



STUDENT HANDBOOK 2023-2024

Preparing *ALL* students for success in college, career and community leadership.



SCHOOL COLORS:

Navy Blue

Teal

Silver

White

SCHOOL MASCOT:

Comets

SCHOOL ATTRIBUTES:

Service

Leadership

Achievement

Diversity

CORE VALUES:

Safe

Known & Valued

Challenged & Supported

Accountable

TCC SO / FWISD COLLEGIATE
HIGH SCHOOL

5301 Campus Drive, SECH
Fort Worth TX, 76119

817-515-4402

fwisd.org/southcollegiate



Vision & Mission

OUR VISION

TCC South/FWISD Collegiate High School offers students a rigorous and relevant P-TECH curriculum that leads to a strong postsecondary education and/or equips students to be competitive applicants for postsecondary programs.

The collegiate high school faculty, staff, and families share a vision for a school where:

- Students pursue a college-level curriculum and produce college-quality work
- Cooperative and collaborative relationships exist among all stakeholders
- Students are self-motivated, independent learners who take personal responsibility for their education
- Students are motivated to transfer to a baccalaureate program and pursue a post-graduate education or as competitive applicants for postsecondary programs

OUR MISSION

Our mission is to prepare students for the rigorous demands of college and work, and for a range of competitive careers in energy-related fields. In collaboration with Tarrant County College and our industry partners, we seek to close achievement gaps, to improve access to in-demand career pathways and competitive postsecondary programs, and to build a strong pipeline of student talent for a thriving local workforce and economy. Ultimately, our students leave us as skilled candidates for jobs on a ladder of career growth in the energy fields, or as competitive applicants for four-year colleges and postsecondary programs.

TCC South / Fort Worth ISD Collegiate High School
Administration and Support Staff

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Helpful Phone Numbers

FWISD Help Desk.....817-814-4357

TCC Tech 24/7.....817-515-8324

Emergency/TCC Police.....817-515-8911

Bell Schedule 2023-2024

Tarrant County College South/ Fort Worth ISD Collegiate High School

Monday – Thursday Bell Schedule

School Hours: 8:00am-3:30pm

Days	Periods	Time
Mon. & Wed.	1 st	8:00 – 9:25
Mon. & Wed.	2 nd	9:30 – 10:55
Mon. & Wed.	3 rd Power Hour*	11:00 – 11:45
Mon. & Wed.	Lunch	11:45 – 12:25
Mon. & Wed.	4 th	12:30 – 1:55
Mon. & Wed.	5 th	2:00 – 3:30
Tues. & Thurs.	6 th	8:00 – 9:25
Tues. & Thurs.	7 th	9:30 – 10:55
Tues. & Thurs.	8 th Power Hour*	11:00 – 11:45
Tues. & Thurs.	Lunch	11:45 – 12:25
Tues. & Thurs.	9 th	12:30 – 1:55
Tues. & Thurs.	10 th	2:00 – 3:30

Alternating A day and B day Rotation on Fridays

*ADA time 11:15 am

P3 & P8 are Advisory Periods.

FORT WORTH INDEPENDENT SCHOOL DISTRICT

2023-2024 EARLY COLLEGE HIGH SCHOOL CALENDAR REVISED 6/14/2023

AUGUST 2023						
SU	M	TU	W	TH	F	SA
	July 31	1	2	3	4	5
NEW HIRE FWISD TEACHERS BEGIN 7/31/2023						
6	7	8	9	10	11	12
	PROF LRN	PROF LRN	TCHR PREP*	PROF LRN	TCHR PREP*	
13	14	15	16	17	18	19
	START FIRST DAY					
20	21	22	23	24	25	26
	TCC Classes Begin					
27	28	29	30	31		
14 STUDENT DAYS 19 TEACHER DAYS						

