

Willis High School

Campus Addendum to the WISD Student Handbook/Code of Conduct
2019-2020

Developing Minds, Empowering Success

Principal's Office (Front Office)

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Michelle Davis-Secretary
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Curriculum & Instruction (Front Office)

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Class of 2020 Office B207

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Class of 2021 Office B409

Tiffany Mathews-Assistant Principal
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Secretary: Jennifer Bell (936) 890 3485

Class of 2022 Office A205

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Class of 2023 Office A330

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Class of 2022 & 2023 Girls A302

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Attendance: Class of 2020, 2022 D'Alene Simmons (936) 890-1464
Class of 2021, 2023 Maria Reiter (936) 856-1260

District Jurisdiction

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. Within the District's jurisdiction is any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The District's jurisdiction also includes any student whose conduct at any time and in any place interferes with or obstructs the mission or operations of the District or the safety or welfare of students or staff members.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Willis Independent School District rules and discipline will apply:

- During the regular school day or while a student is going to and from school on district transportation.
- Within 300 feet of school property
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location. This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on school property or off school property at a school-related event.

TRUANCY

Truancy is an absence of one or more class periods without parental permission and knowledge. When a student has been truant the assistant principal may file a complaint against the student and/or parents in the appropriate Court of Law in addition to issuing school consequences.

LEAVING SCHOOL DURING THE DAY

Students who must leave during school hours must have written permission from parents and must sign out at the Attendance Office before leaving campus. The note should state the date, time and reason for dismissal from class and a telephone number for verification. Students leaving campus without written permission from a parent or principal will be considered truant. Attention should be given to absences in each class. Loss of credit applies to classes on an individual class basis. Only students who are 18 prior to the first day of school and enroll themselves in WHS may sign themselves out. All other students must have a parent sign them out of school. Students must be signed out by 2:00 to leave campus early. Requests after this time will not be able to be fulfilled due to the turnaround time required.

ASSIGNMENTS FOR AN EXTENDED ABSENCE

A student may request assignments when absent from school for more than one day due to an excused illness by calling the Counseling Office. If the call is placed by 10:00 a.m. it will allow sufficient time to gather work for the student and the assignments should be ready to pick up within 24 hours.

STUDENT PASSES

Students should not be out of a class without an appropriate hall pass at any time. It is the student's responsibility to ask the teacher for a student pass whenever it becomes necessary to leave the room. In addition, a hall pass does not give students permission to loiter in the halls or in the restrooms. Students in the hall without a student pass are subject to disciplinary action. Students should not be allowed to leave class the first 15 minutes or last 15 minutes of class.

VERIFICATION OF ENROLLMENT (Attendance for Driver's License Renewals)

State law requires any person under the age of 18, who has not obtained a high school diploma or its equivalent, must show evidence of 90 percent attendance for each class in which he is enrolled. Students applying for a driver's license during the summer should obtain the signed *Verification of Enrollment and Attendance Form* from the school office prior to the end of the school year. **The appropriate AP Office requires 24 hour notice for a student's VOE.**

CAMPUS SAFETY

Maintaining safe and secure schools is a top priority of The Willis Independent School District. The following measures will be in place during the 2019-2020 school year to ensure safe and secure schools. Other measures will be added if they become necessary.

- Each secondary student must have a photo ID during the school day and at school events.
- There will continue to be **ZERO TOLERANCE** for weapons, gang-related activities, all types of assault, racial intolerance, sexual harassment, drugs and alcohol.

- Secondary students may be subject to random, metal detector searches of their person and their possessions periodically throughout the school year.
- Schools have surveillance cameras, burglar alarm systems, and fire alarm systems that are monitored by school administrators and police.
- After the beginning of school each day all entrances will be locked except the front door. Exterior doors should not be propped or left open.
- Blankets should not be carried in the school.
- Hoods should not be worn in the school.

STUDENT DRUG TESTING

Willis ISD has a vital interest in maintaining a positive learning environment that is safe and healthy for all students. To fulfill that purpose and as a proactive measure to keep our schools drug free, the District has adopted a random drug testing policy for: (1) students participating in school-sponsored competitive extracurricular activities, and (2) students wishing to park their vehicles on school property.

The full [Willis ISD Student Drug Testing Policy](#) may be found on the Willis ISD Home Page.

Anonymous Incident Reporting:

In conjunction with Precinct 1 Constables Office, Willis ISD designates the tip hot line number 936-262-1630 in order for students to call or text and report violence, crime, or bullying. This gives the school district law enforcement the tools to solve crimes that occur on Willis ISD campuses. We guarantee your call or text is completely anonymous. If you send a text a school official can reply to you. If you call, you'll be asked to leave a voice message that a school official can listen to. They are never able to see your phone number or identity.

CAFETERIA REGULATIONS

- Lunches are determined by 5th period classes and students should eat in the appropriate cafeteria.
- Do not cut in line.
- No shouting or horseplay.
- Students are to eat in designated areas only.
- **WHS is a closed campus.** (Students are not allowed to leave and return to campus during the lunch period.)
- No visitors are allowed unless approved by a principal.
- No outside food or deliveries will be allowed. Students are expected to keep their tables and areas clean. Failure to do so may result in disciplinary action.

