

FMHS APPENDIX TO STUDENT HANDBOOK

STAFF ROSTER

Administration

Mr. Chad Russel.....	Principal	x3407
Ms. Shannon Knowles (A-B).....	Associate Principal	x3427
Ms. Chris Porter (C-F).....	Assistant Principal	x3618
Mr. James Scott (G-Kol).....	Assistant Principal	x3426
Mr. Jeff Lahey (Kom-N).....	Assistant Principal	x3686
Ms. Jennifer Easterling (O-Sma)	Assistant Principal	x3617
Ms. Lisa Swan (Smb-Z).....	Assistant Principal	x3685

Counselors

Ms. Connie Maloney (A-B).....	Lead Counselor	x3455
Ms. Celeste Boggs (C-F).....	Counselor	x3454
Ms. Jennifer Todd (G-Kol).....	Counselor	x3457
Ms. Leanne Cottrell (Kom-N)	Counselor	x3456
Ms. Chasity Lansdell (O-Sma)	Counselor	x3485
Ms. Amy Berry (Smb-Z).....	Counselor	x3459

Office

Ms. Barb Langton.....	Principal's Secretary	x3407
Ms. Holly Egan.....	Receptionist	x3400
Ms. Alison Brooks.....	Receptionist	x3400
Ms. Tammy Elliot.....	Bookkeeper	x3406
Ms. Julie Spruce	Registrar	x3463
Ms. Diana Kilgard	Registrar	x3531
Ms. Lauren Garvey	Computer Clerk	x3464

Attendance Office

Ms. Krisha Birdsall (A-B).....	Suite B	x3414
Ms. Michelle Durham (C-F).....	Suite B	x3413
Ms. Mina Vlamakis (G-Kol).....	Suite A	x3419
Ms. Erin Funnell (Kom-N).....	Suite C	x3412
Ms. Donna Clark (O-Sma).....	Suite A	x3420
Ms. Amanda Robertson (Smb-Z).....	Suite C	x3411

Nurse

Ms. Leah Farquhar.....	x3409
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SCHOOL HOURS

School Hours.....8:20 a.m. - 3:35 p.m.
 Front Office.....7:30 a.m. - 4:00 p.m.

Regular Schedule (M, T, Th, F)				Afternoon Assembly			
Period 1		8:20	9:50	Period 1		8:20	9:35
Period 2		9:58	11:34	Period 2		9:43	10:58
Period 3		11:42	1:57	Period 3		11:06	1:21
	<i>A lunch</i>	11:42	12:12		<i>A lunch</i>	11:06	11:36
	<i>B lunch</i>	12:17	12:47		<i>B lunch</i>	11:41	12:11
	<i>C lunch</i>	12:52	1:22		<i>C lunch</i>	12:16	12:46
	<i>D lunch</i>	1:27	1:57		<i>D lunch</i>	12:51	1:21
Period 4		2:05	3:35	Period 4		1:29	3:35
Jag Time Schedule (Wed)				Morning Assembly			
Period 1		8:20	9:40	Period 1		8:20	9:35
Jag Time		9:48	10:27	Period 2		9:43	11:49
Period 2		10:35	11:55	Period 3		11:57	2:12
Period 3		12:03	2:07		<i>A lunch</i>	11:57	12:27
	<i>A lunch</i>	12:03	12:39		<i>B lunch</i>	12:32	1:02
	<i>B lunch</i>	12:47	1:23		<i>C lunch</i>	1:07	1:37
	<i>C & D lunch</i>	1:31	2:07		<i>D lunch</i>	1:42	2:12
Period 4		2:15	3:35	Period 4		2:20	3:35

CAFETERIA

Breakfast is served from 7:20 AM - 8:10 AM. All food and beverages must be consumed within the cafeteria, i.e. not in the hallways, locker rooms and/or the field house.

The cafeteria offers “[Debit Accounts](#)” for all students and staff. An account eliminates the need for cash on a daily basis, and can be used for breakfast, lunch, and a la carte purchases at any register. Students are held responsible for their own lunch card and lunch account number.

