

2013 -2014 McKinney High School Student Handbook Addendum

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

Arrival/Dismissal from School: Doors will open at 7:00 am. Students who arrive at school prior to 7:25 am must remain in the cafeteria area. All parent drop off/pick up of students must take place at front entrance. Students must exit the building by 2:40 pm unless accompanied by a teacher, coach, or sponsor (tutorials, meetings, practices, etc).

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 house 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 their child's House Principal 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 and entered in to the MISO student information system by the House Principal's office. The parent/guardian should verify receipt of the note via the Home Access Center.

NOTE: All absences, including excused absences with parent notes and unexcused absences count towards the 90 percent rule.

No student may leave campus at any time, for any reason, during the school day without checking out through their House Office with administrative approval. Being off-campus without a proper permit is truancy.

Note to non-bus riders: No excused absence 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 7:00 am to 2:40 pm each school day. 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 2:40 p.m. Students are permitted in the building after 2:40 pm. only if accompanied by a teacher, coach or sponsor (tutorials, meetings, practices, etc).

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 ISO *Student Code of Conduct*. Busses 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 2:40 p.m. Once a bus has started moving, latecomers will not be permitted to board the bus. Bus routes are available on-line at the McKinney ISO website or by calling Durham Transportation at 972.542.8316.

Cafeteria: Breakfast is served in the cafeteria from 7:00 am to 7:20 am. Breakfast cost \$1.00 and Reduced Price Breakfast costs \$.30. MHS has five lunch periods beginning at 10:15 a.m. Each lunch period is 30 minutes in length. A student's lunch period is determined by his/her 4th or 5th period class. Lunch costs \$ 2.55 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 8, 2013 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 called the Lion's Share (Please join at <http://tinyurl.com/kxjyo2e>), automated phone calls, or letters delivered via U.S. mail and/or via students. We also utilize Manestream News which is a student generated website with current news, editorials and the award-winning MHS1 broadcasts. www.manestreamnews.com; Facebook-Friend us at www.facebook.com/McKinneyHS; and Twitter-Follow us @MHSLions

Information regarding student grades is available at any time via the internet. Parents may view their child's grades and attendance information on-line 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 fund raising 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 and to approved flyers when approved by Michael Bennett, Assistant Principal for Clubs & Organizations. Only announcements pertaining to curriculum related/school sponsored meetings/events will be made on the PA system (FMA regulation).

House Structure: Students at McKinney High School are grouped in "Houses" alphabetically by last name. Each house has an assigned House Principal, Counselor and House Secretary. Names and contact information are as follows:

House Name (Last Name)	Principal	Counselor	Secretary
House of Pride (A-D)	Wray Franks 469.302.5754	Susan Bell 469.302.5718	Carol Appleby 469.302.5700
House of Strength (E-I)	Michael Bennett 469.302.5880	Leighann Johnson 469.302.5700	Susan Milburn 469.302.5700
House of Integrity (J-M)	Amanda Gavin 469.302.5700	Pam Adams 469.302.5719	Julie Lee 469.302.5700
House of Scholarship (N-Sa)	Annuar Ortiz 469.302.5707	Jennifer Akins 469.302.5722	Michelle Quirrenbach 469.302.5700
House of Leadership (Sc-Z)	Jamie Thomas 469.302.5879	Jeff Cranmore 469.302.5723	Kimberly Montgomery 469.302.5700

Deliveries to Students: The MHS front receptionist desk 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 of campus policies. 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 are held after school Monday through Friday and must be served within 24 hours of the assignment. Failure to serve any assigned detention may result in further disciplinary action.

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 have three options:

1. Contact parent for a change of clothes (if time out of class will not exceed 30 minutes).
2. Wear school-issued appropriate attire during remainder of the day.
3. Students who refuse to comply with either options above will be sent home and may receive an unexcused absence for remainder of the day.

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.).

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 their House Office. Students off campus without 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 Front Desk. 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: McKinney High School no longer has academic lockers on campus. However, all dressing rooms are equipped with lockers and your coaches/sponsors will issue lockers according to their specific needs in class.

Parking: Students 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 MHS parking permit. Parking permits cost \$50.00 and are valid for the entire school year. Permits are sold during lunches for the first few weeks of school. A copy of the student's DL and a copy of a current insurance card (with student name) are required to purchase a parking permit.

Student parking is permitted only in the student designated student parking lot. Student's cars not parked in the student parking lot may be 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 their House Office or any early release identification card.

Restrooms: Students are expected to use the restroom between classes. In case of emergencies, the student may obtain a hall pass from the teacher.

Tardies: Reporting late to class is considered an interruption to instructional time. A tardy occurs when a student has not crossed the classroom threshold upon completion of the tardy bell sounding. Teachers may refer students to report to a MHS Tardy Gate for a tardy pass and possibly an administrative consequence. Tardies through the Tardy Gate are monitored by House Principals.

Telecommunications and Other Electronic Devices:

For safety purposes, the district permits students to possess telecommunication devices, including mobile telephones. The use of electronic devices (cell phones, portable computers, radios, CD players, MP3 players, video/audio recorders, DVD players, cameras, electronic games, etc.) in the classroom is at the sole discretion of the teacher. Unless specifically allowed for instructional purposes, devices must be turned off and put away during class time.

Devices may be used during the following non-instructional times include before 7:30 am, after 2:30 pm, lunch, and during passing periods.

Inappropriate or disruptive use of any electronic device at any time during the school day will result in confiscation of that device. Confiscated devices will be turned over to the House Principal's office. The student/parent may retrieve the confiscated device for a fee of \$15. Confiscated telecommunications and electronic devices that are not retrieved by the student or student' parents will be disposed of after the notice required by law. (See policy FNCE.)

Electronic 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).

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen electronic devices, even those which 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 the 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 at <http://www.mckinneyisd.net/>. The application must be completed annually.

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 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 sibling be permitted for lunch unless accompanied by a parent/guardian.