

Walnut Grove Hill High School Student Handbook Addendum



Purpose:

The purpose of this handbook is to inform the Walnut Grove High School students about the procedural aspects of WGHS. Please refer to the full PISD Student Handbook and Student Code of Conduct for further explanation and details of PISD policy.

Section 1: WGHS Foundations



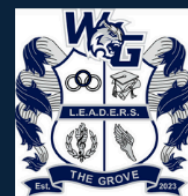
OUR CORE VALUES

- Loyalty
- Empathy
- Accountability
- Determination
- Excellence
- Responsibility
- Selflessness

OUR VISION

As a Walnut Grove Community, we will set **The Standard** by working together to empower and inspire all learners to be leaders of their learning, grow future-ready scholars, and create meaningful connections.

WALNUT GROVE HIGH SCHOOL
PROSPER, TX
EST. 2023



The Standard

Walnut Grove High School

- *Follow The Golden Rule*
- *Be Kind and Respectful*
- *Think twice before you act*
- *Be Involved Actively at WG events*
- *Keep our school environment Clean*
- *Show school Spirit and Pride*
- *Be the BEST version of yourself*
- *Uphold our Staff Commitments (WG STAFF)*



Walnut Grove Hill High School
School and Class Motto

School Theme - All In for The Standard

We set The Standard for High Schools across the country (literally) in Year 1! In year 2 and beyond, we want to keep that momentum going and take it to the next level! For us to be able to do that, we need to be ALL IN for THE STANDARD! Going **All In** means committing yourself to be the absolute best version of yourself you can be and commit to serving others to make a difference and leave a lasting legacy of excellence.

Class of 2026

- The Last Mix, Class of '26

Class of 2027

- Four Years in Session, Class of '27

Class of 2028

- Success is our Fate, Class of '28

Class of 2029

- Our Future is not Written, It's Created



The 4 P's

These are our basic student and staff expectations. We expect everyone at WGHS to do their absolute best in following and modeling the 4 P's throughout the day and in the community.



Fight Song

"Wildcat Victory"

written and composed by Harry E. Erickson in 1927

Walnut Grove Fight Song

**Fight,
You Walnut Grove Wildcats!**

**Our Alma Mater,
*FIGHT! FIGHT! FIGHT!***

**There's Glory in the Combat
For the
*NAVY AND THE WHITE,
GO CATS!***

**We're Faithful to Our Colors,
Forever We Shall Be,**

**Fighting Ever Fighting
For a Wildcat Victory**

GO CATS!

Alma Mater

written by Eric Cooley and Cathy Koziatek

Walnut Grove High School

E s t . 2 0 2 3 - 2 0 2 4

Alma Mater

Walnut Grove, we sing to you!

Selfless, Determined, Loyal, True

Walnut Grove, We Honor You

Proudly wrapped in Navy Blue

**Wildcats always seek to Serve with Respect
for One and All**

Leaders who will heed the call,

Stand United, Walnut Grove!"



Colors

WALNUT GROVE HIGH SCHOOL WILDCATS

Color Variations

Wildcat Blue	Pantone 289	94%	67%	41%	48%		0	26	49
Black	Pantone Process Black	0%	0%	0%	100%		44	42	41
White	white	0%	0%	0%	0%		255	255	255
Silver	Pantone Cool Gray 5C	33%	23%	20%	5%		162	162	162
Dark Gray	Pantone Cool Gray 9C	55%	41%	38%	5%		123	134	140

Mascot - Wildcats

School Address

3500 East 1st Street
Prosper, TX 75078

School Phone Number

469-219-2430

Walnut Grove Campus Leadership

Department Chairs

Robert Sparks - Math

Ginger McClendon - CTE

Sarah Garcia- English

Mindy Caver - SPED

Alysha Jaballa - Science

Taylor Sanborn - Social Studies

Eric Cooley - Fine Arts

Nikki Marshall - PE

Elizabeth Williams - World Languages

Athletic Coordinators

Tommy Allison - Athletic Coordinator, Head Football Coach

Sarah Fulfer - Assistant Athletic Coordinator, Head Golf

Kristin Carey - Athletic Secretary

Band Director

Reagan Brumley

Counseling Staff

Debra Hurbough (Lead)

Jenn Atkinson - Alpha A-Ch

Lori Groves - Alpha Ci-Gr

Amber Robertson - Alpha Gs-Lel

Ashleigh Verstuyft - Alpha Lem-Par

Shakia Easley - Alpha Pas-Sm

Josh Hauberg - Alpha Sn-Z

Student Support Counselor

Allison Clark

Administration

- Melissa Weiss (Associate Principal)
 - Departments Supervised - Athletics, Department Chairs
- Amy Viars - Assistant Principal
 - Student Alpha - A-Ch
 - Department Supervised - Special Education and Prepare 2 Prosper
- Dr. Tyler Yarbrough- Assistant Principal
 - Student Alpha - Ci-Gr
 - Department Supervised - Science
- Chip Peebles - Assistant Principal
 - Student Alpha -Gs-Lel
 - Department Supervised - CTE
- Christi Wahnschaffe - Assistant Principal
 - Student Alpha - Lem-Par
 - Department Supervised - English, Fine Arts
- Lara Mercer - Assistant Principal
 - Student Alpha Pas-Sm
 - Department Supervised - Social Studies, PE