CLINIC

The purpose of the clinic is to render first aid in case of emergencies and to provide a place for a student to lie down until his/her parents can pick him/her up or until he/she is able to return to class. The facilities in the clinic are limited; students who are ill cannot remain in the clinic for extended times.

DELIVERIES TO CAMPUS

Personal deliveries to students during the school day are prohibited. Examples include flowers, balloons, lunch, etc. In the event a delivery is made, a note will be sent to the student to pick up the item after school.

ELECTRONIC DEVICES

District policy prohibits a WISD student from using a personal electronic device without approval from their teacher for a classroom activity. Students who violate this policy will be subject to disciplinary action. **Electronic devices will be collected by staff. On the first offense, the device may be picked up from the principal's office after school for a fee of \$5. On the second offense, the fee is \$10. On the third and any subsequent offense, parents may be required to pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Any student refusing to surrender an electronic device to a staff member will be subject to immediate disciplinary action. WISD will not investigate any loss or theft of electronic devices on the WHS campus.** One earbud in one ear only will be permitted outside of classrooms. Texas Education Agency prohibits possession of electronic devices in an EOC testing setting. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

FEES AND FINES

Students may be required to pay additional fees in some areas of the school. For example, this may include additional fees for career classes, technology classes, or art classes. In addition, students must be cleared of all owed fines and holds to attend prom or other school dances, senior picnic, to purchase parking permits, or participate in graduation exercises.

GROOMING & ATTIRE DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Clothing

1. All clothing must be neat, clean, modest, and fit (not too tight or oversized) in proportion to the student.
2. Any shirt that displays undergarments and/or torso is prohibited.
3. Pants, trousers, or shorts will be worn at or above the waist and fastened appropriately.
4. Students will not dress alike or wear combinations of colors that denote group affiliation, except for school-approved organizations and/or activities.
5. Dusters and trench coats are prohibited.
6. No article of clothing will display vulgar or inappropriate language, violence, or obscenities of any kind.
7. No article of clothing will refer to or advertise tobacco products, alcoholic beverages, narcotics, or any other prohibited substance.
8. Students must be fully clothed with no bare midriff showing when the student goes through normal activities of a school day (bending, stretching, reaching, etc.).
9. Students' shorts, skirts, or dresses must be mid thigh or longer in length. (Administrators have the authority to decide what is acceptable in length.) Biker, jogging, or boxer shorts (tights) are not permitted if worn by themselves. Soccer-style shorts are acceptable provided they meet the length requirement. (Due to some physical activities, the wearing of shorts under dresses is encouraged.)
10. Para-military attire is prohibited.
11. No sleepwear.

Footwear

1. Proper footwear must be worn at all times for health and safety reasons.
2. Shoes with rollers or skates within them are prohibited.
3. Cleated shoes are not permitted.
4. Para-military footwear is prohibited.
5. House shoes and/or slippers are prohibited.

Jewelry

1. Expensive jewelry should not be worn to prevent loss or theft. The school is not responsible for loss or theft.
2. Nose rings, lip rings/studs, tongue studs, or any other body-piercing jewelry (except earrings and nose studs) are prohibited.
3. Any jewelry that distracts from the educational process is prohibited.

Hair

1. Gang related designs (letters, numerals, etc.) are not to be shaved into the head, hair, and/or eyebrow.
2. Hair must be neat, clean, and worn in such a manner that it will not cause undue attention.
3. Sharp-pointed combs, rakes, or pics must not be worn in the hair.
4. Facial hair must be neat, trimmed, and clean. (Grades 6-12 only)

Accessories

1. Hats and caps are not to be worn inside the building at any time.
2. Scarves and bandannas may not be worn as head, wrist, arm, or leg bands; they cannot be displayed in any manner.
3. Sunglasses will not be worn inside any school building except under doctor's orders.
4. Wallet chains, long key chains, or any other kinds of heavy chains are prohibited.
5. Badges, decals, patches, jewelry, or other similar items are not to be worn if they advocate prohibited substances or actions, vulgar or inappropriate language, violence, or obscenities of any kind.
6. Tattoos that are deemed distracting or gang related by an administrator must be covered at all times. (Extracurricular sponsors or coaches may require all tattoos covered during school related events.)

****Note****

Any part of the dress code that is inappropriate or distracting, as deemed by the campus administrator, will be prohibited.

Enforcement

- Strict enforcement of the Willis ISD Dress code is the responsibility of all campus administrators and staff members, as well as students and their parents.
- It is the responsibility of parents to ensure that their child complies daily with the Willis ISD Dress Code.

QUESTIONS?

**Students with questions regarding the dress code should use this rule of thumb:
IF IN DOUBT, DON'T WEAR IT!**

POSTERS, SIGNS, AND LITERATURE

All posters, signs, flyers, brochures, or any other literature to be distributed on the campus must have the approval of the principal or designee, and material to be posted must be approved and initialed by the principal or designee.

LOCKERS

Each student will be assigned a locker **upon request**. A student should not permit another student to share his locker at any time. Damage to lockers by students may result in fines and/or discipline consequences.