SEPTEMBER 2023						
SU	M	TU	W	TH	F	SA
Hispanic Heritage Month September 18 - October 18						
3	4	5	6	7	8	9
	Labor Day					Substituted Learning Card
10	11	12	13	14	15	16
17	18	19	20	21	22	23
					END OF SEMESTER	Substituted Learning Card
24	25	26	27	28	29	30
	START OF SCHOOL				Report Cards	
20 STUDENT DAYS 20 TEACHER DAYS						

OCTOBER 2023						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	Immigrant Heritage Day					Substituted Learning Card
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						Substituted Learning Card
29	30	31				
22 STUDENT DAYS 22 TEACHER DAYS						

NOVEMBER 2023						
SU	M	TU	W	TH	F	SA
Native American Heritage Month						
5	6	7	8	9	10	11
	START OF SCHOOL				Veteran's Day Report Cards	Substituted Learning Card
12	13	14	15	16	17	18
19	20	21	22	23	24	25
THANKSGIVING BREAK						
26	27	28	29	30		
17 STUDENT DAYS 17 TEACHER DAYS						

DECEMBER 2023						
SU	M	TU	W	TH	F	SA
3	4	5	6	7	8	9
						Substituted Learning Card
10	11	12	13	14	15	16
		TCC Classes End			END OF FALL SEMESTER	
17	18	19	20	21	22	23
	TCHR PREP*	FLEX	FLEX	FLEX	WINTER BREAK	
24	25	26	27	28	29	30
31	Christmas Day	WINTER BREAK				
11 STUDENT DAYS 12 TEACHER DAYS						

JANUARY 2024						
SU	M	TU	W	TH	F	SA
WINTER BREAK						
7	8	9	10	11	12	13
		TCHR PREP*				
14	15	16	17	18	19	20
	Mobile Culture Day	TCC Classes Begin		Report Cards		Substituted Learning Card
21	22	23	24	25	26	27
28	29	30	31			
16 STUDENT DAYS 17 TEACHER DAYS						

FEBRUARY 2024						
SU	M	TU	W	TH	F	SA
African American History Month						
4	5	6	7	8	9	10
						Substituted Learning Card
11	12	13	14	15	16	17
					END OF SCHOOL	
18	19	20	21	22	23	24
	TELEVISION START				Report Cards	Substituted Learning Card
25	26	27	28	29		
21 STUDENT DAYS 21 TEACHER DAYS						

MARCH 2024						
SU	M	TU	W	TH	F	SA
Women's History Month						
3	4	5	6	7	8	9
						Substituted Learning Card
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Good Friday and Service Hours	STAR ALI STAR			TELEVISION END Good Friday	
31	Good Friday					
16 STUDENT DAYS 16 TEACHER DAYS						

APRIL 2024						
SU	M	TU	W	TH	F	SA
7	8	9	10	11	12	13
						Substituted Learning Card
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
22 STUDENT DAYS 22 TEACHER DAYS						

MAY 2024						
SU	M	TU	W	TH	F	SA
Asian/Pacific American Heritage Month						
5	6	7	8	9	10	11
			TCC End			
12	13	14	15	16	17	18
19	20	21	22	23	24	25
				END LAST DAY	TCHR PREP*	
26	27	28	29	30	31	
	Memorial Day					
17 STUDENT DAYS 18 TEACHER DAYS						

JUNE 2024						
SU	M	TU	W	TH	F	SA
2	3	4	5	6	7	8
				Report Cards		
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
176 STUDENT DAYS						

JULY 2024						
SU	M	TU	W	TH	F	SA
7	8	9	10	11	12	13
				Independence Day		
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
104 + 3 (FLEX DAYS) = 107 TEACHER DAYS						

- DISTRICT HOLIDAY (SCHOOLS CLOSED)
- NO STUDENTS
- CLASSROOM TEACHER FLEX OPPORTUNITY
- STAFF DAY (NO STUDENTS)
- SEMESTER MILESTONE
- STATE TESTING