- Amy Rizzo - Assistant Principal
 - Student Alpha - Sn-Z
 - Department Supervised - Social Studies

WGHS Admin and Counseling Team

Student Alpha Split

Campus Principal - Dustin Toth

Associate Principal - Melissa Weiss

Lead Counselor - Dr. Debra Hurbough

Student Support Counselor - Allison Clark

A - CH - Asst. Principal - Amy Viars/Counselor - Jenn Atkinson

CI - GR - Asst. Principal - Dr. Tyler Yarbrough/Counselor - Lori Groves

GS - LEL - Asst. Principal - Chip Peeples/Counselor - Amber Robertson

LEM - PAR - Asst. Principal - Christi Wahnschaffe/Counselor - Ashleigh Verstuyft

PAS - SM - Asst. Principal - Lara Mercer/Counselor - Shakia Easley

SN - Z - Asst. Principal - Amy Rizzo/Counselor - Josh Hauberg



The Standard

Important Contacts

Campus Registrars - Marcie Robles and Liz Starks
 Attendance Clerk - Nancy Hargett
 Data Clerk - Vivian Mikhael
 Special Programs Assistant - SPED - Kathryn Dechaine, 504 - Kelli Case
 Finance - Karey Aldaco
 Receptionist - Tracy Burns

For information concerning the following areas:

Student Parking - Elissa Caldwell

Substitutes - Christine Maywald

Friday Night/Saturday School - Danna Miller

Testing (EOC/SAT/ACT/PSAT/AP) - Starla Laxton

504 - Becky Armstrong

Transcripts/Student Registration - Marcie Robles and/or Liz Starks

Athletic Events - Kristin Carey

General Campus Event Information - Tracy Burns and/or Erin Jones

2025-2026 Bell Schedule

PERIOD	BEGIN	END	LENGTH
1st (A) / 5th (B)	8:50	10:20	90
7 minutes passing			
2nd (A) / 6th (B) Pledge / Minute of Silence	10:27	11:57	90
ADVISORY	11:57	12:31	34
7 minutes passing			
3rd (A) / 7th (B)	12:38	2:38	120
A Lunch	12:38	1:08	30
B Lunch	1:08	1:38	30
C Lunch	1:38	2:08	30
D Lunch	2:08	2:38	30
7 minutes passing			
4th (A) / 8th (B)	2:45	4:15	90

Quick Reference Sheet

General Campus Information

Absence Reporting

- Please use Skyward Family Access to Submit an Absence or Check out a Student
- To Submit a Doctor's Note - Please email wghsattendance@prosper-isd.net

Cafeteria

To load funds to your student's meal account please visit: www.myschoolbucks.com You will need your student's ID number to make payments online and to view your student's transactions. You may also send your student with cash or a check made payable to Walnut Grove Hill High School.

Skyward Family Access

Skyward Family Access is the student information software that allows parents/guardians to view information for their student(s). Each primary parent/guardian receives a login and password through an email link sent shortly after your registration is complete. You will be able to view report cards, messages from teachers, attendance, bus routes and unofficial transcripts. You can find the Skyward link on the PSD website under the Parent tab. Please do not share your login information with your student as they will be issued their own login information for a student account.

Transcript Orders

Transcripts are ordered through Parchment. You can access the order form on the WGHS website under the Counselor tab. The first five (5) transcript requests, per student/per year, are free of charge. This includes both print and electronic transcripts. Additional transcripts are \$3.00 each. If mailing is requested, the University Admission Office address must be listed. Requests received by 3:00pm Wednesday, will be mailed or ready for pick up at 12:00pm on Friday, of the same week. Please allow 1-2 business days for requests to be fulfilled.

Transportation Services

To request bus services at any point in the year, please contact the Transportation Department at 469-219-2065. Please allow at least 2-3 days for your student(s) to be added to the bus route.

Our Building

Lower Level General Reminders:

East Room Numbers - 1100, 1500, 1300

Core Subjects - English, Fine Arts and CTE

Middle Section Numbers - 1000

Common Areas - Library, Cafeteria

West Room Numbers - 1200, 1400, 1600

Core Subjects - Social Studies, CTE, Athletics

Upper Level General Reminders:

East Room Numbers - 2100

Core Subjects - Science, CTE

Middle Section Numbers - 2000

Core Subjects - Fashion, Law, Forensics

West Room Numbers - 2200, 2600

Core Subjects - Math, LOTE, Athletics, CTE

****Helpful Tip** - All the ODD numbers are on the AUDITORIUM side of the campus. So think "Odd - Auditorium". The middle section is all 0's and the ARENA side is all EVEN numbers

Section 2: General Information

Announcements

Announcements will be made at the beginning of 2nd/6th period each day and will consist of the Pledge of Allegiance, Texas Pledge of Allegiance, Moment of Silence, 2-3 shoutouts and student/staff birthdays. The Grove News will also be at least once a week and be shown during Grove time.