You may open an account for as little as \$4.00 or as much as you need. Cash or checks are accepted for account deposits. The cafeteria does not cash checks for students. They are accepted for deposits only.

Students remain inside the building during lunch. Students are to conduct themselves in a courteous and orderly fashion during lunch. Discourteous or disruptive behavior during lunch may result in clean-up duty assignment or other consequences determined by the supervisors and/or assistant principals.

Complete breakfast and lunch menu with prices will be available online www.lisd.schooldish.com.

ACADEMIC DISHONESTY

Honor in class work and examinations are more important than any grade received. Students assume the responsibility of not cheating, of not giving the appearance of cheating, of not contributing to the cheating of others, and for reporting violation of this responsibility to teachers and/or administrators. Students reporting cheating violations will not be allowed to be harassed, ridiculed, or subjected to criticism for demonstrating their convictions to honor and honesty.

Actions which constitute cheating include, but are not be limited to, using notes on tests, copying from another's test or daily work papers, turning in work done by someone else as his/her own work, using another student's computer files and turning them in as their own, taking another student's papers, book, test, computer files, or notes to improve the quality of the work he/she turns in, giving another student assistance on a test or on daily work for the sole purpose of obtaining a higher grade and not for the purpose of assisting in learning.

Plagiarism is the use as one's own of another person's original ideas or writing without giving credit to the true author.

Any student participating in academic dishonesty is subject to disciplinary actions and/or grade penalties. Such students may not meet eligibility requirements for academic programs such as: NHS, Mu Alpha Theta, EVS, etc.

CLASSROOM FOOD AND DRINK

With the exception of water, students are not permitted any food or drink items outside the cafeteria except during morning tutoring.

CONCERNS BY STUDENTS/PARENTS (ACADEMIC)

1. A parent or student should first discuss the concern with the teacher.
2. If unresolved, the next step is to request a conference with a building administrator.
3. If issues remain, the building principal should be contacted.
4. If still unresolved, the District provides for an appeal process.

CONCERNS BY STUDENTS/PARENTS (ATHLETICS)

1. A parent or student should first discuss the concern with the coach.
2. Unresolved sports concerns should be addressed to campus athletic coordinator.

3. If issues remain, the building principal should be contacted.
4. If still unresolved, the District Athletic Director is the next level of appeal.

CAREER CENTERS.

Students are not permitted to ride with another student during the school day. Students who miss the bus must report to their attendance clerk.

DELIVERIES AT SCHOOL

Only school-related items are accepted for delivery at Flower Mound High School. Classes will not be interrupted for delivery of items. Third party deliveries of food or other items (flowers, balloons, birthday items, pizza, etc.) are not accepted from businesses, restaurants, or delivery services at FMHS. Food items brought by parents or family members for their child may be picked up at the reception table outside the main office. Per district policy number, parents may only provide food for their children. FMHS is not responsible for lost or stolen food. Food items are left at their own risk and students are not allowed to leave the building to retrieve any items.

DISCIPLINARY CONSEQUENCES

Detentions are Tuesday and Thursday mornings, from 7:00 – 7:30 AM, and Tuesday and Thursday afternoons from 4:00 – 4:30 PM. Students should bring schoolwork and be prepared to work for the entire time. Failure to serve an assigned detention will result in further disciplinary action.

General misconduct will result in application of one or more discipline management techniques. The primary objective of Flower Mound High School's Behavior Management Program is the maintenance of an environment where learning can take place, free of disruption by individual students. When a student is found in violation of a rule, he/she will be afforded due process. The student's consequence will be commensurate with the seriousness of the offense and the frequency of the student's behavioral infractions.

Any I.S.S, O.S.S, or DAEP placement will prevent a student from attending or participating in extracurricular activities and public performances through the duration of the assignment.

Wednesday School is held from 4:00 PM to 7:00 PM, and Saturday School is held from 7:55 AM to 11:00 AM.