SCHOOL HOURS:
8:00 am - 3:30 pm Early College High School

176 STUDENT DAYS
104 + 3 (FLEX DAYS) = 107 TEACHER DAYS

TEACHER FLEX DAYS:
 - Dec 19, 20, 21

STAFF DAYS (NO STUDENTS):
 - Aug 7, 8, 10 (Professional Learning)
 - Aug 9, 11 (Teacher Prep)
 - Dec 18 (Teacher Prep)
 - Jan 8 (Teacher Prep)
 - May 24 (Teacher Prep)



Fort Worth
INDEPENDENT SCHOOL DISTRICT

100 N. UNIVERSITY DRIVE, FORT WORTH, TX 76107
(817) 814-2000 | www.fwisd.org

DATES SUBJECT TO CHANGE
Fort Worth ISD Board Approved 2/14/2023

STAAR Testing [Texas Education Agency](http://www.pearson.com)
Student Assessment Testing Calendar posted April 27, 2023

Testing & Event Calendar 2023-2024

Please note that dates are subject to change.

August 2023	September 2023	October 2023	November 2023	December 2023	January 2024
8/14 First Day of School 8/21 TCC Classes Begin	9/15-10/15 Hispanic Heritage Month 9/4 Labor Day/No School	9/15-10/15 Hispanic Heritage Month 10/9 American Indian Heritage Day 10/31 Halloween	Native American Heritage Month 11/10 Veterans Day 11/20-24 Thanksgiving Break /No School 11/23 Thanksgiving	12/13 TCC Classes End 12/15 End Fall Semester 12/22-1/5 Winter Break 12/25 Christmas 12/31 New Year's Eve	12/22-1/5 Winter Break 1/1 New Year's Day 1/9 Start Spring Semester 1/15 Martin Luther King, Jr. Day / NO School 1/16 TCC Classes Begin
8/2: TSI 8/28-9/1: Map Growth Exam <i>ALG I, ALG II, GEOM, BIOL</i>	9/22: End 1st Six Wks 9/25: Start 2nd Six Wks 9/29: Report Cards 9/29: TSI	10/12: PSAT 10/27: Benchmark <i>BIOL/U.S. HIST.</i> 10/27: TSI	11/3: End 2nd Six Wks 11/6: Start 3rd Six Wks 11/10: Report Cards 11/10: Benchmark <i>ENGL I & II</i> 11/17: TSI	12/5-7: STAAR EOC <i>ENGL I, US, HIST, ALG I, ENGL II, BIOL</i> 12/8: STAAR Makeups 12/7-13: TCC Finals 12/11-15: FWISD Finals 12/15: TSI	1/9-12: MAP Growth Exam <i>ALG I, ALG II, GEOM, BIOL</i> 1/17: Report Cards 1/26: TSI 1/26: Benchmark <i>ENGL I & II</i>
February 2024	March 2024	April 2024	May 2024	June 2024	July 2024
African American History Month	Women's History Month 3/25: Cesar Chavez & Dolores Huerta Day 3/29: Good Friday		Asian/Pacific American Heritage Month 5/8 TCC Classes End 5/23 End Last Day 5/27 Memorial Day	6/19 Juneteenth	7/4 Independence Day
2/9: STAAR Field Test <i>ENGL I & II</i> 2/16: End 4th Six Wks 2/19: TELPAS <i>Writing/Reading</i> 2/20: TELPAS <i>Listening/Speaking</i> 2/21-23: TELPAS Makeups 2/19: Start 5 th Six Wks 2/23: Report Cards 2/23: TSI 2/26-29: Benchmark <i>BIOL/U.S. HIST.</i>	3/5: SAT 11 th grade 3/11-15: Spring Break 3/29: TSI	4/9: STAAR EOC <i>ENGL I</i> 4/10: STAAR EOC Makeups 4/11: STAAR EOC <i>ENGL II</i> 4/12: STAAR Makeups 4/12: End 5th Six Wks 4/15: Start 6th Six Wks 4/16: STAAR EOC <i>BIOL</i> 4/17: STAAR EOC <i>US HIST</i> 4/18-19: STAAR EOC Makeups 4/19: Report Cards 4/23: STAAR EOC <i>ALG I</i> 4/24: STAAR EOC Makeups 4/26: TSI 4/29-5/3: Map Growth Exam <i>ALG I, ALG II, GEOM, BIOL</i>	5/2-5/8: TCC Finals 5/8: AP ENGL LIT Exam 5/10: AP US HIST Exam 5/13: AP PRECAL Exam 5/14: AP ENGL LANG 5/15: AP WLD HIST Exam 5/17: TSI 5/20-23: FWISD Finals	6/5: Report Cards 6/18: STAAR EOC 6/20-21: STAAR EOC 6/27: TSI	

