripts:

Transcripts may be requested from the Registrar's office, located in the Administrative Services Office. Students should 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.

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.

Wylie High School Student Handbook Appendices

- **Request for Exception to Standard Dress form**
- **Request for Waiver from Standard Dress form**
- **Student Parking Permit Application**
- **Random Drug Testing Consent Form**

Wylie ISD
Request for Exception to Standard Dress
2018-2019

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 _____

**Wylie ISD
Request for Waiver from Standard Dress
2018-2019**

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 _____

WYLIE HIGH SCHOOL
STUDENT
Parking Permit
2018 - 2019

Student Name _____ Permit# _____

Student ID# _____ Date of Birth _____

License Plate# _____ DL# _____

Car: Make _____ Year _____

Model _____ Color _____

Copy of DL# & Insurance Paper Work _____

Proof of Insurance: Company Name _____

Policy# _____

Insurance expiration date _____

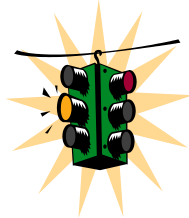
Student Signature _____

Student Cell Phone # _____

Cash _____ Check _____ # _____ Date _____

Maximum Speed Limit
on school campus is
10 mph

Students may park in
the **BACK PARKING**
LOT ONLY and must
be parked between the
lines in marked
parking spaces



Violations may result in
loss of driving/parking
Privileges

Permit must be affixed
To the bottom left
Corner of windshield

Parking Permit Fee
\$35.00

CONFIDENTIAL INFORMATION

Student Name: _____ Athletics (specify) _____
Student ID#: _____ Parking _____
Grade: _____ Gender: _____ Other _____

**2018-2019
WYLIE ISD**

**STUDENT RANDOM DRUG TESTING CONSENT FORM
FOR STUDENTS PARTICIPATING OR INTENDING TO
PARTICIPATE DURING 2018-2019 IN EFFECTED
EXTRACURRICULAR ACTIVITIES, INCLUDING PROM, OR
DRIVING AND PARKING ON DISTRICT PROPERTY**

Student Name (Print Clearly): _____

Grade: _____ Campus: _____

As a parent or guardian of a student enrolled in Wylie ISD, I have read and understood Wylie ISD's FNF(LOCAL) school board policy, found at www.wylieisd.net >Community>Board Policies Online, regarding random student drug testing.

Because my child participates in effected extracurricular activities, including prom, and/or receives a parking permit allowing him/her to park his/her vehicle on District property during the school day, I understand that my child is subject to random drug testing and might be required to provide a urine sample for drug analysis. I consent to such testing as part of the District's drug testing policy.

I also understand that while my child cannot be compelled to produce a specimen, providing a specimen when requested by the District is a condition of my child's continuing to participate in effected extracurricular activities, including prom, and/or continuing the privilege of driving/parking on District property.

I understand that if a test of my child's specimen reveals an unexplained presence of a drug, the District may withdraw driving/parking privileges and the privilege of participating in effected extracurricular activities, including prom. I understand that refusal to submit to a test will have the same consequence as if my child had tested positive.

I authorize the school administrators, coaches, and extracurricular sponsors of the District to communicate and share information with each other regarding my child's drug test results both orally and in writing. The District may also communicate such results at any administrative proceeding regarding my child's drug test. I understand Wylie ISD follows all HIPAA and FERPA guidelines.

Parent/Guardian Name (Please Print Name Clearly): _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____