



Waxahachie High School

2023-2024

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Waxahachie High School Administration & Office Staff

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Stephanie Rieper, Asst. Principal

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Jessica Franco, Counselor

Bo Livingston, Counselor

Portia Smith, Counselor

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Toni Vincent, Counselor

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Maria Gonzalez, (K-R) Attendance Clerk

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Philicia Audley, A.P./Counselors Clerk

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Brooke Sanchez, CCMR, Post-Secondary Advisor

Welcome to Waxahachie High School, The Home of the Indians!

The WHS Administrative Staff has published this handbook addendum to help you understand the rules, regulations, and procedures of our school. It is very important that you familiarize yourself with its contents. Developing a strong knowledge and understanding of the processes and procedures used at WHS will enhance the success of our school. It is our desire that all students achieve their personal best in academics and extracurricular activities.

As we enter this new school year, we encourage you to establish goals and high expectations for yourself, to approach the year with great energy and enthusiasm, and to model your expectations with dignity and pride. By doing this, we trust that your experience at WHS will be rewarding.

The start of school gives us many opportunities for new beginnings, for new friends, for new faces in the crowd, and new challenges. For the past several years, our major initiative has been curriculum alignment providing greater depth and rigor to the course of study our students are undertaking. The TEKS Resource System (TRS) curriculum at WHS addresses the expectations and accountability of our students in preparation of the STAAR (State of Texas Assessments of Academic Readiness). We will continue to provide classes, tutorials, student pull-out programs and remediation programs required by the state, to better prepare all students for the state mandated STAAR/EOC. Our goal is to fully prepare our students for life after graduation from WHS. Waxahachie High School is the very best because of the dedicated students, teachers, parents/guardians, and administrators who are working toward a common goal: student achievement and academic success for all.

The student handbook is designed to be in harmony with WISD board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents.

In closing, it is a tremendous honor for us to serve as your administrators. We challenge you to be the best you can be and to uphold the great traditions that have been established at WHS. There are many new faces at WHS this year, and we encourage you to welcome them to our school family. Have a great year!

Sincerely,

2023-24 Waxahachie High School Administrators

PREFACE

Please take some time to review these notices and other important information contained in the Student Handbook addendum.

This handbook addendum contains information that will clarify rules and regulations at Waxahachie High School. These rules are written in compliance with the Waxahachie Independent School District's Student Code of Conduct for 2023-24. It is the responsibility of the student and his/her parent/guardian to read and understand the student code of conduct.

The Student Handbook addendum is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook addendum, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook addendum provisions will be made available to students and parents. The district reserves the right to modify provisions of the Student Handbook addendum at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practicable under the circumstances.

Although the Student Handbook addendum may refer to rights established through law or district policy, the Student Handbook addendum does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact the campus front office.

ATTENDANCE FOR CREDIT (Grade 9-12 on BLOCK schedule)

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent, but fewer than 90 percent of the days the class is offered, may receive credit for the class if he or she completes a plan, approved by the campus principal (Principal's Plan), that allows the student to fulfill the instructional requirements for the class. Students cannot be absent more than 5/6 days each semester. Your student is out of compliance on the 6th/7th absence. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered, there is a great chance of being denied credit. A denied credit meeting would be mandatory for 12+ absences during the fall semester and 13+ days for the spring semester. The student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See Board Policy FEC (Legal & Local)] All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days.

Students who skip school or leave school grounds after arrival will be subject to disciplinary consequences.

METHODS FOR REGAINING CREDIT

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the Principal or Assistant Principal. Students must complete one hour of evening or Saturday tutorials per each class period missed. If the student fails to successfully complete the plan, the student and parent may request awarding of credit by submitting a written petition to the appropriate attendance committee. *If a student drops below the required 75 percent attendance, he/she will be denied credit.*

PROCEDURES REGARDING THE PRINCIPAL'S CREDIT RECOVERY PLAN

- Because of the student's violation of the 90% rule they are required to fulfill the requirements listed within this contract. Failure to comply with the attendance recovery terms will result in denial of credit.
- The student must attend and submit proper documentation for hours listed above in enrichment / tutoring sessions for the absences that resulted in the loss of classroom instruction. The recovery sessions must be completed outside of regular school hours. All recovery / tutoring sessions need to be properly documented and submitted to the attendance office or your students' assistant principal at WHS. The student must complete the proper number recovery hours before the removal of the "Loss of Credit" status can be obtained, no matter the reason for the excessive absences. Students must complete one hour of evening or Saturday tutorials per each class period missed.
- Students sign and are provided a copy of the Tutoring Credit Recovery Log with obligation details and due date.
- A folder is made for each student, containing a copy of the attendance report, the Principals Attendance Recovery Plan, and the Tutoring Credit Recovery Log.
- The Attendance Clerks will add the student to a spreadsheet and track the students on the plan and their progress.
- Students must then complete their obligations with the teacher(s) of the specified course(s), making sure their folder/log is filled out and signed.
- Upon completing their obligations, the student returns his/her Recovery Log to the assigned Attendance Clerk. Documents are reviewed and forwarded to the Registrar's office for review. Upon review, the credits will be awarded or denied.

Please contact Waxahachie High school at 972-923-4600 to set up a meeting with your student's assistant principal or the WHS attendance clerks, to set up an Attendance Review Committee meeting or if you have any questions. Failure to comply with the plan created for your student listed above could result in denial of

credit for the course(s) in question. We encourage you to review the plan with your student and make sure all missed instructional time and work is turned in prior to the deadline.

MAKE-UP WORK - DAEP (Challenge Academy)

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will receive assignments and have an opportunity to complete foundation Curriculum courses in which the student was enrolled at the time of removal. CTE Courses that require additional lab time will provide the opportunity to complete assignments upon the student's return to WHS as the course allows. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course or distance learning. The district will not charge the student for any method of completion provided by the district. [See Board Policy FOCA(LEGAL).]

SIGNING IN & SIGNING OUT STUDENTS (WHS is a CLOSED CAMPUS)

Students leaving school after arriving on campus (including passing and lunch periods) are required to have a note from parent/guardian and/or administrative approval to sign in/out at the office. The sign-in/sign-out sheet will serve as source documentation to resolve questions about student attendance. Students leaving the campus without permission from the school administration may serve ISS.

Out of an abundance of caution, we ask that you provide written documentation of your permission for your student to leave campus. We ask that you please avoid telephoning the Attendance Office with verbal instructions to sign-out your student from school, except in the case of an extreme emergency.

Once students step foot on school property, they cannot leave. Students leaving campus during the school day must bring a note from a parent/guardian to the office before 8:30 a.m. The parent/guardian will be called to confirm the note before the student may sign out and leave campus. Proper ID must be shown when signing a student out.

Students not signing out or following this policy will be considered not in attendance from classes missed and will be subject to disciplinary measures, such as the student's placement in ISS.

If a student is not actively enrolled in a class, they are not allowed on school campus. They have until the tardy bell rings to be off campus. Any student who is on campus outside of their scheduled times will be issued a referral and placed in ISS. If a student is placed in ISS, they are ineligible to participate in extracurricular activities for the day(s) they are assigned.

Students should leave school grounds immediately after dismissal unless attending tutorials or participating in extracurricular activities.