Arrival/Dismissal

ARRIVAL PROCEDURES

- Busses will drop students off in the Back of the building
- Parents are allowed to drop off at the Front WGHS depending on the location of their student's first period class. **PLEASE DO NOT** drop off or pick up in the lane on the auditorium side. This will impede the buses entering and leaving WGHS.
- All staff is encouraged to park in the back of the building

DISMISSAL PROCEDURES

- Busses will pick up students in the BACK of the building. Students can wait in either the cafeteria or outside for their bus to arrive
- Parents are HIGHLY encouraged to use the front middle entrance to enter and leave the campus after school
- All students will be asked to leave the building by 4:25pm each day unless they are staying for practice or tutorials.

*See [Campus Map](#) for Entry and Exit procedures

Backpacks/Student Gear

WGHS students may use backpacks, book bags, satchels, large purses or other items to carry school supplies and belongings to school. Students who carry these items may be asked to leave them in a designated place in the teacher's classroom. Students should leave all extracurricular clothing, instruments, uniforms, and other materials in their designated practice facility. If you are in need of a locker please see Mrs. Amy Viars for assistance.

Building Access (Late Arrival/Early Dismissal/After School Pick-Up)

WGHS building hours and front office hours are (8:05am - 4:25pm). All school related business should be conducted during those hours. Students with late arrival should plan to arrive at school no more than 15 minutes before their class begins and are required to remain in the Cafeteria or Library. Students with early release **are required to leave campus immediately once their school day ends** unless they have scheduled an appointment or have prior permission from a Teacher, Counselor or Administrator to remain on campus. Students MAY NOT be enrolled in either late arrival or early dismissal if they are bus students, if they do not have transportation that will allow them to meet these guidelines or if they have attendance issues.

Students who must wait for transportation after school are required to wait at or near the front of the school. Students may not remain in other areas that are not under immediate adult supervision; this includes the band hall, gym, and academic hallways. Students not attending after-school activities or tutoring are not permitted to remain on campus after **4:25pm**. Students who fail to meet these expectations may be subject to a disciplinary consequence.

Campus Clubs and Organizations

Walnut Grove students may establish non-curricular campus clubs by requesting permission from Assistant Principal Amy Rizzo. All clubs must have a WGHS staff member serving as a club sponsor. A Campus Clubs/Organizations Permission Request Form must be submitted and approved by the Administration prior to the first club meeting. Non-curricular clubs must reapply each school year. All WGHS clubs and organizations are subject to the policies outlined in the WGHS Campus Clubs and Organizations Handbook. Please see our campus website for more information.

Care of Valuables

Each student in the school shall be personally responsible for his/her valuables. The school will assume no responsibility. Students are advised not to bring jewelry, money in large amounts, or other valuable possessions to school. Valuables that must be brought to school should be kept in a secure, locked location or on the student's person. During PE, Athletics, Dance or other classes that require the student to change clothes, valuables should be kept in a locked locker. Students who bring phones and other items to school do so at their own risk. The District will not be held responsible if a phone or other item is lost, stolen or misplaced, including those that have been confiscated.

Cell Phones

Cell phones, smart watches and tablets are required to be stored by the student throughout the school day and are not allowed to be used at any point during the instructional day. This does include passing periods and lunches. It will be the student's responsibility to store these items throughout the day. Please see below for disciplinary action taken if a student chooses not to follow this policy.

- Cell Phone Violation - Cell Phone Confiscated (Parent/Guardian will only be allowed to pick up)

If a student chooses not to turn their phone in due to a violation of the cell phone policy in class that student will be referred to their assistant principal for a discipline consequence as outlined in the PISD Student Code of Conduct for insubordination.

Changing Address and Telephone Number

Students who change their residence, mailing address or telephone number after enrollment are required to report the change within 5 school days to the campus Administration so that records may be updated and kept current. Proof of residence will be required annually.

College Days

College Days will be EVERY THURSDAY. Students and staff are encouraged to wear college t-shirts on these days. Periodically, we will also have various college representatives come out to speak to the kids and fight songs of various colleges will be played during the passing periods.

Deliveries

Because of the large number of students enrolled at WGHS and in an effort to minimize classroom disruptions, Office Staff will significantly limit deliveries for students. Parents, or those on the Student's Contact List, may arrange for their student to meet them in the front office during passing periods or the student's lunch period to deliver items in person. Parents must communicate to their student when to meet them in the front office to pick up delivery items and personally deliver the items. School personnel will not send notes or otherwise communicate with students about when they should come to the office for deliveries. Messages for students will be accepted for emergencies or to relay a transportation change prior to 2pm. If the change is made after 2pm the office staff will try to accommodate the request but it is not guaranteed. We encourage all parents to leave student lunches in the bins located in the front entrance foyer. Deliveries for students will not be accepted from outside vendors, such as Uber Eats, Door Dash and similar companies, or directly from restaurants.

Closed Campus

WGHS is a closed campus. Students are to remain in the Cafeteria during lunch periods. All other areas are considered off limits. Students are to remain on campus at all times, including Grove Time. When students return to WGHS from off campus sites, they must enter through the front entrance.

Field Trips/Extra Curricular Group Trips/Senior Week

Students must be academically eligible in order to attend class field trips, extra curricular group trips and any Senior Week activities.

ID Badges

WGHS will work to improve school safety and security by requiring all WGHS students to have their ID badges on their person. All WGHS staff members are required to wear their ID badges in order to help identify staff and guests. A student ID is required to check out library books, textbooks, account verification in the lunch line and other school events. A replacement ID can be obtained from the Registrar's office for \$5.