In School Suspension (ISS) is held in room 1330. Students assigned to ISS report to the ISS room by 8:20 AM and remain there until the end of the school day. Teachers will send student work to the room. All work is completed in the room unless otherwise noted.

DRESS CODE

Dress code rules are available in the LISD Student Code of Conduct and Student Handbook, Appendix III.

EXAMS

Final examinations are given at the end of each nine weeks. Students will take their exams at times designated by the administration. Final exams count 15% of the semester grade. Final exams are not given early. Be aware that bad weather days may affect the end of school and final exams.

EXEMPTION POLICY

Advanced Placement “AP” Exams

College Credit - See Course Description Guide and your appropriate counselor. Regardless of the number of absences, any student (9th-12th) enrolled in an AP class during the spring term who takes the AP test and has at least an 85 average in the class, will be exempt from the exam in that class. Students who are exempt must attend school on the day of the exam. Students are responsible for paying all AP testing fees prior to the deadline. Failure to do so may result in a late fee charged by The College Board.

Senior Semester Exam Exemptions

- Only seniors are eligible for semester exam exemptions. Requirements for exemptions are as follows:
 - 18-Week courses: Grade averages for exemption is based on the 2nd 9-weeks average of each course taken during the Fall or Spring Semester. Attendance for exam exemption is based on entire 18-week period for Fall and Spring. Exempt seniors will not have to be present for exams. Parent notification is still required if the student does not attend class on the day of the exam.
 - 9-Week courses: Grade average for exemption is based on the 9-week average. Attendance for exam exemption is based on that 9-week period. Exempt seniors will be required to attend class on the day of the exam for the 1st and 3rd grading periods. Students will not be required to attend class during the 2nd and 4th grading periods. Parent notification is still required if the student does not attend class on the day of the exam.
- For the purpose of counting absences the following will apply:
 - All absences are counted per class period whether excused or unexcused. These absences include medical issues, prearranged absences, family emergencies, etc. The following absences do not count against exemption status with proper documentation; court, college visits (2 days max. per school year), religious days, school-sponsored trips, Taps/Veterans Funeral, US Government papers regarding citizenship.

- Any absence due to truancy, DAEP placement, JJAEP placement, suspension, or expulsion disqualifies a student for exemption. Three tardies count as one absence.
- Seniors who qualify for exemption may choose to take the final exam.
- The following chart correlates grades, attendance and exemptions:

9 weeks grade	9 week Course Absences	Exemption
90 or above	2	Yes
85 or above	1	Yes
80 or above	0	Yes
9 weeks grade	18 week Course Absences	Exemption
90 or above	3	Yes
85 or above	2	Yes
80 or above	1	Yes

FUND RAISING

Student clubs, classes, and organizations and parent groups are occasionally permitted to conduct fund-raising drives. An application for permission must be made to Mr. Russell, principal, at least one week prior to the event. Fund raising shall not take place in a classroom.

GRADE CLASSIFICATION

For grades 10-12: Mastery of at least 70 percent of the objectives on District-approved tests shall be required. Grade-level advancement for students in grades 10-12 shall be earned by course credits. Changes in grade-level classification shall be made at the beginning of the fall and spring terms (See local LISD Board Policy section EI).

Students are classified according to the number of credits they have earned:

- 10th Grade/2nd Year: at least 6 credits
- 11th Grade/3rd Year: at least 12 credits
- 12th Grade/4th Year: at least 18 credits

Grading System

Students are graded on numeric basis ranging from 0-100, in which 70 is the minimum passing grade. Check your course description guide for additional information.

GRADE REPORTING

Flower Mound operates on an accelerated block, two-term school year, with 18 weeks per semester. Grade reports are issued every nine weeks. Parents and students are encouraged to utilize Skyward, the district's on-line grade reporting system, as a means to check weekly academic progress. Three-week reports will be given to students who have a 75 average or below in any class. Students are responsible for the delivery of progress reports to their parent(s).