If a student becomes ill during the school day, he or she must report to the nurse's office. The school nurse will make the decision on whether or not a child is to be sent home. The nurse will make parent/guardian contact and release the student from school with an excused absence. A student who becomes ill and does not report to the nurse or main office but goes elsewhere or leaves school without checking out, will be considered not in attendance from classes missed, and subject to the two day ISS placement. If you have any questions involving the nurse's office, please call 972-923-4600, ext.1050.

A student is considered absent if he or she misses 20 minutes of a 90-minute class period.

ANNOUNCEMENTS

Only major school announcements will be made during TRIBE Time each day. Announcements by teachers, clubs and organizations will be distributed by the sponsor via Twitter, students' email, Parent Square, and/or Remind 101.

ASSEMBLIES

Important student information will be distributed during assemblies and student's school email throughout the year. A student's conduct in assemblies will be subject to disciplinary action based on the student code of conduct.

CAFETERIA GUIDELINES AND SERVICES

- Students must use their I.D. card for food purchases. Using any other student's ID to purchase items will result in disciplinary actions.
- Pick up and dispose of all trash and trays and clean up any items for which you are responsible. Students who do not meet this responsibility will be subject to cafeteria clean up duty or other discipline.
- During lunch periods, students are to remain in the cafeteria or the patio area and are not allowed to leave campus, return to the halls or to go to the student parking lot. **Currently, WHS operates as a closed campus; however, Jr. and Sr. students may earn off-campus lunch. This is at campus administrators' discretion and can also be revoked at any time by campus administration.**
- Outside (commercial) food **is not** allowed to be delivered to or brought to WHS. Food delivered will be discarded.

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from Child Nutrition Services at (972) 923-4630.

CAMERAS AND OTHER RECORDING DEVICES

Students are prohibited from using cameras or other recording devices on the campus without specific permission from the principal or designee. This prohibition shall extend with cameras or other recording devices built-in to an electronic device. Refer to WISD's BYOD policy.

CELL PHONE/ELECTRONIC DEVICE POLICY

Waxahachie ISD provides students with access to the district's electronic communications system for educational purposes. The electronic communications system is defined as the district's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students. With this educational opportunity comes responsibility.

While the district uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the Waxahachie ISD network is a privilege and campus administrators and staff may review files and messages to maintain system integrity and ensure that users are acting responsibly. If a student uses or displays a cell phone outside of the designated areas and times, the phone, including the SIM card, will be confiscated by the staff and turned in to the front office personnel. Electronic devices can only be picked up in accordance with the WHS guidelines/procedures.

Students will be asked to turn in their electronic devices upon entering a classroom. Any student who does not comply with directions or requests by the WHS staff regarding cell phones or other prohibited items will be subject to further discipline, including suspension, as deemed appropriate by the administration. Consequences of violating the cell phone policy will be discussed during class orientation at the beginning of the year or can be found in the Student Code of Conduct.

Cell Phone/Electronic Device Infraction Consequences

1st Infraction – Verbal Warning

2nd Infraction – Teacher confiscates device for the remainder of the class period.

3rd Infraction – Device will be confiscated, turned into the office, and parents will be notified and required to pick up the device from school administration.

(Refusal to surrender the device will result in a referral and additional consequences.)

CELL PHONES AND STATE TESTING:

If a student is found with a cell phone or any other electronic device and is in possession of a state test, the student's test results may be invalidated and the student may not receive a score for that test. In some incidents, a student having a cell phone during testing may also invalidate all students' tests in the room. Disciplinary consequences will apply.

***Students who bring personal items on campus do so at their own risk.** Neither Waxahachie High School nor WISD is responsible for personal items on campus.

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in the following areas:

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communication
- Business, Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing, Sales & Service
- Science, Technology, Engineering & Math
- Transportation, Distribution & Logistics

These programs will be offered without regard to race, color, national origin, sex or disability. Waxahachie ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see Nondiscrimination Statement on page 6H for the name and contact information for Title IX coordinator and Section 504 coordinator, who will address certain allegations of discrimination.]

CHANGE OF STUDENT INFORMATION

The student or parent must inform the office if changes are made to addresses or telephone numbers. Without correct information, we may not be able to contact parents/guardians in case of emergency.

CHEATING/SCHOLASTIC DISHONESTY/PLAGIARISM

The definition of student academic dishonesty varies; however, it traditionally includes one or all of the following:

- Copying another student's homework or test answers with or without that student's permission.
- Using cheat notes during a test.
- Having access to teacher's answer sheets or gradebook.
- Obtaining test questions from students who have already taken tests.
- Copying themes and other written papers from other students or reference materials (plagiarism).
- Over-use of parental assistance with homework or projects.
- Allowing another student to copy homework or test answers.
- Claiming work taken from the Internet as your own.
- Use of cell phones or other electronic devices during test or class time to relay answers, photo a test, communicate with another person during this time, etc.
- In addition, any use of any type of A.I. (artificial intelligence).

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating, and the student shall be subject to disciplinary action and/or loss of credit for the work in question. Any use of A.I. (artificial intelligence) is also considered cheating and will be subject to disciplinary action and/or loss of credit for the work in question.

CONSEQUENCES OF A CHEATING/PLAGIARISM OFFENSE

- The penalty for scholastic dishonesty may be a ZERO for the work involved, or an office referral can be submitted.
- All students involved shall be subject to disciplinary action.
- If found to be cheating on a test, students may not be eligible for retest (teacher discretion).

CLASS RANK

Per Board policy, Class rank for all students in grades 10–12 shall be calculated three times per year, following the first full semester, second full semester, and at the completion of all summer school programs.

COLLEGE CREDIT COURSES

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit and Advanced Placement (AP),
- Enrollment in an AP or dual credit course through the Texas Virtual School Network; (certain restrictions and criteria apply)
- Enrollment in courses taught in conjunction and in partnership with Navarro College
- Enrollment in courses taught at the following institutions in the district: Navarro College, and Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student's grade level and the course, an end-of-course assessment may be required for graduation and, if so, will affect a student's final course grade.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COMMUNICATION BETWEEN HOME AND SCHOOL - CONFERENCES

Good communication between home and school regarding a child's education is essential if the student is to make the most of educational opportunities. School communication starts with documents such as this handbook, on-line progress reports, and report cards. This includes interactions such as messages and phone calls to and from teachers, school open houses or back-to-school nights, parent meetings, as well as distribution of information via Parent Square..

Communication might also include requests for conferences initiated by the school or the parent to discuss student progress, to find out more about the curriculum, and how the parent can support learning to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call WHS at 972-923-4600 for an appointment. Generally, a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well. Each teacher is also available by email and voicemail. See the district website for teacher email addresses.

Teachers are REQUIRED to contact the parent/guardian to set up a parent conference for (1) any student with a grade of 74 or below on a progress report, (2) if the student presents any other problem to the teacher and (3) in any other case the teacher considers necessary.

COMPLAINTS AND CONCERNS

In matters of specific complaints, concerns and suggestions, all appropriate channels need to be exhausted before addressing it to the WISD Board of Trustees. These appropriate channels are as follows:

1. Contact the Staff Member - The most direct route to resolving a concern is to confer directly with the person involved, (teacher, coach, etc.) The majority of concerns are resolved by a conversation between those involved.