Lettering - Organizations & Criteria

Each organization will define its Lettering Criteria and distribute to the students at the beginning of the school year or season.

Lockers

Lockers remain the property of the school, even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted any time there is a reasonable cause to do so, whether or not the student is present. There are a limited number of lockers available and students who would like to request one should do so in the Administrative Office of Mrs. Amy Viars. Students will not be allowed to share lockers or place personal items in another student's locker.

Lost and Found

All lost and found items will be kept in a secured location near the front office. Please see the Campus Receptionist, Tracy Burns, for more information. Please note that all lost and found items will be discarded or donated at the end of each semester.

Parking on Campus

All students and staff who plan to park at WGHS will be required to register their vehicle and obtain a parking permit. The parking permit must be displayed in the front windshield while the vehicle is on campus. Unlicensed drivers will not be allowed to park or drive on the Walnut Grove High School campus. Students who must leave campus during the school day are required to sign out in the office. Students must also have permission from an Administrator to go to their vehicles during the school day. Students who violate the parking rules or drive in a reckless or unsafe manner will face disciplinary action.

A student has full responsibility for the security and contents of his or her vehicle parked on District property and must make certain that it is locked and that the keys are not given to others [See the Student Code of Conduct]. Vehicles parked on District property are under the jurisdiction of the District. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent/guardian will be contacted. If a search is also refused by the parent/guardian, the school will turn the matter over to the PISD Police Department.

Parking permits may be purchased by any student driving a car and parking on school grounds. You must show a copy of your valid Driver's License and proof of insurance when picking up a parking permit. Permits can be purchased from Mrs. Elissa Caldwell in the House of Empathy (Social Studies corner). PISD declares no responsibility for and assumes no liability arising from fire, theft, vandalism, damage or loss of any vehicle or any article left therein while located on School District property or while in tow. If a parking permit is revoked, the fee is non-refundable. All PISD high school campuses shall honor parking stickers of other PISD campuses for students driving to their campus for various courses/activities.

Regulations and Fees

1. \$50 - Fall and Spring Semesters - approval to park in designated spaces during school hours.
 - a. \$30 - Spring Semester only
2. \$20 - Student Activity Fee
3. \$10 - Replacement fee for lost, stolen or misplaced parking permits.
4. The parking fee is non-refundable once the semester begins or if the parking permit is revoked.
5. Consequences for parking without a current parking permit:
 - a. 1st Violation - Warning
 - b. 2nd Violation -AP Conference and Parent Notification
 - c. 3rd Violation and following violations - AP Conference and Parent Notification and/or having the vehicle towed or booted
6. Student parking is not allowed in any STAFF designated areas, bus lanes, visitor parking or any other non-student designated areas during the day.

If the parking permit is revoked, the fee is non-refundable. Student actions that may lead to the revocation of this privilege, include but are not limited to the following:

1. Any behavior, on or off school grounds, which threatens the health and safety of individuals such as careless driving or speeding, theft or damage to property.
2. Possession of a weapon or possession, use, sale or distribution of alcohol, drugs, or controlled substances, drug paraphernalia, or other contraband.
3. Continued and willful disobedience of parking lot rules, especially those relating to speed exceeding 10mph, parking in fire lanes or handicap spaces, sitting in the car, loitering, littering, parking in areas not designated for student parking or improper displaying of the parking permit.
4. Selling or lending a parking permit to anyone who is restricted from parking on campus. The receiver of the parking permit will also be subject to disciplinary action.
5. Failure to pay fine(s).
6. Failure to comply with School Administration to search the student's vehicle or an alert from a random canine search of the vehicle for drugs or other contraband.

Pep Rallies

Pep Rallies are an integral part of establishing a strong sense of unity, pride and school spirit at Walnut Grove High School. ALL students are expected to attend each pep rally. Attendance and participation in pep rallies is considered a privilege and may be restricted. Students who are in a disciplinary placement (i.e. ISS, OSS and DAEP) are prohibited from attending pep rallies during the school day. The WGHS pep rally schedule can be found on the campus website. Pep rallies will begin at 11:30am each time.

Parents are welcome to attend all WGHS pep rallies. "Fast Pass" signups will be sent out each time to avoid waiting in the front office to be checked in. Attendees must arrive prior to the pep rally to be properly checked into the building as a visitor.

2025 PEP RALLIES

FRI.
8/15

HOWDY PEP RALLY

THEME: WESTERN



THUR.
9/4

SENIOR PEP RALLY

THEME: WHITE LIES/SENIOR NIGHT



WED.
9/10

HOMEcoming PEP RALLY

THEME: NAVY OUT/WG SPIRIT WEAR



THUR.
10/2

PINK OUT PEP RALLY

THEME: SACK CANCER (BREAST CANCER AWARENESS)



FRI.
10/17

MINIONS PEP RALLY

THEME: A DESPICABLE DAY TO BE A COVOTE



FRI.
10/31

BLACKLIGHT RALLY

THEME: GLOW BIG OR GLOW HOME



School Spirit Days

Please see attached for designated school spirit days during the first semester.