Student Organizations and Fundraising

CLUBS AND ORGANIZATIONS

Below are suggested clubs for student involvement.

- Ambassadors Club
- Chess Club
- Class Of 2024
- Class of 2025
- Class of 2026
- Class of 2027
- Close Up Foundation
- Film Crew Club
- Hospitality – Internal for Staff
- Leadership & Beyond
- Meet at the Pole
- My Brother's Keeper / My Sister's Keeper
- National Honor Society
- Overbooked Book Club
- Parent Teacher Association
- Performance / Drama Club
- Rotary Interact Club
- SLAM
- NO Student Council (*Through TCC's Student Government*)
- University Interscholastic League (UIL)
- United Voices 4 Change
- Wellness & Intramural Club
- Whiz Quiz

SCHOOL FUNDRAISING GUIDELINES

- Sponsor will hold a club meeting with current officers, if not done last year, to nominate/elect & set up bylaws & meetings for the year. Plan events for the year. Sponsor & Club President sign a couple forms acknowledging and activating the club fund account.
- What kind of fundraiser do you want to do? It is best practice to only do 2 fundraisers per year for a club.
 - ◊ Purchase then sell? (Candy/Snacks)
 - ◊ Sell then Purchase (Shirts)
 - ◊ Decide if it will be done through the school or through PTA. PTA's fundraising guidelines and processes are different and separate from the school's.
- The sponsor will turn in the fundraiser request form and event form at the same time for approval. All events must be requested **1 month** in advance minimum.
- Fundraiser time! Sponsor will check out a money collection form & start the online sales.
 - ◊ You cannot take money from anyone until the fundraiser form has been approved. No exceptions.
 - ◊ Ensure names are written legibly with first and last name on the money collection form with black ink.
 - ◊ Ensure you are charging the correct amount. (If item is \$30.00, there should not be \$35.00 written on the money collection form.)
- Sponsor will turn in money daily if \$20 or over. Sponsor will turn in every Friday no matter the amount.
- At the end of the fundraiser, the sponsor will close it out by filling out bottom portion of the fundraiser form. Profit will be calculated.

FUNDRAISING NOTE:

- If you are creating/selling things with the school name, logo, crest, etc. on them (shirts, year-books, etc.), it must be approved by Dr. Collins prior to having the company/person create the item. No exceptions.
- Please be aware that any collection or handling of funds (cash or check) must be handled per FWISD Internal Finance procedures.
- There is no such thing as a student running their own fundraiser for a club. The sponsor is responsible to ensure students are following all procedures and all proper documentation has been done.
- You cannot keep the cash collected and substitute it with a personal check.
- Any money received and not processed accurately can and will result in administrative action.