2. Contact the Campus Administrator - The campus principal and assistant principal(s) are responsible for the school's operation. Explanations of policies and procedures and various clarifications are available in campus administration offices.
3. Contact a Central Office Administrator - This may be a director, assistant superintendent, or the superintendent. This step should be taken only after steps one and two have not resolved the concern.
4. Contact the School Board - The Waxahachie ISD school board can be contacted only after steps one through three have been completed. The school board may be contacted by requesting a hearing through the superintendent's office. The Waxahachie ISD Board of Trustees serves as an appeal body in resolving disputes. A school board member may choose to recuse himself or herself at the time of the hearing if he or she has been involved prior to the hearing.

TITLE IX INFORMATION

The District designates and authorizes the following person as the Title IX coordinator to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

- Name: W. Lee Auvenshine Position: Deputy Superintendent and General Counsel
- Address: 411 North Gibson Street, Waxahachie, TX 75165
- Email: Title IX coordinator (lauvenshine@wisd.org)
- Telephone: (972) 923-4631

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

For the purposes of this policy, District officials are the Title IX coordinator. The Title IX Coordinator for Waxahachie High School is:

- Name: Mr. Daniel Harrison, Assistant Principal or Mrs. Jennifer Burkhalter-Foley, Assistant Principal
- Address: 3001 US Hwy 287 Bypass
- Email: dharrison@wisd.org and jburchalterfoley@wisd.org
- Telephone (972) 923-4790

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999).

A district official who has authority to address alleged harassment by employees on the district's behalf shall take corrective measures to address the harassment or abuse. *Gebser v. Lago Vista Indep. Sch. Dist.*, 118 S.Ct. 1989 524 U.S. 274 (1998); *Doe v. Taylor Indep. Sch. Dist.*, 15 F.3d 443 (5th Cir. 1994).

A district must reasonably respond to known student-on-student harassment where the harasser is under the district's disciplinary authority. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999).

CORONATION

Students from the top quarter of each class at Waxahachie High School will be nominated by faculty and staff members. Five boys and five girls from each class (grades 9-12) will be nominated. The freshman and sophomore classes each vote for one boy and one girl to represent the class as Duke and Duchess. The

junior class votes on one boy and one girl to represent the class as Prince and Princess. The senior class votes on one boy and one girl to represent the class as King and Queen.

Students may not be elected to represent their classes if they were on Homecoming Court as freshmen, sophomores, or juniors, or to represent the senior class if they were voted Homecoming King or Queen or Mr. or Miss WHS.

COURSE CREDIT

- A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above.
- For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above.
- Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed.

WHS awards credit by semester; therefore, the actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or full year. The 2023-2024 instructional calendar has 174 school days: 84 in the fall semester and 90 in the spring semester; so for the fall and spring semesters, students must meet the 90% attendance rule. If a student does not meet the number of days necessary for compliance, an attendance hearing committee will be held. At that time, a determination will be made on the most appropriate action for student completion of instruction time. **Note: The state of Texas does not consider absences as “excused” or “unexcused” as a determination for promotion.**

DETENTIONS

Teacher detentions will be held before or after school at the teacher’s discretion. Failure to serve a first level teacher detention results in a 2nd level detention. 2nd Level detentions will be outside the normal school day on Tuesday, Wednesday, and Thursday from 4:00-4:50 in the WHS Cafeteria. Failure to attend a second level detention will result in an ISS placement. Second level detentions may be rescheduled with prior administrative approval.

DISCIPLINE (CLASSROOM)

- 1st Offense – Verbal Warning
- 2nd Offense - Verbal Warning
- 3rd Offense – Detention
- 4th Offense – Detention (2nd Level)

(The severity of each offense may expedite the consequences to a more severe level. Administrative discretion will be used in these cases.)

All major offenses will be assigned an office referral.

Students are not allowed to leave class during the first 20 minutes and last 20 minutes of a 90-minute class period. (20-20 Rule)

DRUG TESTING (RANDOM)

Waxahachie ISD’s policy is to conduct random drug testing on students in grades 7-12 that participate in school-sponsored extracurricular activities (both UIL and non-UIL sanctioned). This includes students who park on a WISD campus.

WISD and the Board of Trustees believe that the opportunity to participate in extracurricular activities is a privilege offered to eligible students on an equal-opportunity basis. The use of alcohol or drugs by any student presents a hazard to their health, safety, and welfare.

To be eligible to participate in any school-sponsored extracurricular activity, a secondary student (grades 7-12) must agree to participate in a drug-testing program that includes random testing during the school year. A refusal to participate will result in an automatic positive result. A subsequent refusal to participate will result in a student’s restriction from all privileges.

EXEMPTIONS (Semester & Final Exams)

Waxahachie High School students have the opportunity to waive semester exams for both the fall and spring classes provided the student has met the following criteria:

- ALL WHS Students are eligible for this school initiative.
- 75-79 – 1 Absence = not required to take Semester or Final Exam
- 80-89 – 2 Absences = not required to take Semester or Final Exam
- 90-100 – 3 Absences = not required to take Semester or Final Exam
- Grades and absences are calculated for ALL classes, per class period.
- No Out of School Suspensions.
- No 3 or more in-school suspensions per semester.
- No AEP assignments for the semester of exemption.
- No outstanding fines or fees.

Dual Credit and Concurrent Enrollment classes are not covered by this policy.

AP classes can only be exempt if students are taking the AP exam in May.

AP students will be required to attend student sessions as determined by the teacher.

Students must be enrolled for at least one full grading period prior to the end of the semester. The number of exam exemptions will be based on student grade classification.

FRESHMEN: 1 final exam exemptions per semester

SOPHOMORES: 2 final exams exemptions per semester

JUNIORS: 3 final exams exemptions per semester

SENIORS: 4 final exams exemptions per semester

Students ARE required to attend classes in which they are exempt on examination days. An exemption is an exam exemption and not an attendance exemption. Failure to attend an exempted class will revoke the exemption and the student will receive a ZERO in the gradebook. Students receiving exemptions are encouraged to take the examination and have it scored. If the examination score will improve a student's grade average, it will be calculated as part of the semester average. (Semester exams count 15% of the class average.) Otherwise, the examination grade will not be counted. The option which best helps the student's semester grade will be used by the teacher in their calculations.

Absences start over at the Spring semester. Notes for Unexcused Absences do not negate the absence; it just takes care of the required documentation for attendance. (Seniors are allowed a max of two college school visits per school year).

All exam exemptions require parent permission.

FIELD TRIPS

When it is necessary for students to take trips in connection with athletics, band, drill team, or any school-related field trips, the following regulations will be in effect:

- All students must go in school-approved transportation. Any student who does not travel by school-approved transportation will not be considered as part of the group and cannot participate in the activity.
- All students must return by school-approved transportation unless approved by the coach or sponsor and principal or designee. Approval must be requested a minimum of 24-48 hours in advance.
- Students on trips are under supervision of the sponsor and are expected to conduct themselves properly at all times, obeying all school and sponsor rules.

- A student who fails to observe these guidelines may lose the privilege of making such trips and, in addition, may be subjected to disciplinary action.
- Students missing class to attend any school-organized activity are responsible for turning in all work due on the day the student returns to that class if it was assigned prior to the absence.
- Students will follow the UIL eligibility check in order to participate in school field trips. Both the sponsor and or campus administration may revoke a student's field trip opportunity in cases of poor attendance and/or failing class averages.