2025 SPIRIT DAYS

8/28 @ NEWMAN SMITH  HAWAIIAN Aloha Football Season!	9/4 VS LITTLE ELM  WHITE LIES Senior Night
9/12 VS EMERSON  NAVY OUT Homecoming	9/26 @ DENISON  ADAM SANDLER
10/2 VS MEMORIAL  PINK OUT Breast Cancer Awareness	10/19 @ LIBERTY  STRICTLY BUSINESS
10/17 VS ANNA  MINIONS	10/24 @ LOVEJOY  COUNTRY CLUB
10/31 VS MELISSA  NEON Blacklight Pep Rally	11/7 @ INDEPENDENCE  U.S.A.

AWAY GAME
WALNUT GROVE HIGH SCHOOL
HOME GAME

Weekly Spirit Days

Please see the attached for our weekly spirit days



Student Recognitions

- ALL IN Student of The Month - Each Month, Teachers will nominate students who exemplify the core values of Walnut Grove High School in their classes and are going "All In for The Standard". These students will be awarded a certificate and automatically be invited to the The Grove Star Student Breakfast Appreciation for the nine weeks in which they received their award. Teachers are encouraged to take a picture with their students and post to social media.
- Academic Awards - At the end of the year, each teacher will award one student from their class with an academic award and be recognized at our end of the year academic awards ceremony. These students are those who not only have high academic achievement but also display the Core Values of LEADERS in their class.
- "LEADERS Award" - This is one of the most prestigious awards given out to our Seniors at the end of the year. Teachers will be able to nominate students who have exemplified the CORE VALUES of "LEADERS" during their time at Walnut Grove. From that list, three finalists will be selected by a committee of staff members. A ballot will then be sent out to all the students and staff at WGHS for a final vote. There will be a total of 7 LEADERS awards given each year and these students will have their banners hung outside the school for the entire following year.
- WALL of Honor - The Wall of Honor is designated for all WGHS students who win a STATE, NATIONAL or INTERNATIONAL Title.

Visitors

All campus visitors MUST sign in at the front office immediately upon arrival and MUST wear a visitor's badge while on campus. Any visitor violating these procedures may be asked to leave campus. Student visitors will not be permitted in classes or on campus without prior permission from an Administrator, unless it is for official school business (this includes lunches). Verified family members may have lunch with their student during the student's lunch period, but only in the Cafeteria.

Section 3: Academic Information

PISD expects all students to maintain the highest degree of academic ethics. This requires putting the utmost effort into all class work and assignments as well as avoiding the ethical pitfalls of plagiarism and cheating.

Plagiarism and Cheating** updated 7/28/23

Plagiarism and cheating interfere with the assessment and feedback process that is necessary in order to promote academic growth. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. Students are expected to produce their own work, with the exception of projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aides as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher. Remember, each student is responsible for securing his/her work.

Plagiarism and cheating include, but are not limited to:

- Submitting material written by someone or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings or friends as your own.
- Submitting papers, or portions of papers, from the Internet written by someone else.
- Exchanging assignments with other students, either written or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language to another language and submitting it as an original work.
- Giving or receiving answers during tests or quizzes.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result.
- Accessing a test or quiz for determining the questions in advance of its administration.
- Using summaries/commentaries (Cliff Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

Consequences

***Minor Grades (40%)** - a zero (0) for that work *and* attend tutorials to ensure that the student has mastery of the content on which the student cheated.

****Major Grades (60%)** - the student may retake/redo the assessment for a maximum grade of a Fifty (90%) on the summative assessment. Points will be deducted starting from 90% (e.g. A score of 80% on the retake would equal a grade of 40% in the gradebook after re-doing the assignment). Students will first need to attend tutoring with the teacher to close any gaps in learning that may have precipitated the cheating incident. Routine retakes will not be allowed for failing grades as a result of academic dishonesty.

****If** (as part of the student's actions) he/she took pictures of a test and/or answer document(s) and distributed that material, the student will also receive disciplinary consequences in addition to the consequence received on the assignment.

*****Any** student who receives a copy of a test and/or answer document(s) shall immediately report it to the Assistant Principal's office and then delete it. Any student found in possession of test(s) and/or answer document(s) in any format will receive disciplinary consequences for not immediately reporting or deleting it, even if there is no evidence that it was used.

******Administration** reserves the right to assign additional or alternate consequences as deemed necessary.

When the work is copied from another student, both students will be penalized, unless the student whose work is copied had no knowledge their work was being plagiarized. Subsequent offenses will result in graduated disciplinary assignments in accordance with the campus discipline plan as they are considered persistent misbehavior.

A student who is a member of the National Honor Society must self report any incidents of academic dishonesty to the organization's sponsors immediately.

Changing Class Schedules

Students pre-enroll in the spring semester for the upcoming year and the master schedule will be based on that information. Students will be able to change their pre-enrollment course requests through the end of April by contacting their Counselor. After the end of April, no schedule change requests can be honored. The only exceptions are program changes, such as leaving a sports team, band, or other program course. A program course is any course that requires outside of school hours commitment.