Student Responsibilities

STUDENT EXPECTATIONS:

- Attend school the entire instructional day and be on time to all classes.
- Follow the rules and regulations established by the teacher and the school as stated in the Student Code of Conduct, Campus Discipline Management Plan, and the procedures concerning appropriate behavior.
- Cooperate with all directives issued by school personnel.
- Be prepared for each class with assigned work and appropriate materials.
- Be respectful of all classroom procedures and expectations.
- Pursue mastery of the essential knowledge and skills of the curriculum as prescribed by the District and the State.
- Establish an effective working relationship with peers and school personnel.
- Show respect for others and their property.
- Abstain from making profane, insulting, threatening or inflammatory remarks.
- Stay away from other Fort Worth ISD campuses during the school day, except with permission from school personnel.
- Demonstrate respectful and courteous behavior.
- Strive toward self-discipline, setting individual goals and utilizing good work habits.
- Leave campus immediately after the dismissal bell unless involved in a school activity.
- Assume responsibility for making choices and accept the consequences of those behaviors.
- Adhere to dress code standards.
- Follow all FWISD bus rider safety guidelines.

IDENTIFICATION CARDS (ID'S)

Students are required to have their school IDs visibly displayed around their neck at all times on the school provided lanyard. Upperclassmen will have navy blue lanyards, and underclassmen will have teal lanyards with the school's name on it. Students must have both their TCC & FWISD IDs on their lanyard at all times. Students who fail to display their IDs and lanyard properly may face disciplinary action. Students must also have their school IDs to attend school events such as dances, athletic events, etc. It is a good idea to leave IDs in backpacks, when not at school, so students don't forget to bring them the next day.

If a student does not have his/her FWISD ID, they will be given only 3 temporary IDs per semester, and on the 4th incident, a new ID will be printed for a required \$6.00 fee. The student will first be given the opportunity to call a family member to bring the ID up to the school by the start of Power Hour, or a hold can be placed on their account if they don't have the 6.00 that day. A reminder note will be given to them to pay the \$6.00 fee, and they will be given a receipt upon payment.

If your lanyard breaks, bring the damaged lanyard to the front office for a free replacement. Otherwise it is \$6.00 for a new lanyard if the broken one is not brought back.

TCC replacement ID's are \$10.00 at the SFOD building.

AUTOMOBILE USE

The operation of automobiles and other vehicles by students on school premises shall be under the supervision of the school administration. Any student who operates a vehicle in an unsafe or disruptive manner shall be subject to disciplinary action.

REQUIREMENTS

- A proper vehicle registration card and proof of insurance must be with the student and be presented upon request to the appropriate school personnel or police.
- Students must park in designated student parking areas in parking lot 5. (Green parking spaces, excluding the first two rows).
- Speeding and/or reckless driving may result in immediate suspension of campus parking privileges.
- Must follow all TCC Police Department regulations while on TCC property.

DISCIPLINARY OPTIONS INCLUDE (*BUT ARE NOT LIMITED TO*):

- Withdrawal of parking privileges.
- A citation from campus police.
- Disciplinary action from school administrators.

A student may not leave school during school hours or return to the vehicle for any reason without the permission of a school administrator, unless classified as a junior/senior and its during lunch time, or unless accompanied by a teacher/campus security. Students are expected to operate vehicles in a safe and non-disruptive manner.

All students are encouraged to keep their vehicles clean and clear of any prohibited or dangerous items in accordance with the Student Code of Conduct and FWISD Board policy.

LUNCH POLICY

Students in 9th and 10th grade may not leave campus for lunch. 11th and 12th graders may leave campus during lunch if they have the appropriate student ID.

Students who return from lunch late will be subject to having their off-campus privileges revoked. Any 9th or 10th grade students who leave campus during lunch will be subject to disciplinary action.

BUS CONDUCT

Students who live outside a two-mile radius from school and live within the FWISD school district are eligible to ride the school bus. Students must conduct themselves in a lawful and orderly manner at all times. Any student who violates standards of conduct while on school transportation may be denied transportation services and will be subject to disciplinary action.

CHANGE OF ADDRESS OR TELEPHONE

Parent/guardian must inform the attendance office or data clerk office when there is a change in the student's address, emergency contacts, or phone numbers. Parent must present new proof of address within 30 days of moving to ensure the student is not withdrawn from school. All changes must be made by the legal parent or guardian.