Various field trips are offered through the course of the school year as enrichment to the curriculum. Field trips are a privilege, not a right, earned by excellent behavior, attendance, and academic performance. The teacher, sponsor, or administrator may deny any student the privilege of attending the field trip if, in the opinion of the teacher or sponsor, the student has been a disciplinary or academic problem of any kind in the regular program. Students should be keenly aware that when on a field trip, they are a representative of WHS and our community. Poor behavior, disruptions, vandalism, theft, rudeness, or any other activity that is a violation of the student code of conduct is strictly prohibited on field trips. WHS strongly desires that students on field trips represent our school and community in an exemplary manner. The WISD Student Code of Conduct will be enforced.

GANG FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone.

For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

GRADE CLASSIFICATIONS

Grade 10: 6.5 credits earned

Grade 11: 13 credits earned

Grade 12: 19.5 credits earned

Students are classified at the beginning of the school year. Classifications will remain the same throughout the school year unless corrections are necessary due to errors. Early graduates will be classified as seniors at the beginning of the spring semester if they have earned the required credits. Early graduates must apply with their counselor in the spring preceding their senior year.

GRADING POLICY

<https://www.wisd.org/cms/lib/TX50010810/Centricity/shared/forms%20and%20documents/Grading%20guidelines%20grades%206%20to%2012.pdf>

Dual Credit

- Course Objectives published by the higher education institution must be followed. The course will follow the grading guidelines of the institution awarding credits for the course.

RE-DO OR RE-TAKE OF CLASS ASSIGNMENTS, PROJECTS, AND TESTS

A student who meets the criteria detailed in the grading guidelines will have a reasonable opportunity to redo a class assignment, project, or re-take a test for which the student received a failing grade (below 70%). The following criteria may be considered when determining the opportunity to redo a major assignment, major project, or test: WISD Board Policy EIA (LEGAL) and EIA (LOCAL)

1. Students may not be permitted to redo a class assignment, project, or test if they received a grade of zero or a reduced grade on the original assignment because they were found to have committed an act of academic dishonesty. Teachers, at their discretion, may allow or require a student found to have committed an act of academic dishonesty to submit an alternative assignment.

2. Students must participate in any reasonable reteach or reviewing activities assigned by the teacher in preparation for redoing a major assignment, major project or test at the agreed upon time. The teacher will strive to complete the reteach/retest process before school, after school, during campus-wide intervention time, or during class.
3. Students will be allowed to demonstrate proficiency in learning objectives by means of a reteach activity or re-test for a maximum grade of 70%.
4. Upon the completion of the redo or re-test, the two grades will be reviewed. The higher grade of the two grades (not the average) will be recorded in Skyward Gradebook. A score of 70-100% on the re-test should be recorded as 70% in the grade book.
5. Students will have 5 school days from the date the assessment or test was graded and returned to the students to complete the reteach/retest process.

LEAD (Academic Virtual Academy) Grading Guidelines

LEAD/credit recovery an internet-based instructional program (Apex) that offers a state approved curriculum on a self-paced schedule. The purpose of this course is to recover credit after a course has been attempted. Students are expected to follow the completion rate schedule below to meet progress in the course. These guidelines will be applied to meet the passing requirement for extracurricular participation, as required by UIL.

Grading Guidelines

- Progress Report #1 – 15%
- Progress Report #2 – 30%
- Report Card – 45-50%
- Progress Report #3 – 60%
- Progress Report #4 – 85%
- Final Grade – 100%

LEAD/APEX criteria and expectations....

- New students to the district will ONLY be placed in LEAD where previous enrollment from a similar program can be proven.
- Students CANNOT gain an off-period after completing their LEAD course(s).
- Students can have no more than TWO LEAD classes per semester.
- SENIORS
 - Seniors take first priority in the WHS Virtual Learning Academy.
 - If an EOC is needed, the student needs face to face and/or remediation.
 - Seniors can qualify for a maximum of 2 class periods.
 - If a student needs 3 or more classes they may be a candidate for HSoC
- JUNIORS
 - Case by case
 - If classified as Junior by age and not by credits, students can qualify for only 1 class period.
 - If an EOC is needed the student needs face to face and/or remediation.
 - Students will complete a Credit Recovery application for review.
- SOPHOMORES
 - Case by case
 - Face to face required for EOC tested subjects
 - A sophomore may qualify if they have 5 credits or less at the start of their sophomore year
 - Qualify for only 1 class period

LEAD CLASSROOM EXPECTATIONS:

- Students caught cheating will be removed from the program.
- Computers are to be used only for the completion of assigned coursework on Apex.

- Absolutely NO internet surfing will be permitted.
- Students must be working at all times in Apex. Progress is consistently monitored.
- All work must be done quietly in order to maintain a respectful learning environment in the lab.
- Electronic devices including but not limited to cell phones are not allowed.
- Students are not allowed to talk during class.
- Students will raise their hand when they need assistance from the instructor.
- Students are not allowed to help other students.
- Students must take notes or work out problems in their lessons to be successful.
- Students are not allowed to share their notes with anyone.
- Students are required to bring a spiral and pencil/pen to class each day.
- Students are not allowed to write down pretest or quiz questions.
- All tests and quizzes MUST be taken in the lab.
- Please notify the teacher when you are ready to take quizzes/tests.
- Students must earn a 70 or better on all quizzes and tests to pass.
- If a student fails, the student can take the test a maximum of 3 times.
- If a student has not taken notes on the lessons, they will not be able to retake the quiz twice.
- Students must demonstrate consistent progress in class, daily.
- Students will not exhibit any misbehavior or sleeping in class.
- Students completing LEAD prior to the end of the semester are NOT eligible for an off period.

GRADUATION HONORS

At Waxahachie High School, students who are invited to speak include: the Valedictorian (2-4 minutes), Salutatorian (2-4 minutes), Student Council president (1-2 minutes), and the Student Body president (1-2 minutes). Each speaker also invites an inspirational faculty or community member to introduce them before their speech. These honored members will also be seated just off stage and are given 30-60 seconds for their introductions.

HALL PASSES

Passes to leave classrooms are to be issued by the teacher for emergency use only. All student passes will be issued to the teachers by WHS administration. Each pass will allow students to only be in a specific area. Students are not to be in the hallway after the tardy bell without a pass. Students should present their passes to any teacher, staff member, administrator, or security personnel they meet in the hall. Teachers will use passes for a student to go to the office, clinic, restroom, or library. There is not a pass to go to another teacher's room during class time. When a student is using a pass, the student must keep it visible and show it to any school person whom the student meets. Students are not allowed out of class during the first 20 minutes and the last 20 minutes of class (classes are 90 minutes).

HOMECOMING COURT

The Homecoming Court is nominated by and voted upon by the entire student body of Waxahachie High School. Nominations and applications for Homecoming Court elections are accepted three weeks before Homecoming. Each nominee must be a member of two WHS teams or organizations and in good standing with grades and discipline. Freshman nominees must be involved in one activity. The election takes place two weeks before homecoming. Each class votes on their own class homecoming candidates: the freshman and sophomore classes each elect one girl as Duchess and one boy as Duke; the junior class elects one girl as Princess and one boy as Prince; and the senior class elects six senior girls and six senior boys as Queen/King nominees. The entire student body then elects one female and one male student from the senior Homecoming Court members to serve as Homecoming Queen and King. These students are announced during the halftime presentation at the Homecoming football game.

