

MCKINNEY HIGH SCHOOL
2009-2010 Student Handbook Addendum

Announcements

Public address announcements will be made each day during second period. The announcements will include Pledges of Allegiance and a Moment of Silence in compliance with state law.

Arrival/Dismissal from School

Doors will open at 8:00 a.m. Students who arrive at school prior to 8:30 a.m. must remain in the cafeteria.

All parent drop off/pick up of students must take place at the front entrance.

Students must exit the building by 4:30 p.m. unless accompanied by a teacher, coach, or sponsor. Students enrolled in zero hour classes must exit the building within 10 minutes of the bell ending their final class period.

Attendance

Regular attendance is imperative for student success. To receive credit in a class, a student must attend at least 90 percent of the days a 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 principal, which allows the student to fulfill the instructional requirements for the class.

If a student is absent for any reason, the parent/guardian must call the attendance clerk the same day of the absence. It is also mandatory that a signed and dated note with an explanation of the absence be sent with the student within three days upon returning to school. All absences are considered unexcused until the proper parent note or original doctor's excuse is received by the attendance office.

NOTE: All absences, including excused absences with parent notes and unexcused absences count towards 90 percent rule.
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No student may leave campus at any time, for any reason, during the school day without checking out through the Front Office with administrative approval. Being off-campus without a proper permit is truancy.

Note to bus riders: No excused absences or excused tardies will be provided to students coming to school who assume responsibility for his/her own transportation instead of riding the school bus.

Backpacks

Backpacks are permitted at MHS and students may carry their backpacks to and from classes. However, backpacks must be managed in a manner that keeps classroom walkways and aisles clear at all times.

Building Access

The main building is accessible for students from 8:00 a.m. to 4:30 p.m. each school day.

Students enrolled in Zero Hour classes or students who have early morning practice/tutoring will enter the building according to their teacher's or sponsor's direction.

Students must exit the building each day by 4:30 p.m. Students are permitted in the building after 4:30 p.m. only if accompanied by a teacher, coach or sponsor. Students enrolled in zero hour classes must exit the building within 10 minutes of the bell ending their final class period.

Bus Information

School bus transportation is a privilege provided to eligible students of McKinney ISD. While riding on the school bus, students are expected to comply with all guidelines printed in the McKinney ISD *Student Code of Conduct*. Buses access the MHS campus via the bus drive located on the northeast side of the building. Students are directed to enter the building through the cafeteria entrance. In the afternoon, bus riders exit through the cafeteria, locate, and promptly board their designated bus. The first buses depart at 4:30 p.m. Once a bus has started moving, latecomers will not be permitted to board the bus. Bus routes are available online through the McKinney ISD website or by calling Durham Transportation at 972-542-8316.

Cafeteria

Breakfast is served in the cafeteria from 8:30 a.m. to 9:05 a.m. Breakfast costs \$1.00 (new price for 09-10) and Reduced Price Breakfast costs \$.30. MHS has five lunch periods beginning at 11:05 a.m. Each lunch period is 30 minutes in length. A student's lunch period is determined by his/her 3rd or 4th period class. Lunch costs \$2.25 (new price for 09-10) and Reduced Price Lunch costs \$.40.

Students who qualify for free or reduced meals must complete a new application each year. Free or reduced meals will be served until October 2, 2009 for students who received free or reduced meals last year. After that time, a new application must be returned to the cafeteria manager.

For security reasons, students must use their student ID number to make purchases in the cafeteria. Students are not allowed to use another student's ID number to make a purchase.

McKinney High School is a closed campus and students are not permitted to leave campus during lunch. Parents are not permitted to deliver outside food to school for student consumption.

Campus Communication

MHS utilizes several methods to communicate information to parents and/or students. The most common source of news is the school website. Information is also conveyed via electronic newsletters (*Lions Share*), automated phone calls, or letters delivered via U.S. mail and/or via students.

Information regarding student grades is available at any time via the internet. Parents may view their child's grades online via the Home Access Center (HAC). Personal Identification Numbers and ID Numbers are required to access the HAC and will be made available to parents after the third week of school.

Administrative approval must be obtained prior to conducting surveys, passing out questionnaires, conducting fundraising activities, displaying posters or bulletins, or distributing material.