Honors/AP classes are the only classes that may be dropped at the end of the 1st 6 weeks of a course or at the end of the semester. In order to make this type of schedule change, the student will obtain a [Request to Drop an Advanced Academics Course](#) form from their teacher and complete all sections. The move to the new course will occur at the end of the 1st grading period or at the beginning of the Spring Semester, depending on the course. Courses without a lower level (ex. AP Chemistry, AP Computer Science) will only be allowed to drop at the conclusion of the first semester.

Grading System and Grade Reporting

Please see PISD Student Handbook



Prosper ISD Secondary Grading Guidelines

It is critical to remember that the purpose of a gradebook is to communicate each student's level of knowledge and skills.

- Assignments and assessments will be referenced to the standards in the gradebook.
- Grades will reflect student learning only; grades will not be inflated or deflated based on non-academic behavior.
- Common formative assessments inform teachers as to next instructional steps.

	ALL COURSES
Grading Categories/weights	• 60% Major / 40% Minor • Both Major and Minor assignments will be recorded/weighed only once.
Grades Requirement	• Approximately 1 grade is posted every week in Skyward. • A total of 9 grades minimum per grading period two of which are major assessments.
Major grades required each grading period	• Teacher and teaching teams should have a minimum of 2 major grades posted in Skyward every 9 weeks. • Teaching teams should have the same number of major grades. • No major assignments are due the last week of a grading period unless time is allowed for a reassessment.
Minor grades	• Students are allowed to turn in late minor work assignments for a maximum grade of 90; all minor assessments must be submitted by the due date of the corresponding major assessment. • No late minor assignments will be accepted the last week of any grading period.
Reassessing Major Grades	• Students earning less than a 90 on a major assessment may request the opportunity to redo or reassess one time using test corrections or other assessment formats within 1 week of receiving the graded assessment. • All formative assessments/minor assignments must be completed by the due date of the initial major assessment before any reassessment is allowed. • The student must engage in additional learning experiences as determined by the teacher before any reassessment. • On a major assessment, the teacher shall record the higher of the two grades up to a 90. • There are no reassessment opportunities for extended assessments in which students receive feedback and the opportunity to show new learning during the process. For example, students writing an essay that involves multiple drafts with feedback, a long term project with multiple checkpoints, or an art portfolio would not be eligible for reassessment.
Assessments/Assignments when absent	• Students are allowed to make up assessments/assignments for full credit allowing one day to make up work for every one day of absence.

Homework

Please see PISD Student Handbook

GROVE Time (34 minute period after 2nd/6th period)

Purpose during tutorial/extension time:

- Provide students an opportunity to:
 - Receive extra support in their classes
 - Make up tests and/or assignments
 - Tutorial support for homework
 - Extend learning outside the class period

Purpose during advisory time:

- Provide students an opportunity to:
 - Make connections with other students
 - Provide a mentor teacher who can help students with monitoring their grades and assignments
 - Build positive relationships with students and staff
 - Provide a space for character building as well as socio emotional support and strategies

Purpose of allowing clubs/organizations to meet during GROVE Time

- Provide students an opportunity to:
 - Get “plugged in” to a group and feel connected to WGHS
 - Make connections with other students
 - Provide a mentor teacher/sponsor
 - Build positive relationships with students and staff
 - Provide a space for character building as well as socio emotional support

GROVE Time Weekly Outline

Monday - Character Day

- All Students will stay in their 2nd/6th period class
- Students will participate in a brief SE (Socio Emotional) activity using the [Character Strong Tier 1 Curriculum](#)
- Students will use this time to to check grades and set up a tutorial schedule for the week
- Teachers are encouraged to check student grades and mentor students

Tuesday - Friday (Tutorials/Extension/Club Meetings)

- Students will be either in a tutorial/extension class or report to their advisory teacher if not drafted for study hall

Key Points for Grove Time

- If Monday is a holiday then advisory will be moved to Tuesday
- Students will have 5 minutes to go to the tutorial or club meeting location. They must remain in that room or assigned area for the duration of the GROVE Time Period
- **Priority Days are as follows:** Tuesday - Science/Social Studies, Wednesday - English Thursday - Math, Friday - LOTE/CTE/Electives
- Teachers will draft students to their tutorials the week before in their PLC's
- The cafeteria will NOT be open for food service during this time
- The drafting sheet will lock at 4pm on Monday and no changes will be made
- If a teacher needs to see a student for tutorials during the week after the drafting window has closed they are to speak to that student's advisory teacher to let them know.
- If a student needs to attend a tutorial after the "drafting" window has closed they need to first speak to the teacher who they need to see in tutorials and then that teacher will email the students advisory teacher
- **All students should be in a classroom and REMAIN in that Classroom for the duration of GROVE time**
- This will start the 3rd week of school (**August 26th**). Prior to this all students will go their assigned Advisory class during GROVE time

Retest Guidelines

- Students earning below a 70 may be required to attend tutoring sessions and/or complete assignments to earn the right to retest, as determined by the teacher in relation to the student's relative level of mastery.
- The retest grade cannot lower the student's major grade average and will be discounted if this is the outcome of the retest.
- Tests in Dual Credit courses are not eligible for retakes.
- The retest will include the same TEKS and/or SEs (Student Expectations).

Retest Schedule

- All major exams eligible for a retest must be graded and returned to the class according to the required minimums during the grading period in order to open the 5 day retest window.
- Once a major grade has been reviewed, it is considered "returned" to the class.
- Teachers will post the 5 day retest window on their board.