IDENTIFICATION CARDS or Student Identification Cards (ID's)

To ensure student safety, students will be **required** to wear their ID card at all times during the school day and must have their ID in their possession at all school activities. A lanyard will be provided for each student. The ID may be worn around the neck with an appropriate lanyard. Students not following these guidelines will be issued a detention, placed in ISS or otherwise disciplined as deemed appropriate by the principal or designee. ID cards are necessary to enter all school functions as well as to participate in the school lunch program, library procedures, school transportation, and to receive discounts at extracurricular events. Replacement ID cards may be purchased for \$5.00 and the replacement lanyard will be \$1.00. IDs may be purchased in the main office, before or after school or with permission from the principal or designee. Students are expected to produce their ID upon request from any school official at any time.

Consequences included....

*Students who do not have an ID will have an opportunity to purchase (\$1) a temporary ID if they do not have one.

1st – 3rd Infractions will receive a detention.

*On the 4th offense, the following actions will be taken: An administrator will discuss the issue with the student and/or the parent/guardian.

IN-SCHOOL SUSPENSION (ISS)

When students do not exhibit appropriate behavior, they are given the opportunity to think through his/her behavior and what changes need to be made. This is done in the In-School Suspension class. An ISS class is located on campus and is held during the normal school day. A student will complete an education packet and assignments sent by the teacher. Any student misbehavior while in ISS will constitute additional ISS days or suspension from school. Upon return from suspension, the student will complete the unfinished ISS assignment. The ISS instructor has the authority to assign additional work when a student is off-task or disrupting other students. Any student choosing to leave the ISS setting at any time without permission will be suspended from school for no more than three days. Upon completion of the suspension, the student will enter ISS to complete the original ISS assignment.

LETTERS OF RECOMMENDATION/SCHOLARSHIP FORMS, ETC.

Students requesting letters of recommendation, forms for scholarships, and other information for postsecondary schools or employers from teachers, administrators, or counselors shall allow a **minimum of three weeks** from the time of the request for the request to be filled. Letters of recommendation are done at the discretion of the individual from whom they are requested. If such a request is made and the letter, form, or other information is needed sooner than three weeks from the date of the request, the school will attempt to fill the request as expeditiously as possible.

LIBRARY

Students must have a valid Waxahachie student ID card in order to check out a book or enter the library. Library fines are 20 cents a day. All fines must be paid before books can be renewed or new books checked out. If a student loses a book, it is important to let the library know as soon as possible so the book can be declared lost. Students must have a signed Acceptable Use Policy on file before being allowed to use the Internet, no exceptions. Students violating that policy will be subject to the current school discipline management program. Computer labs will be open to class use and individual use with a signed pass. However, signed passes for individual use will not be accepted from a substitute teacher. Labs will not be available for web surfing during the regular school day. Web surfing will be provided at the discretion of the librarian. Students using the computer for non-school related purposes, during school hours, will be returned to class immediately with email notification sent to the teacher. Library hours are 7:45 a.m. - 4:00p.m. Monday-Friday. Please check with respective library personnel for after school hours. Any other questions concerning library services please contact the school.

LOST AND FOUND

Students who find lost articles and textbooks are asked to take them to the front office where the owner can claim them. Clothing and other articles that are not claimed by the end of each semester are turned over to a charitable organization. **The school is not responsible for lost or stolen items of any kind, including cell phones or other electronic devices. **

MEDICATION

School personnel should cooperate in the administration of medication with the following provisions:

- All medication, prescribed or over-the-counter, must be brought to the nurse's office for dispensing in its original prescription container.
- School personnel designated by the school principal or school nurse may give medication.
- Written permission by the parent for any medication must include name of student, dates and times to be given, dosage and signature. Parents or guardians should complete a medication permit form when medication is to be given for more than one day.
- Prescription drugs must be in the prescription container, labeled with the student's name, the physician's name and directions for administering the drug and date filled.
- Non-prescription drugs must be in original containers and must include a note with the student's name, directions for administering the drug, dates and times to be given, and parent's signature.

**Failure to follow guidelines can result in disciplinary action.

MR. AND MISS WHS

Mr. and Miss WHS nominations are submitted by all teams and organizations representing WHS. The elections are held in conjunction with Coronation elections. Each team/organization may submit a Mr. and Miss nomination. The candidates must be senior students in good standing with grades and discipline, and active in at least two WHS teams or organizations. The entire student body votes on Mr. and Miss WHS, and winners are announced at Coronation. You may not be elected Mr. or Miss WHS if you were Homecoming King or Queen.

NATIONAL HONOR SOCIETY

Students in grades 10-12 who meet the membership requirements outlined by their campus National Honor Society chapter are eligible to be invited for membership. At Waxahachie High School, those membership requirements include: GPA of 3.0/4.0 scale AND 4.0/6.0 scale; achieving the rank of junior or senior; and teacher evaluations based on character, leadership, scholarship and service.

PARENTS PICKING UP STUDENTS

Parents must use the designated drop off/pick-up. No vehicles are allowed in the bus lanes because of the serious traffic congestion and possible injury to a student. This drive is reserved for the school buses only. To ensure student safety, student or faculty parking lots are not to be used for picking up students.

PARKING OVERVIEW

The operation of a motor vehicle on campus is a privilege granted by the Waxahachie High School. Vehicles requiring a license are classified as a motor vehicle include; cars, trucks, mopeds, and motorcycles. All vehicles driven on Waxahachie ISD campuses are subject to all local and state traffic laws. A student or employee has full responsibility for the security and content of his or her vehicle. Students, faculty, staff and employees who operate or park a motor vehicle are required to have a valid parking permit decal properly affixed to the vehicle. The person to whom a parking permit is issued has a nontransferable decal.

The privilege of parking a motor vehicle on campus may be taken away for violations pertaining to inappropriate behavior or parking violations. Upon arriving at school, students MUST immediately exit their vehicles and the parking lots and enter the school building. Students in the parking lot during the school day without a pass will be subject to disciplinary action. Persons including enrolled students of any school of the district who are not authorized to be on school grounds after school hours may be charged with trespassing on school grounds in accordance with section 37.107 of the Education Code.

Parking Permits are required for students on the WHS Campus - A student driving a motor vehicle or motorcycle to school must be a licensed driver and have the liability insurance coverage required by the State of Texas showing that person's name on the insurance card. Students are required to register their vehicles and obtain a WHS Parking Permit. The permit MUST be placed in the inside front windshield, on the driver's side above the registration sticker, with the permit number clearly displayed. Parking Permits may only be utilized in the vehicle for which they are registered. Students ARE NOT allowed to park in visitor parking spaces that have signage

indicating “visitor” on pavement, curb, and/or erected signage. Students are not permitted to use Staff Parking Permits or use staff parking spaces.

Purchase of Parking Permits - Eligible students may purchase a Parking Permit for \$25.00. Students will be required to complete the online Parking Permit form, present a valid Texas Driver’s license, and present proof of liability insurance for the vehicle being registered. The student’s name must appear on the proof of liability insurance as a covered driver.