Clubs and Organizations

Each year, non-curricular clubs must apply and go through the appropriate procedures for establishing a club. Extra-curricular and curricular clubs will be allowed to have announcements in the Daily PowerPoint and to post approved flyers. Flyers posted on campus must be approved by the designated campus administrator. Only announcements pertaining to curriculum-related/school-sponsored meetings/events will be made over the PA system (FMA regulation).

Communication and Other Electronic Devices

See sections entitled "Telecommunications Devices" and "Other Electronic Devices" appearing later in this handbook.

Contacts – House Structure

Students at McKinney High School are grouped in “houses” alphabetically by last name. Each house has an assigned House Principal and Counselor. Names and contact information are as follows:

Alpha House: Students with last names beginning with A-E

Principal: Wray Franks (469-742-5754)

Counselor: Susan Bell (469-742-5718)

Beta House: Students with last names beginning with F-L

Principal: Cedric Mack (469-742-5966)

Counselor: Vanessa Moore-Hundley (469-5719)

Gamma House: Students with last names beginning with M-R

Principal: Amy Philachack (469-742-5880)

Counselor: Jenifer Akins (469-742-5722)

Delta House: Students with last name beginning with S-Z

Principal: Kim Morisak (469-742-5707)

Counselor: Jeff Cranmore (469-742-5723)

Deliveries to Students

The MHS front office will accept delivery of schoolwork, lunch money, books, class materials, uniforms or clothing needed for school activities or class projects. Messages for students will only be delivered in emergency situations. MHS will not accept delivery of any items not directly related to school or academic activities (i.e. food, flowers, candy, balloons, or gifts).

Detentions

Teachers may assign detentions for non-compliance with classroom procedures. Detentions will be issued in writing and scheduled no earlier than the next school day. Detentions will be served at a time/place determined by the teacher.

Administrators may also assign detentions for non-compliance of campus policies. Office detentions will be held Monday through Thursday from 4:30 p.m. – 5:30 p.m. and must be served within 24 hours of the assignment.

Failure to serve any assigned detention may result in further disciplinary action, including assignment to In-School Suspension (ISS).

Dress Code

Appropriate dress is an expectation of all McKinney High School students. Students who are out of compliance with the MISD dress code will not be permitted to attend regular class. Students will be given the option to call parent(s)/guardian(s) for a change of clothes with time out of class not to exceed 30 minutes. Students unable to secure proper attire may be assigned to ISS for the remainder of the day.

An accumulation of five or more dress code violations in a semester will be considered a failure to follow the campus policy and the MISD *Student Code of Conduct* and will be handled accordingly.

Fines

The school may withhold a student's official records (including official transcripts) for any student who owes money for school fines including, but not limited to, textbooks, library fines, fees, or uniforms.

Failure to clear fines may result in the student being unable to obtain items such as a Verification of Enrollment (VOE) form, school dance ticket, MHS parking permit, official transcript, or school extracurricular equipment (uniforms, band instruments, etc.).

ID Cards

ID cards will be provided for students within the first nine weeks of school. Students are expected to have their school issued ID at all times. An ID card is required for certain school activities such as checking out textbooks, checking out library books, exiting the school parking lot during school hours, and purchasing dance tickets. Replacement cards can be obtained for at a cost of \$3.

Leaving Campus

High school campuses in McKinney ISD are “closed” campuses. Therefore, no student may leave campus at any time, for any reason, during the school day (including lunch) without first obtaining administrative approval and checking out through the Main Office. Students off campus without a proper permit are considered truant.

A parent or guardian may check their student out of school during school hours by presenting a valid driver’s license or state ID card at the main office. If a student returns to school after being checked out by a parent/guardian, that student must first check in at the front office. Students who do not follow these procedures are considered absent without permission (truant) and are subject to discipline management techniques in the MISD *Student Code of Conduct*. The school parking lot is monitored for students exiting during the school day.

Lockers

Lockers are available for student use. The school reserves the right to inspect all lockers at any time. Students are expected to keep the lockers neat and free of food items. The school is not responsible for the loss of any items in students’ lockers. Students must use the locker assigned, may not change lockers, and may not share lockers or locker combinations. Students may sign up for a locker in the Delta House office.

Parking

Parking on campus is a privilege and not a right. In order to park on campus, students are required to park in the designated student parking lot located in the front of the MHS campus and must have a parking permit. Parking permits may be purchased for \$50 in the Delta House office and are valid for the entire school year. A copy of the student’s driver’s license and a copy of a current insurance card are required to purchase a parking permit.