The retest policy will NOT include:

- Summative projects, essays and formative quizzes

Late Work Policy

Please see PISD grading policy above

Make-Up Work Policy

- Make-up work is work that a student missed due to an absence, whether excused or unexcused. Make-up work applies to all students. On the first day that a student returns to the class(es) that he/she missed, the student will be responsible for scheduling a time with the Teacher to receive and complete any work, including daily activities for grades they missed while absent. Work missed should generally be made up within two school days of the absence.
- Extended absences (3 or more consecutive class meetings per class) will be dealt with on an individual basis, taking the cause of the absence into consideration.
- Students must complete any projects/presentations at the first opportunity upon their return or the Late Work Policy will begin.

The Grove Academy

This is a tutorial option for ALL students and is held in the LGI Room 1200 on Tuesdays and Thursdays from 4:20pm to 6:00pm. Transportation is provided and students who need transportation should reach out to Mrs. Weiss for assistance.

Eligibility

Students who receive a grade below a 70 at the end of the six weeks will be academically ineligible for extracurricular activities for the following three-week period. Students may earn eligibility by passing ALL classes at the next reporting period. Students are also academically ineligible as long as an "Incomplete" remains on the report card.

The course exceptions to the "No Pass No Play" rule is outlined in PISD Board Policy and Policy FM (Local) can be found under [Waived PISD Advanced Courses](#) on our campus website.

Please see PISD Eligibility Calendar on our school website

Section 4: Student Behavior Expectations and Discipline

WGHS Student Behavior Expectations

- ALL students at WGHS are expected to meet the following standards for behavior on a daily basis:
 - Prompt
 - Prepared
 - Productive
 - Polite



Student Behavior and Student Code of Conduct

Please see [PISD Student Handbook](#)

PISD Secondary Student Dress Code

Please see [PISD Student Handbook](#)

Dress Code Highlights

- Please refer to the PISD Website for the full [PISD High School Student Dress Code](#)

Key Highlights:

- Please keep in mind that you are dressing for your current “job” which is to be an WGHS student and you want to present yourself in the best possible way
- All Shirts should come down below the waistline
- Visible tattoos should be covered
- Holes in jeans should be below fingertip length or covered if above



WILDCATS

DRESS FOR SUCCESS

SHIRTS

Must have sleeves and cover undergarments, cleavage, and midriff. Must reach below the waistline.



PANTS

Must be worn around the waist and covering undergarments. Any rips in jeans must be below fingertip length. Backside must be covered when wearing leggings.



SHORTS/SKIRTS

Must be closer to the knee than the hip. Preferably past fingertip length.



IMAGES

May not depict items that students may not use or possess at school. Individuals pictured on clothing must meet dress code.



Dress Code Violation Consequences

- 1st Violation: Student given opportunity to change clothes (if available) or call parents to provide change of clothing with time out of class not to exceed 30 minutes; or change into campus provided alternative clothing.
- 2nd – 4th Violations: Student will be provided with campus alternative clothing.
- 5th Violation and beyond: Student will be provided campus alternative clothing, a parent conference will be scheduled, and based on Administrator discretion, the student will be placed in ISS for the remainder of the school day.

*Campus alternative clothing is designated per campus.

*Students who are in violation but are unable to correct the infraction will receive a disciplinary consequence per Administrator discretion.

**Any variation in dress code must have prior Administrative approval, which will be communicated to the student body and/or individual as needed. Campus Administration reserves the right to adjust consequences as needed to address any unique situations.

Discipline Actions

Restorative Discipline Strategies

- WGHS Administration and Staff will make every effort to employ various restorative discipline strategies when applicable to each student situation. These techniques could include:
 - School Service (clean up an area on campus, help Custodial or Office Staff)
 - Community Service
 - Problem solving or behavior contract
 - Loss of social time or other school privilege
 - Teacher mentor
 - Parent/Student/Teacher Conference
 - Counseling

Detentions

- Held from 7:40am - 8:40am, Tuesday through Friday on regular scheduled weeks and from 4:15pm -5:15pm, Monday through Friday.
- Must be served on the date chosen by the student which shall be within two full school days of the date of the assignment

Friday Night Reflection

- 4:15pm - 6:15pm, excluding Fridays prior to a holiday

Saturday School

- 8:00am - 12:00am on dates assigned. excluding Saturdays adjacent to a holiday

Students will not be allowed to serve any of the above if they are late. It is their responsibility to arrive prior to the start time. Failure to do so will result in the student being assigned to In School Suspension (ISS) for failure to report.

**Please refer to the chart below for more examples of disciplinary actions/consequences
**Note that WGHS administration reserves the right to administer the level of discipline
they deem necessary for each offense outlined and the consequences stated are flexible
per each case.