The first step to obtain a WHS Parking Permit is to complete the online WHS Parking Pass Google Form. That form can be accessed by clicking the link below:

<https://docs.google.com/forms/d/e/1FAIpQLSemzilstjrHX77aXH12JiyuZcFi4agq6c7epOQafR-KBhmWig/viewform> or by scanning the QR code below



Please complete the Parking Permit Google form prior to picking up your sticker.

The second step to obtain a WHS Parking Permit is to pay the \$25.00 fee. You may pay with cash, check made to WISD, or you may pay online at:

<https://wisd.revtrak.net/hs/waxahachie-hs/whs-parking-permit/>

Parking Permits will be available for purchase or pickup before and after school and during lunches in the WHS front foyer by the office.

Students may NOT pass their Parking Permit to another student! If a student’s Parking Permit is found on another student’s vehicle, both students’ parking privileges will be suspended for the remainder of the school year.

Visitor & Temporary Permits - In special circumstances, a temporary or visitor parking permit may be obtained from guard shack on the respective parking lots of the WHS campus. The definition of ‘special circumstances’ and the issuance of the temporary parking permit will be at the discretion of the WISD parking guards. Temporary parking permits will be written and **MUST** be properly displayed in the vehicle (on the dash) with the printed side facing the front of the vehicle where the permit can be read from outside of the vehicle.

Replacement Permits - In the event that a vehicle is stolen, wrecked, sold, the permit holder should immediately notify the WISD Security office. Replacement permits will be issued at the discretion of the department and may require proper documentation including the original parking decal. If a permit that has been replaced is found on another vehicle, both students’ parking privileges will be suspended for the remainder of the year.

Designation of Parking Spaces - All students are required to park in the student parking lots. Students are not allowed to park in Staff, Visitor, or CTE parking lots at any time. These lots have been designated for staff or visitors only. Employees may receive additional parking stickers for multiple vehicles. Visitors must check in at the front office before they are allowed to enter campus.

Visitor Parking - All visitors must park in areas designated specifically for visitors. A student or employee is not considered a visitor and may not park in a visitor's area on class days between 8:00 a.m. and 4:00 p.m. Visitors MUST follow all rules and guidelines.

Vehicle Subject to Search - Any vehicle entering WISD property is subject to search by school authorities. Such search includes all compartments and components thereof.

Vehicle Regulations - Students may be issued citations for moving and/or parking violations. Code of Conduct citations must be paid. Citations (parking tickets) may be issued by a Law Enforcement Officer under TEXAS EDUCATION CODE 37.102 rules. Citations issued by Waxahachie Police Department or Waxahachie Fire Marshals must be paid through the Waxahachie Municipal Court.

Parking lot infractions include, but are not limited to:

- Driving over the posted speed limit of 15 MPH
- Parking in faculty/staff parking spaces or visitor's spaces
- Parking in the Fire Lane, Handicapped Parking, or School Bus Loading/Unloading Zones are subject to towing
- Not parking in designated parking spots
- Parked without a Parking Permit
- Parked in more than one space
- Clinging on or allowing someone to cling on a vehicle or in the bed of a truck
- Loud music
- Driving off pavement, on curbs, sidewalks, in grass, etc.
- Reckless driving, speeding, or exhibition of acceleration
- Displaying or writing offensive language or symbols on vehicles
- Loitering in the parking lot
- Displaying a false Parking Permit.

Fine Amounts

Code of Conduct fine amounts for tickets issued by WISD will be a standard \$10.00 per ticket for all parking infractions. The jurisdictional court sets all other fines. Students who receive a parking ticket will have 10 days from the date of the citation to pay the fine. If the fine is not paid by the 10th day, an additional \$10.00 will be issued and the student's parking privileges will be suspended until the fines are paid. If the student's vehicle (or one operated by the student) is parked on the property during their suspension, a third \$10.00 fine will be issued. The next time the student's vehicle (or one operated by the student) is parked on property during their suspension, the vehicle will be **towed and impounded at the owner's expense**. If a student receives a fine for not having a Parking Permit, the student must pay the fine and purchase a Parking Permit before they are allowed to park on property.

- 1st parking fine issued, the student will have 10 school days to pay from the date of citation. If not paid.
- A 2nd parking fine will be issued and the vehicle may be subject to towing until all fines are paid. The student will receive a discipline referral.
- A 3rd parking fine will be issued and the next time a student's car or one driven by the student is on Waxahachie ISD property, it will be towed at the owner's expense. Parking privileges will be revoked for the remainder of the year.

Towing of Vehicles - WISD Security may impound any vehicle driven by a student if the vehicle is found parked on WISD property, and (1) the student has outstanding unpaid parking fines totaling \$30.00, (2) and the student has received a total of three fines from the beginning of the year. (Could be for different infractions) If a student has a fourth violation, the vehicle will be towed at the owner's expense.

Revocation of Parking Permits - When a student is caught off campus or attempting to leave campus without the proper approval, policies are:

- **First offense:** Loss of parking privileges for 4 weeks, holiday weeks excluded.

- **Second offense:** Loss of parking privileges the remainder of the semester or at least 4 weeks (whichever is greater). These sanctions are in addition to discipline that is administered by WHS administrators for skipping school. These consequences will be given to all students riding in the vehicle, not just the driver. If an unlicensed student is caught driving on any WISD campus, Law enforcement will be notified and a parent may be required to pick up the vehicle at the discretion of the Officer. The Parking Permit will be removed from the student's vehicles following each offense. During the discipline period, eligible students may use WISD bus transportation. **Counterfeiting or altering Parking Permits will result in a loss of parking privileges for the remainder of the school year.**

Display of Permits - The Parking Permit MUST be placed in the inside front windshield, on the driver's side above the registration sticker, with the permit number clearly displayed. Parking Permits may only be utilized in the vehicle for which they are registered. For motorcycles, the Parking Permit should be placed on the inside of the windshield. The permit can only be displayed on the vehicle to which it is registered. The improper display of a parking permit constitutes a parking violation.

What to do if you are involved in an accident in the parking lot - If you are involved in an accident on school property you must tell a Security Officer or a principal immediately. Do not drive away or you could be charged with a hit and run.

POSTERS

The campus principal or designee must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. WHS will have designated areas to post approved material.

PROM KING/QUEEN

At Waxahachie High School, the Prom king and queen nominees are selected two weeks before the prom by their senior classmates. The nominees will be announced at prom, and nominees must attend prom and still be in attendance during the announcement to win the title of prom queen or king. Nominees must be in good academic and disciplinary standing and must not have won Homecoming queen or king, Mr. or Miss WHS, or Senior king or queen at Coronation.

SATURDAY SCHOOL

WHS may use Saturday School to address attendance, as well as disciplinary and remediation needs of individual students. Breakfast Club is held Saturday mornings at WHS, begins at 8:00 a.m. and concludes at noon. Students are required to bring work and will not be permitted to sleep or use electronic devices for non-academic purposes. Students attending Breakfast Club will need to provide their own lunch.

SB 149 (Individual Graduation Committee)

Students who do not meet passing standards on all five of the required EOC exams will be afforded an Individual Graduation Committee (IGC) review committee meeting to determine possible graduation. SB 149 has revised the state's assessment graduation requirements for students enrolled in grades 11 or 12 since 2014. A student who has failed the EOC assessment graduation requirements for no more than two courses may receive a Texas high school diploma if the student has qualified to graduate by means of an individual graduation committee (IGC). Under the legislation, a student may not graduate under an IGC if the student did not take each required EOC assessment or a commissioner-approved substitute assessment for each course for which there is an EOC assessment.