ELECTRONIC DEVICES

In accordance with the Fort Worth ISD Student Code of Conduct, the use of cell phones and any other electronic devices are strictly prohibited. Cell phones **MUST** remain off, not in use, and not be visible during school hours – including passing periods. Students are permitted to use electronic devices before school, during their lunch, or after school. If a cell phone or any other electronic device is seen or heard by a school employee, it can be confiscated. The school is not responsible for any item lost, damaged, or held after 30 days. Parents may be required to pick up the device.

LAPTOP USER INFORMATION

A laptop will be loaned to student after they sign a laptop loan agreement form. This student laptop loan agreement, which is signed by the parent/guardian, student and staff member of the school, will be kept on file at the school. Laptop Loan Agreement Form is found at the end of this handbook.

TEXTBOOKS

Students must possess an ID to check out textbooks. Students are responsible for the care and returning of all textbooks assigned. Lost or damaged textbooks will be charged to the student.

SCHEDULE CHANGE REQUESTS

A student/parent who requests to drop a course at the beginning of a new term, for any reason, has ten (10) instructional days to do so without penalty. After ten instructional days beginning a new term, it is too late to drop a course and enroll in a different course without penalty. Only the principal can grant permission to drop a course after ten days. All requests for schedule changes must be made prior to the end of the ten-day window. **Any schedule changes, including dropping Dual Credit TCC courses, must be approved by the counselor, the postsecondary success specialist, and signed by administration.**

WITHDRAWALS

Only the parent or legal guardian that enrolled a student may withdraw that student. Parents/Guardians must present a valid ID to the attendance office in order to begin the withdrawal process. All withdrawals must begin before 3:00 p.m. in order to be processed before the end of the working day. Parents may withdraw their student between 8:30 a.m. and 3:00 p.m. on any school day.

Academic Requirements

CREDITS BY GRADE LEVEL

Classification of students will be determined at the beginning of the school year as follows:

Grade Level Classification Required	Credits Earned
9 (Freshman)	0 – 5.5
10 (Sophomore)	6 – 11.5
11 (Junior)	12 – 18.5
12 (Senior)	19 +

GRADUATION PLAN REQUIREMENTS

Students must pass all of the following EOC exams to graduate: Biology, English I, Algebra I, English II, and U.S. History

ENDORSEMENTS

	Foundation Program 22 Credits	Foundation + Endorsements 26 Credits	Distinguished Level of Achievement (Recommended for All students) 26 Credits
ELA 4 Credits	<ul style="list-style-type: none"> English I English II English III One advanced English course 	<ul style="list-style-type: none"> English I English II English III One advanced English course 	<ul style="list-style-type: none"> English I English II English III One advanced English course
MATH 3 - 4 Credits	<ul style="list-style-type: none"> Algebra I Geometry Additional math course 	<ul style="list-style-type: none"> Algebra I Geometry Additional math course Additional math course toward Endorsement 	<ul style="list-style-type: none"> Algebra I Geometry Algebra II * Additional math course toward Endorsement
SCIENCE 3 - 4 Credits	<ul style="list-style-type: none"> Biology IPC or Chemistry or Physics Additional science course 	<ul style="list-style-type: none"> Biology IPC or Chemistry or Physics Additional science course Additional science course toward Endorsement 	<ul style="list-style-type: none"> Biology IPC or Chemistry or Physics Additional science course Additional science course toward Endorsement
SOC STUD 4 Credits	<ul style="list-style-type: none"> World/Human Geography World History/Ethnic Studies US History Government & Economics 	<ul style="list-style-type: none"> World/Human Geography World History/Ethnic Studies US History Government & Economics 	<ul style="list-style-type: none"> World/Human Geography World History/Ethnic Studies US History Government & Economics
NON-CORE 8 - 10 Credits	<ul style="list-style-type: none"> 2 credits, World Language *** 1 credit, Physical Education ** 1 credit, Fine Arts 0.5 credit, Health 0.5 credit, Speech 3 credits, Electives 	<ul style="list-style-type: none"> 2 credits, World Language *** 1 credit, Physical Education ** 1 credit, Fine Arts 0.5 credit, Health 0.5 credit, Speech 5 credits, Electives 	<ul style="list-style-type: none"> 2 credits, World Language *** 1 credit, Physical Education ** 1 credit, Fine Arts 0.5 credit, Health 0.5 credit, Speech 5 credits, Electives