MOTORIZED VEHICLES

The following items are required to receive a WHS parking permit:

- Present a valid Texas driver's license
- Present a valid Willis H.S. student I.D.
- Provide a copy of liability insurance
- Completed parking application form (completely filled out and signed by parent/guardian)
- \$60 fee for each parking tag
- Students must be cleared of all student fines or holds.

Safety Violations:

Students are not permitted to be in any parking lot during the school day.

The speed limit is ten miles per hour in all WHS parking lots.

Dangerous or reckless driving in the parking lots will result in loss of parking privileges.

Parking in a space designated as "handicapped" is illegal. Offenders will be cited by campus police and school consequences will be in effect.

Parking Violations:

All students parking on campus are required to display a valid parking permit in their auto and it must be visible at all times. Parking permits are non-transferable and are color-coded to designate the student's assigned parking lot/space. Students may only park in their assigned lot during school hours. Students displaying a parking permit other than their own will be permanently suspended from parking as will both parties when students borrow or share permits. Lost parking permits may be replaced at the cost of \$60.00 if lost in the first semester. Costs will be pro-rated to \$30.00 in the 2nd semester. All parking permits are the property of WHS and must be surrendered upon request.

Prohibited Parking Areas:

- 75 parking lot must be cleared daily by 2:00 pm
- Entrance/exit driveways
- Any grass or lawn area
- The streets/sidewalk area behind the building
- The front faculty parking lot
- Any area other than the student's designated parking lot/spot.

Vehicle Immobilization:

Any vehicle found in violation of parking rules may be fitted with a vehicle immobilization boot. The boot will be removed after the student has been informed of the consequences and pays a \$10.00 fine. Attempting to remove the boot - or any damage to the boot - will result in a parking violation, the cost of the boot, and possible criminal charges.

Parking Suspension:

Students placed on parking suspension must surrender parking permits and are not allowed to park on Willis ISD property during their time of suspension. Defiance of parking suspension rules will result in permanent suspension, and the student's vehicle may be towed at the owner's expense. *All students with driving privileges will be subject to random drug testing.*

PHOTO IDs

Each 9th grader or new student will be issued a Photo ID at the beginning of the school year or when they enroll. Students are required to have the ID badge on his person during the school day and at after-school activities. Discipline consequences may be assigned to students who do not possess an ID badge. A fee of \$4 will be charged to replace a Photo ID.

TELEPHONE MESSAGES

Grade level offices have many duties and limited time, but will make an attempt to deliver important telephone messages to students. The office telephone number is a business telephone and may be used by students for EMERGENCY needs only.

VISITORS

For the safety of those within the school, all visitors must first report to the Attendance Office of the school upon entering the school building, check in, and receive a visitor's badge. Student visitors are not allowed. Visits to individual classrooms during instructional time are permitted only with approval of the principal and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Trespassers are subject to prosecution.

INTERVENTIONS AND REDIRECTIONS:

CONFERENCES

Students and parents may expect teachers to request a conference if the student is not being successful in class for academic or behavioral reasons. Teachers will make parent contact for students who are failing. Parents are encouraged to request conferences with individual teachers or conferences with all of the student's teachers if such a conference will increase the success of the student. The parent should call the student's counselor and request the teacher to contact him/her or ask that a staffing be scheduled.

A.S.D - AFTER SCHOOL DETENTION - LUNCH DETENTION

After School Detention, Lunch Detention and Lunch Duty will be utilized for the infractions of rules where, in the opinion of the administration, the interest of the school and that of the students will be served. The student will attend his/her classes and will report to ASD/LD on the assigned day. Detention is a study period. Students are required to stay busy with school assignments the entire time and will be dismissed for failure to comply with this requirement. Students who fail to attend ASD or LD, leave without permission, or are asked to leave for any reason are subject to further disciplinary action. ASD is from 2:45-3:45 p.m. in B323. LD will be held in B209 during the student's lunch time.

IN SCHOOL SUSPENSION (ISS)

When a student is assigned to ISS, he/she will report to the room for the entire school day. All personal items will be kept in a locker. Classwork will be sent by teachers and will be returned to the teachers to be graded. The student will not be counted absent from class. Seniors with late arrival or early release are expected to be in ISS the entire day. Students cannot participate in extracurricular activities until their ISS time is complete.

SUSPENSION FROM SCHOOL

When a student is suspended from school, they are not allowed on ANY WISD property during the time of suspension. Participation in extracurricular activities is not allowed on the days when a student is suspended from school.

DAEP- ALTERNATIVE SCHOOL

When a student is assigned to DAEP, they will be given an "intake" date to cover registration information, rules, and expectations for what is needed to be successful at DAEP. Immediately upon being notified of an assignment to DAEP, students are prohibited from being on ANY WISD property during their time at DAEP. Conferences about DAEP placement should be set up as soon as possible after the parent receives the DAEP notification. Transportation is not provided to DAEP.

Alternate Bell Schedules can be found on the Willis High School Web Page. **Students are expected to exit the building at 2:45, unless with a staff member.**