HOMEWORK REQUEST

Students and parents wishing to request homework for absences will need to contact the appropriate teachers.

LOCKERS

Lockers are issued upon student request – students may request a specific locker from Ms. Eagan in the Main office. Lockers are school property and are assigned for storing school-related materials. Items such as skateboards, roller blades, etc. must be secured in the locker unit. The inside and outside of lockers must remain free of marks or writing.

Lockers remain under the jurisdiction of the school, even though they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of lockers and will make certain they are locked and that the combination is not given to others. Searches of lockers may be conducted at any time there is reasonable cause, whether or not students are present. Students may not use personal locks on any school issued lockers.

LOST AND FOUND

All articles found in the school building or on the campus are taken to the main office. Anyone losing an item should report it to the receptionist in the main office. Textbooks found on campus should be turned into Suite B. Lost and found items are disposed of periodically during the school year.

MAKE-UP WORK

Make-up work and tests will be permitted for all excused absences. Missing assignments, tests, quizzes, etc. will be recorded in the gradebook as a zero until the work is made up and the grade recalculated. Students will have one day to make-up missed assignments, tests, quizzes, etc., for each day of excused absence. An example: one day absence = one day for make-up; three days absence = three days for make-up. The timeframe for accepting make-up work ends at the conclusion for the period you were absent (i.e. if absent for 1st period – all make-up work is due at the end of 1st period the day after you return). Students and teachers will arrange a time for reteach and make-up tests. Alternative assignments may be given upon teacher discretion.

NATIONAL HONOR SOCIETY

Membership in the Flower Mound High School Chapter of the National Honor Society is based upon scholarship, character, leadership, and service. Membership is by invitation. Juniors and Seniors are eligible for consideration during the fall semester. Sophomores and Juniors are eligible for consideration during the spring semester. Candidates must have attended Flower Mound High School for one complete semester before being selected to membership. For further information see your counselor or the NHS sponsor.

PARKING

All vehicles parked on school property require proper registration. Students may purchase up to two stickers for a \$5.00 fee. This will allow students to have an FMHS sticker applied to an alternate vehicle. If a student must purchase any subsequent stickers (selling of cars, etc.) an additional \$5.00 fee will be assessed. All vehicles must be fully registered and on file in Suite A. Failure to register a vehicle or misuse of parking sticker(s) (i.e. selling of the sticker, placing the sticker on a friend's car, etc.) may result in disciplinary action.

There are reserved parking spaces designated for seniors who decided to participate in the StuCo reserved parking program. See Ms. Owens or Ms. Shipman for more information.

Before a permit is issued you must:

- Complete a parking application form that includes the make, model, color, and license plate number of your vehicle.
- Have the application signed by both you and a parent/guardian.
- Present a valid Texas driver's license.
- A \$5.00 fee is charged for up to two parking stickers.

Students who have not registered vehicles by the start of the school year should do so after classes begin. Any vehicle without a permit or parked in a reserved space is subject to being towed at the owner's expense and the student subject to disciplinary action.

Students with senior-in or senior-out may take care of their parking issues during their off period. All parking matters (registration forms, sticker exchange, and temporary parking passes) are accomplished in the front office with Ms. Brooks.

Students may not loiter in or around a vehicle on or near the campus. Once a vehicle has been driven onto the Flower Mound High School campus, it should be parked and locked. Students may not sit in vehicles parked at school any time during the day.

No student may be in the parking lot during class time, including lunch periods, without a pass from an appropriate suite. Do not play car stereos at a volume that can be heard outside the vehicle once it has been driven onto the campus.

NO PARKING areas for students include:

- The drive in front of the school designated as Visitor Parking (the front circle lot).
- Faculty/Administrator parking lots.
- Driveways, sidewalks and medians.
- Designated Fire Lanes, Bus Lanes, Handicapped Parking spots.
- Any grassy areas, including the area by the training room.
- The private property directly across from or on either side of the building.
- Along any fire lane or curb which might restrict the flow of traffic.
- Any area posted with a "No Parking" sign.