Miscellaneous	<p align="center"><u>Available Endorsements****:</u></p> <p align="center">Science, Technology, Engineering, and Mathematics</p> <p align="center">Business and Industry</p> <p align="center">Public Services</p> <p align="center">Arts and Humanities</p> <p align="center">Multidisciplinary Studies</p>
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* In order to obtain the distinguished level of achievement under the foundation graduation program, which will be denoted on a student's transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.

** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

*** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute approved computer-programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

**** A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

ATTENDANCE POLICY

ATTENDANCE FOR CREDIT OR FINAL GRADE (KINDERGARTEN-GRADE 12)

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least **90 percent** of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

GUIDELINES FOR DETERMINING EXTENUATING CIRCUMSTANCE ABSENCES

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student’s participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM (LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.
- The student or parent may appeal the committee’s decision to the board by following policy FNG (LOCAL).

- The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

CONDITIONS TO REGAIN CREDIT OR BE AWARDED A FINAL GRADE

The attendance committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

- Completing additional assignments, as specified by the committee or teacher.
- Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.
- Maintaining attendance standards for the rest of the semester.
- Taking an examination to earn credit [See EHDB policy]
- Attending summer school to retake the course.

In all cases, the student must earn a passing grade in order to receive credit.

EFFECT OF EXCESSIVE ABSENCES ON COURSE CREDIT

Excessive absences are noted on the student’s transcript with an * placed above the course grade. Accompanying foot note at the bottom of the transcript will read: * No credit given due to excessive absences.

HOME TUTORED PREGNANT STUDENTS ATTENDANCE

Fine Arts		SE	S1	S2	Av	Cr.	<i>Note: credit will not be awarded until excessive absences are made up.</i>
1051A	Honors Art 1A	H	*78		78	0.00	
1051B	Honors Art 1B	H		*87	87	0.00	

Attendance is compiled weekly. Pregnant students, with the appropriate medical documentation, can choose to receive Compensatory Education Home Instruction (CEHI), locally called the prenatal/postnatal tutoring program (FNE policies). Texas Education Agency (TEA) guidelines for this CEHI program must be followed. The guidelines require tutoring by a certified teacher in the areas the student is being tutored. This results in the student earning attendance days as outlined in the TEA guidelines. Coursework assignments must be provided by the teacher of record for the student to be tutored on a week-by-week basis so that the attendance days can also be earned on a week-by-week basis. Failure to provide the appropriate weekly coursework assignments and the subsequent grading of those assignments must not result in the student’s grade for this period being adversely influenced.

HIGH SCHOOL DUAL CREDIT ATTENDANCE

For courses taught by a Tarrant County College instructor, attendance is governed by the TCC policy on attendance. Dual credit students are expected to attend classes according to the dual credit class schedule. Students are to contact their campus Postsecondary Specialist (mildred.hsueh@fwisd.org) and their dual credit professor if they are unable to attend class. Alerting an instructor early of attendance conflicts is critical. Students are to be considered in attendance during the semester unless otherwise informed by the FWISD CCR/Dual Credit Coordinator and/or the campus CCR Coordinator. The FWISD CCR/Dual Credit Coordinator and the campus CCR Coordinator will communicate updates to the campus attendance clerks as needed. Attendance will be processed by the campus attendance clerk. For courses taught by FWISD credentialed instructors, the district attendance procedures will be followed. For Early College High School courses, attendance is taken at the alternate high school attendance-taking time.