Discipline Matrix			
Infraction	1st Offense	2nd Offense	3rd Offense
Leaving class without permission	Before or after school detention	FNR or Saturday School	ISS- 1 Day
Skipping class/leaving campus without permission	FNR or Saturday School	FNR or Saturday School	ISS- 1 Day
Missed Mandatory Tutorial	Detention	Detention and/or FNR or Sat School	FNR/Sat School
Tardy to class	<u>1st-3rd</u> Warning <u>4th-5th offense</u> Detention	<u>6th-8th offense</u> FNR or Sat School	<u>9th and beyond</u> ISS- 1 Day
Cell phone violation	<u>1-3rd</u> Phone is held by administration until end of day. Parent may retrieve.	<u>4th</u> Same with a detention	<u>5th</u> Parent Conference
Bus Misconduct	Detention	Loss of bus privileges for 2 weeks	Loss of bus privileges for 9 weeks
Dress Code Violation	Parent contact/Dress for Success clothing change or parents may bring clothes Confiscate item in question (30 mins max out of class)	2nd-4th Parent contact/ Dress for Success clothing change Confiscate item in question (ISS if they choose not to wear alternative clothing)	5th+ Parent conference Dress for Success clothing issued ISS for remainder of day (admin discretion)
Cheating	Formative- Receive a '0' on assignment and must attend a tutorial Summative-Receive a maximum of a 50 on/ any major grade		
Failure to serve	FNR for missed detention	ISS for missed FNR	

assigned consequences			
Tobacco product which includes VAPE PENS	Mandatory ISS placement, citation		
Fighting or filming a fight	3 days ISS/ 3 days OSS (flipped with other student), <u>court referral</u>		

Section 5: Attendance and Tardy Policy

When students become ill during the school day, they must be examined by the School Nurse in order to determine whether they need to leave campus.

Please see the PISD Student Handbook for additional PISD Attendance and Tardy Policies.

WGHS Tardy Policy

Tardiness is viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of other students and the effectiveness of the Teacher. Promptness and punctuality are skills necessary and beneficial for both school and the workplace. Students tardy to any class period must have a pass from the WGHS tardy system in order to enter a classroom after the tardy bell. Passes can be obtained from each of the House Offices or from the Front Office.

The tardy system will assign consequences as listed:

1st Tardy – Warning

2nd Tardy – Warning

3rd Tardy – Warning

4th Tardy - After/Before School short (1 hour) detention

5th Tardy - After/Before School short (1 hour) detention

6th-9th Tardy - Office Referral/Friday Night Reflection/Saturday School

10th Tardy and Beyond - Office Referral

Attendance and Leaving Campus

On the day of a student's absence, parents/guardians are required to report the absence through Skyward using their Family Access Login. Please send any doctor's notes to wghsattendance@prosper-isd.net within two days of the absence. Parents will be allowed a total of five (5) absence notes during the school year. Once this number has been exceeded, all absences will be considered unexcused. If a student is absent for more than five (5) consecutive days due to an illness, a parent note will not be accepted. A statement from a doctor or medical clinic explaining the reason for the absence must accompany the student upon their return to school.

If the student has a doctor's appointment that occurs during the student's school day, please follow these procedures:

1. The parent/guardian should submit the request for early dismissal through Skyward using their Family Access Log in. The office will send for the student to come to the office and sign out at the appropriate time. Please do not call or text in order to notify them of your arrival.
2. Please submit the doctor's note electronically by email to the attendance clerk at wghsattendance@prosper-isd.net on the same day or next morning for the absence to be considered "medical"
3. The Receptionist will sign the student back into school and will provide a pass to class.

Reminders:

- In order to best ensure the safety and security of our students, students will ONLY be checked out by those listed in Skyward and who are approved to check the student out. This may happen one of two ways:
 - o The approved adult may come to the office with appropriate ID; or
 - o The approved adult may send an email from the email address listed in Skyward for an authorized adult to wghsattendance@prosper-isd.net
- Students are responsible for making up any missed work.
- Students must always check out through the Main Office. Failure to follow these expectations can result in disciplinary action for the student.
- Once a student is checked out, they must leave campus immediately.

Excused Absences

All absences are unexcused until a note from the parent is brought to school. If the note is not brought within two school days, the absence will remain unexcused. Signing out of school after arriving without providing a doctor's note will be considered a parent note. The District accepts the following reasons for excusing students from school:

1. Illness of the student with a parent note, within two (2) days of an absence up to five (5) notes a year
2. Medical or Dental Appointments
3. Death of a relative or immediate friend
4. Parent-request days with prior approval
5. Educational reasons approved by the School Board
6. Observation of a Religious Holy Day including travel; Clergy documentation required

7. State approved absences
8. Any extenuating circumstances excused by the Principal

Students checked out early to attend non-related extracurricular activities such as dance classes, music lessons, art lessons, club practices and/or sport games etc. will be marked unexcused. Please note that a student is not automatically excused just because a parent submits a note for an absence.

Compulsory Attendance

- Per State of Texas law, to receive credit in a class, a student must attend at least 90% of the days it is offered. A student who attends fewer days of the class is offered but at least 75% of the days the class is offered may receive credit for the class if he or she completes a plan approved by the WGHS attendance committee. Students who miss more than 25% of the days the class is offered will not receive credit for that semester per state law.

Truancy

- A parent/guardian commits an offense of Parent Contributing to Nonattendance under Sec. 25.093 if, after having been warned in writing, a child has unexcused voluntary absences on 10 or more days or parts of days within a 6 month period from school.
- WGHS will follow PISD Attendance Guidelines for cases involving student truancy.