Additional academic requirements: IGCs must recommend additional requirements for each failed EOC test for a student to be eligible to graduate. These include additional remediation and either completion of a project that demonstrates proficiency in the subject area of each course where the EOC test was failed, or preparation of a portfolio of work samples from each affected course that demonstrates proficiency in the subject area(s). Students may submit coursework that was previously completed to satisfy recommended additional requirements.

Required committee considerations: IGCs must consider the following in determining whether a student is qualified to graduate:

- Recommendations of the teachers in each course where an EOC test was failed
- Grades in each of the courses where an EOC test was failed
- Scores on the relevant failed EOC tests
- Student performance on the additional academic requirements
- Hours of remediation attended, including college preparatory courses *under Chapter 39.025(b-2)* [emphasis added because these are the courses NOT implemented to date]
- Attendance and successful completion of transitional college courses in reading or mathematics
- School attendance rate
- Satisfaction of any of the Texas Success Initiative (TSI) college readiness benchmarks set by THECB (SAT, ACT, or TSIA cut scores)
- Successful completion of a dual credit course in one of the four core subject areas
- Successful completion of a Pre-AP, AP, or IB program course in one of the four core subject areas
- An “Advanced High” rating on the most recent high school administration of TELPAS
- A score of 50 or better on a CLEP test
- Scores on ACT, SAT, or ASVAB tests, or a score of 50 or better on a CLEP test
- Completion of a sequence of CTE program courses required to attain an industry- recognized credential or certificate
- *Any other academic information that the local school board requires IGCs to consider*

Retest and reporting requirements: Students must retake the relevant EOC tests until they graduate. Districts will be held accountable for retest results in keeping with state accountability system requirements. By December 1 each year, districts must report in PEIMS the number of students for whom Individual Graduation Committees, or IGCs, are convened, and of those, the number graduated by the IGC each year.

Committee determination of eligibility to graduate: IGCs can authorize eligible students to graduate based on the above considerations and additional requirements if 1) the committee decision is unanimous and 2) the student has passed all curriculum requirements for graduation per State Board of Education or commissioner transition rule. *Students cannot graduate via the IGC before their 12th grade year.*

SCHEDULE CHANGES

All high school students pre-register in the spring for the following school year. The ONLY reasons your schedule will be changed at the start of the school year are: (All changes are due the last day of school the previous school year.)

- You’ve already earned credit for a class or equivalent
- You are a Senior and have not received a course required for graduation.
- Enrolled in a course for which you have not met the prerequisite.
- Computer/Scheduling error (missing a class, unbalanced schedule, etc.)
- You need to repeat a class you failed

If you meet one of the above criteria, you may go by the Counseling office to scan the QR Code to complete the online Schedule Change Request form.

- Students who have NOT met mastery on one or more EOC’s will be placed in remediation requiring you to give up one or more electives. The only way to be removed from a remediation class is to meet the passing standard. EOC’s are given in December, April/May and June.
- Schedule changes for Pre-AP/AP classes will NOT be considered until grading period ends per the honors course agreement.

SENIOR DEBTS

Seniors with outstanding fines must have those fines paid, per Code of Conduct, before they will be able to pick up their diplomas or receive transcripts from Waxahachie ISD. Payments can be made to the front office at Waxahachie High School.

STATE SCHOLARSHIPS AND GRANTS

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see your counselor and policy E.J.]

STUDENT COUNCIL

The Student Council is composed of student body leaders and grade-level leaders. Student Council officers are voted on by the student body, and must meet certain requirements to be eligible to hold an office. At Waxahachie High School, student body officer candidates must be going into their junior or senior year (except for presidential candidates, who must be senior students). All officer candidates must have recommendations from each of their core teachers, one elective teacher, and one administrator, and have served on Student Council for at least one year (except for presidential candidates, who must have served two). Class officer candidates must have served on Student Council for at least one year, and must have two signatures or recommendation from unrelated adults. In administering the election, the Student Council sponsor asks for approval of all nominees from the administration and counselors of WHS. If a student has a discipline record, they may be removed from running, depending on the violation. Candidates then campaign and are voted upon by their peers. Elected officers must uphold the requirements outlined in the student council code of conduct.

STUDENT VALUABLES

Students should not bring large amounts of money or valuable items to school. Students, not the school, are responsible for their personal property. Students are encouraged not to bring personal items such as electronic or video games, video players, radios, CD players, iPods, MP3 players, etc. to school. CELL PHONES/SMARTWATCHES ARE NOT THE RESPONSIBILITY OF THE SCHOOL.

TARDY POLICY

Students must be on time to each class period.

- (Tardies will be cumulative)
- 1st - 3rd infractions will constitute a "verbal warning" and the teacher will document the attendance in Skyward.

After your 3rd offense, the following actions will be taken:

- 4th Tardy = 1 After School Detention.
- 8th Tardy = ISS
- 12th Tardy = Saturday School
- 16th Tardy = Mandatory Parent Conference and additional consequences

(Skipping Detention will result in Breakfast Club and skipping Breakfast Club will result in an additional Breakfast Club placement. Further skipping may result in a DAEP placement.)

TELEPHONES/TELEPHONE MESSAGES AND DELIVERIES

Messages will not be delivered to students in class unless in cases of family emergencies, such as death in the family, family accidents or illness, etc. An administrator will deliver all emergency messages. The office phones are for school business and not for student use except in case of emergency and with staff permission. Students are not to use personal cell phones during the day to contact parents. Parents are expected to call the front office in case of emergency and not call or text the student's cell phone. Students will be disciplined for any unauthorized cell phone use such as parent phone calls, personal phone calls, text messaging, checking the time or if the phone is visible during the normal school day, etc. The normal school day begins at 8:25 until the end of the school day at 3:55. Cell phones are disruptive to the learning environment. Delivery of flowers or balloons to the school is prohibited. See Cell Phones in Student Code of Conduct.

TOP 30 HONORS BREAKFAST (WHS)

The senior honors breakfasts are sponsored in part by the Education Foundation for Waxahachie ISD. They honor the top 30 seniors (or approximately the top 5 percent of students) in the graduating class each year at

Waxahachie High School. As the student body grows, the number of students honored may change to reflect that growth. The top students are based on class rank after the third nine weeks.

TRANSCRIPTS

Official transcripts of all high school academic work are kept on file with the school district. Students requesting an official transcript must make the request online with the link provided.... <https://goo.gl/WCiYZA> Transcript requests for colleges for graduating seniors should be made early in the spring semester. Transcript requests will be handled on a first-come, first-served basis and may take up to 5 business days for distribution.

TRANSPORTATION

Students being transported in school-owned vehicles shall comply with the Student Code of Conduct. Riding the school bus is a privilege. Any student who fails to comply with the established rules of conduct while on school transportation may be denied transportation services and will be subject to disciplinary action. Bus students are to report immediately to the bus pick-up area at the end of the school day. Students will need to find their own transportation if they miss the bus. Students must ride their assigned bus and route and also board the bus at their assigned stop.

TRIBE TIME

Tribe Time will be held daily as an opportunity for students to receive help or tutoring from other teachers and sponsors throughout campus (except for pep rally or shortened days). All students, including Seniors, must attend the entire scheduled TRIBE Time class.