Student vehicles parked in restricted parking areas, located either in front or behind the school building, are subject to being “booted” or towed at student expense.

Parking at MHS is monitored during the school day. Any student leaving campus through the front parking lot during the school day must have a pass from the front office or an early release identification card.

Restrooms

Students are expected to use the restroom between classes. In case of emergencies, a student must obtain a hall pass from his/her teacher in order to use the restroom during class time.

Skateboards and Skates

Skateboard, rollerblades, scooters, bicycles are not to be ridden on any campus. Once reaching school property, they must be carried or pushed. Bicycles should be locked using bicycle racks provided on campus. Skateboards brought to school must be taken to the House Principal’s office and picked up at the end of the school day.

Tardies

Reporting late to class is considered an interruption to instructional time and thus should be avoided at all times. A tardy occurs when a student has not crossed the classroom threshold upon completion of the tardy bell sounding. Any student who is tardy is expected to serve a tardy detention. **No written notice will be issued for a Tardy Detention.** Students have a 24-hour

window in which to serve a tardy detention. Failure to serve a tardy detention may result in an in-school suspension (ISS).

1st Tardy = Detention

2nd Tardy = Detention

3rd Tardy = Detention

4th Tardy = 1 day ISS

5th Tardy = 2 days ISS

6th Tardy = 3 days ISS

7th Tardy = Referral to DAEP for persistent misbehavior offenses

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Telecommunication device use is limited to use from the first bell to the last bell under the following conditions:

1. Must be turned off during all instructional times
2. Must be put away prior to entering the classroom
3. May only be used during the following non-instructional time:
 - a. Prior to the first class bell of the day
 - b. After the last class bell ending the school day
4. May be used during the school day with permission of school personnel

A student who uses a telecommunications device during the school day shall have the device confiscated. The student/parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.]

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunication devices.

McKinney High School accepts no responsibility for stolen items once they have been confiscated.

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunication devices.

Electronic device use is limited to use from the first bell to the last bell under the following conditions:

1. Must be turned off during all instructional times
2. Must be put away prior to entering the classroom
3. May only be used during the following non-instructional time:
 - a. Prior to the first class bell of the day
 - b. After the last class bell ending the school day
4. May be used during the school day with permission of school personnel

Electronic communications devices may be possessed and used after school and at school-sponsored or school-related activities. Use during these times is subject to appropriate rules of usage. Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device [See policy FNCE.]

McKinney High School accepts no responsibility for stolen items once they have been confiscated.

Tutoring

Academic tutoring is designed to give students additional instruction and support in course content to bolster grades and enable successful completion of the course. Students experiencing difficulty in a subject are strongly encouraged to attend morning or afternoon tutorial sessions. In order to access a teacher's classrooms in the morning or afternoon, the student must have a pass from the teacher or from their parent. Parents are urged to monitor their child's tutorial attendance as needed. Academic tutoring is also available by prearranging it with the teacher.

Visitors/Volunteers

Parents wishing to visit a teacher are encouraged to schedule an appointment before/after school or during the teacher's conference period.

Parents and other adults wishing to volunteer in some capacity are welcomed at McKinney High School. In compliance with MISD policy, any adult who is working or assisting with any school-related activity is considered a volunteer and will be required to complete the MISD Volunteer Application available online at www.mckinneyisd.net.

For safety reasons, all campus volunteers and visitors arriving on campus during the school day must first register at the front office using the MISD RAPTOR system before beginning their intended duties. All volunteers and visitors must present proper ID and receive an appropriate badge.

McKinney High School is a "Closed Campus". Student visitors will not be permitted in classes or on campus without prior permission from a campus administrator unless here for official school business (this includes lunches). At no time will students from other schools or post-high school siblings be permitted for lunch unless accompanied by a parent/guardian.

Zero Hour

The MHS Zero Hour program is a scheduling option available to students in grades 10-12. Selected courses at MHS are offered every other school day (A-B block format) from 7:30 a.m. to 9:00 a.m. Students enrolled in one zero hour class conclude their regular school day every day at 3:25 p.m. Students enrolled in two zero hour classes conclude their regular school day every day at 2:30 p.m.

Seats in zero hour classes are available on a first come-first serve basis. Students may be placed on a waiting list if their desired course is full.

Students enrolled in zero hour courses are expected to follow all normal school policies regarding attendance and conduct. Any failure in this regard may result in the student being removed from the zero hour class and placed in 6th and/or 7th period classes.