- At the end of any row of legally parked cars.
- The driveway between the field house and main campus building.
- Handicapped spots without proper handicap permit. Do not park in striped spaces next to handicap spots.

Security officers are employed by the District to regulate the parking lot. These employees are to be treated with respect and all requests made of you concerning your vehicle are to be obeyed immediately and without question.

All cars parked on school property or within statutory boundaries designed as being under control of the school are subject to school policies and regulations which include the right to search for prohibited and/or dangerous substances, weapons and/or anything that presents a clear and present danger to the safety and welfare of the students and staff.

FMHS STUDENT PICK UP AND DROP LOCATIONS & TIMES

- West/Auditorium lot and South Lot: Student drop off and pick up is allowed all day.
- Front circle lot (off Peters Colony, by flagpoles): no student drop off or pick up from 7:30 AM until 8:35 AM and from 3:10 PM until 4:00 PM.
- Teacher/faculty/cafeteria lot: no student pick up or drop off from 6:00 AM until 4:00 PM.

RETEST POLICY

These are the two options from which Flower Mound High School teachers may choose their retest policy for the school year:

Option A: The teacher will create a separate test for each major test given which will be available as a retest for any student who scores below 70 on the original test. The teacher will provide a window of opportunity for taking the retest and it is the student's responsibility to ask for that opportunity in a timely manner.

Option B: The teacher will create one cumulative test to be given at the end of the nine weeks period which students may choose to take and the grade will be used as a replacement for failing major test grades.

Note: The highest grade that can be made on a retest is 70, per school board policy, in either option.

Students who are considered to be taking unfair advantage of the retest opportunity will have this privilege revoked and will receive their original score.

The following is a partial list of board policy descriptions of misuse:

- Skipping school or class the day of the test or on a day of reteaching or retesting (i.e. unexcused absences);
- Cheating on either the original test or on the retest;
- Habitually failing to attempt classwork or homework assignments designed to prepare

- students for either test;
- Continually failing major tests on the first attempt while not taking advantage of reteaching opportunities, tutorials, or parent/teacher conferences;
 - Creating a disturbance that results in an office referral during reteaching and/or retesting;
 - Failing to attend tutoring as required prior to a retest;
 - Failing to take a retest during the window of opportunity provided by the teacher.

SCHEDULE CHANGES

A genuine effort is made to schedule students for the courses requested. When this is done, students have an obligation to keep the classes requested and scheduled. Teachers are hired and assignments are made on the basis of these requests. Schedule verifications are handed out to the students for confirmation of courses prior to the end of school at which time schedule corrections can be made. Only under extenuating circumstances are changes made after the start of each semester.

SURVEILLANCE CAMERAS

FMHS utilizes surveillance cameras to monitor the campus for safety purposes of safety. Cameras are not used where students have an expectation of privacy. For example: restrooms, locker rooms, nurse's office, etc.

TARDY POLICY

Be in class. Be on time. Be prepared every day.

Flower Mound High School observes a policy for unexcused tardies. Tardies are issued for students who are not in their assigned seat when the bell rings.

- Tardies are cumulative for all classes in an eighteen week period (i.e., 1 tardy in 1st period, 1 tardy in 3rd period, 1 tardy in 4th period = 3 tardies).
- Inclement weather is not an excuse to be tardy. The campus administration will make the final decision if a tardy is excused due to weather issues or other unforeseen obstacles.
- Students will receive:
 - 1st Tardy – warning
 - 2nd Tardy – detention
 - 3rd – 6th Tardy – Wednesday/Saturday School
 - 7th and up – will result in ISS and possible truancy charges

Twenty (20) minutes of unexcused tardiness to class will count as an unexcused absence in that class and may be subject to disciplinary action.

VALUABLES

Students are cautioned not to bring large amounts of money, or other valuables, including all technology devices, jewelry, clothing, etc. Students are solely responsible for securing their personal property.