You are REQUIRED to do the following to LEAVE class:

- Before leaving you are REQUIRED to SIGN OUT
- With pass in hand you will have 2 minutes to reach your tutoring room
- Passes are ONLY good for ONE WEEK at a time.
- Being in an area without permission will result in consequences.
- You must sign in with the receiving tutoring teacher.
- Once you are in your tutoring TRIBE class you MUST stay until class is over.

Top Academic needs for TRIBE time:

- Homework, missing assignments, absentee work, etc.
- Correct or make-up a test per WISD guidelines
- Test prep for SAT/ACT. You can find useful study programs on Khan Academy, college board, etc.
- Meetings for clubs and organizations along with student body meetings.
- Counseling Guidance Lessons (required by the state)
- Student EOC remediation...maybe required for those needing to re-test according to HB4545
- All students, including Seniors, must attend the entire scheduled TRIBE Time class.
- Senior early release will begin after the Tribe Time period has concluded.

TUTORIALS

All teachers will provide tutorials each week in the mornings or afternoons. A tutorial schedule will be posted in the classroom by the teacher. Additional opportunities for tutoring will be provided in certain subjects in the evening in the WHS Library or other designated location. (Tutorial times are subject to change at the discretion of the school principal.) At the present time, the evening tutorials are:

Mondays (4:00-7:00), Tuesdays (4:00-6:00), Thursdays (4:00-6:00)

YEARBOOK

The yearbook staff and photographer will schedule class pictures for the senior class and the photographer will notify students. Junior, sophomore, and freshman pictures will be made at the school by a school photographer. Students must be in dress code for all pictures. Students misrepresenting themselves with unearned cords, honor society hoods, etc. will be asked to retake their pictures at the student's/parents expense. Yearbooks will be sold starting the month of September and will be delivered in May that school year.

WAXAHACHIE ISD STUDENT DRESS CODE – 2023-2024 SCHOOL YEAR

The Waxahachie Independent School District is committed to providing an excellent educational opportunity for each student in the district. Efforts are made to ensure the highest standards of performance for all Waxahachie ISD students and to promote a safe and secure environment.

The District's dress code is used to promote grooming and hygiene, instill discipline, prevent disruption, help avoid safety hazards, and teach respect for authority. In addition, dress and grooming standards shall promote community values and good citizenship, enhance a safe orderly educational environment, and not infringe on any individual's religious beliefs or protected free speech.

The desire of the district is to present changes in a positive format; however, the most effective manner in which to explain the changes is to list the prohibited dress and/or grooming practices. Even though the Dress Code is restrictive, students continue to have a wide variety of choices. The cooperation of parents and students and the consistent and fair enforcement of this policy by teachers and administrators are essential to the effectiveness of the Code. Students violating the dress code will be assigned disciplinary consequences in accordance with Waxahachie ISD Code of Conduct.

The campus principal has the final decision as to what constitutes appropriate school attire, including exceptions to the Code made for district and campus spirit days. Administrators shall have the discretion to determine the appropriateness of attire and grooming for religious and/or medical necessities.

The Following Modes of Dress or Grooming Are Prohibited:

General:

- Any aspect of a student's appearance, attire or accessories that is likely to distract or disrupt the learning environment, including images or messages that are illegal, inappropriate, lewd, vulgar, sexually suggestive, containing profanity, or promoting violation of school rules (i.e., promoting drugs, tobacco use, alcohol, violence, gangs, death, sex, profanity, or hate).
- Exposed skin or undergarments visible above mid-thigh
- See-through clothing (e.g. thin or mesh) unless worn over appropriate garments

Shirts, Tops, and Blouses

- Sleeveless shirts or blouses that are not hemmed
- Spaghetti straps, halter tops, basketball jerseys, tank tops, tube tops, unbuttoned shirts and blouses, and overalls (unless worn over appropriate garments), and strapless tops
- Exposed midriff or cleavage
- Backless tops

Dresses, Skirts, Shorts, and Pants

- Dresses, shorts, skirts, or slits in skirts shorter than mid-thigh length and strapless dresses
- Pants, shorts, and skirts worn below the waist (i.e., "sagging" garments). Students may be required to use an accessory, provided by campus, to ensure that pants are worn at normal waist level
- Underwear as outerwear or exposed underwear or nightwear
- Fitted bottoms such as: leggings, leotards, and yoga pants, or worn with only a top, sweater, or dress that is shorter than mid-thigh length
- Athletic shorts that are mid-thigh length but are hemmed with a rise on the side of the leg that is above mid-thigh length. (This style of shorts may be worn with slider style shorts or tights underneath that are at least mid-thigh length.)

Outerwear (Coats, Jackets, Coveralls, Etc.) mid-thigh length

- Trench coats or dusters

- One-piece jumpsuits

Accessories

- Piercings: tongue rings, lip rings, eyebrow rings, ear gauges, spacers, facial jewelry such as hoops or rings, visible body piercings or facial decorations. Students may, however, wear one small nose stud or one small nostril ring (not to be worn in the septum – cartilage that separates the two nostrils).
- Chains on clothing or wallets
- Heavy or spiked jewelry (e.g., dog collars, spiked bracelets or belts, etc.)
- Visible tattoos deemed disruptive or inappropriate (must be covered at all times)
- Headwear: Hats, caps, bandannas, sweatbands or other head coverings. Garments with hoods may not be worn with the hood over the head inside the perimeter of the building during the school day.
- Unnaturally colored hair or extensions including, but not limited to: green, blue, red, purple, orange, or multicolored.

Footwear

- Soft-bottom house shoes, bare feet, shoes with metal cleats, or shoes with wheels

Grooming

- Sunglasses (except with a signed note from the school nurse)
- Hairstyles that are disruptive (e.g., natural Mohawks not to exceed 2" in height when spiked, designs which display inappropriate symbols or messages, etc.)
- Unnaturally colored hair or extensions including, but not limited to: green, blue, red, purple, orange, or multicolored.

Exemptions

Parents or guardians seeking an exemption from the Dress Code for their student must complete a Waxahachie ISD Dress Code Exemption Request Form. This form is available upon request by mail or in person in the main office. The form is also available on the Waxahachie ISD website. The form must be completed in full and returned to the campus principal. The parent or guardian will be asked to discuss with the campus principal the reasons and goal of the policy and the nature of the objections to the Dress Code. This meeting shall be held within ten days after receipt of the form. Based on the information provided in the Exemption Request Form and the interview with the parent, the campus principal will make a determination as to whether the exemption is granted. This decision shall be provided to the student or parent within ten days following the conference. Parents with more than one student enrolled in the district must fill out a separate Waxahachie ISD Dress Code Exemption Request Form for each student.

[Waxahachie ISD Dress Code Exemption Request Form](#)

Any appeal of the campus principal's decision will be treated as a student/parent or guardian complaint under Waxahachie ISD Board Policy FNG(LOCAL).

Unless otherwise approved by the campus principal, the student must continue to comply with the Waxahachie ISD Dress Code pending the outcome of the Exemption Meeting.

Waxahachie High School Alma Mater

Waxahachie Hail to thee,
We will ever loyal be,
As we loud thy praises tell,
Noble school we love so well,
Green and white our banners fly,
Raise them proudly to the sky,
Glorious memories never die,
Hail to thee, Hail to thee,
Waxahachie High.