EARLY DISMISSALS

Early dismissals through the attendance office are mandatory when leaving and/or returning to school. The person picking up the student **MUST** present an appropriate identification in order to for the school to release the student. Persons not on the student's emergency contact list will not be allowed to pick up a student. There will be **NO EARLY DISMISSALS** after 3:00 p.m. Students that do not sign out through the attendance office will be considered truant and marked as **ABSENT**.

Student Rights & Responsibilities

FNG (LOCAL) BOARD POLICY: STUDENT RIGHTS AND RESPONSIBILITIES / STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Students and parent are entitled to informal conferences with administrators to resolve their complaints of discrimination. If the complaint involves a teacher, the student or parent, in most circumstances, shall be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One. The parent or student may make a written complaint and follow the procedures stated in policy. The student may be represented by an adult at any level of the complaint. The announcement of a decision in the student's or parent's presence shall constitute communication of the decision. The reference of "days" in this policy means calendar days.

LEVEL ONE

- Student or parent shall request a conference with principal within 10 days of the time student or parent knew, or should have known, of the event(s) causing the complaint.
- Principal shall schedule and hold a conference within seven (7) days of request.
- Principal shall render a written decision to the student or parent within ten (10) days of such conference.

LEVEL TWO

- If Level One outcome is not satisfactory, within ten (10) days of receipt of the principal's written decision, the student or parent shall request a conference with the assistant superintendent of elementary or secondary management.
- The assistant superintendent will schedule and hold the conference within seven (7) days of the request.
- Prior to or at the time of the conference, the parent or student shall submit a written complaint.
- The written complaint should include the following: a statement of the complaint, evidence of its support, solution sought, parent or student signature, and date of conference with principal.
- Assistant Superintendent shall render a decision within ten (10) days of the conference.

LEVEL THREE

- If the Level Two outcome is not satisfactory, within ten (10) days of receipt of decision, the student or parent shall request a conference with the superintendent or designee.
- Conference will be held within seven (7) days of receipt of request.
- Superintendent or designee shall render a decision to student or parent within ten (10) days of conference.

LEVEL FOUR

- If the Level Three outcome is not satisfactory, within ten (10) days of the conference, a written request to place the matter on the agenda of a future Board meeting shall be submitted to the Superintendent or designee.
- The Superintendent shall inform the student or parent of the date, time and place of the meeting.
- The presiding officer shall establish a reasonable time limit for the complaint presentation.
- The District shall make an audiotape or stenographic record of the Level Four proceeding before the Board.
- The Board shall hear the complaint, then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.
- If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

Documents and Forms

The rest of this handbook will have forms to assist you. Mrs. Clarke can print you more if you misplace these.

- Dress Code
- Laptop User Agreement
- Student Code of Conduct Agreement

LOOKING GOOD

Fort Worth ISD Standards of Dress

Students are expected to be in dress code **beginning on the first day of school**. Violations of the dress code shall be handled at the school level.



Guidelines for ALL Grades (Prekindergarten - 12)

- Clothing shall be the correct size for students, with no sagging pants.
- Tops (shirts or blouses) shall be tucked into clothing.
- T-shirts worn as undergarments must be solid white.
- T-shirts shall not be worn as outer clothing.
- Denim blue jeans must be free of embellishments.
- Bottoms should be hemmed or cuffed.
- Shorts, skirts and skorts shall be no shorter than three inches above the knee.
- Shoelaces must be white or match the color of the shoe.
- Acceptable accessories include belts of a solid color fabric or leather with a buckle no larger than two inches.
- Tights, socks and hosiery should be a solid color.
- Manufacturer logos on apparel must be less than one and one-half inch square with the exception of school logos.

Prekindergarten - Grade 8

TOPS

- **Color:** Navy or white
- **Style:** Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing.
- **Outerwear:** Sweatshirts or sweaters in navy or white are acceptable as outerwear if worn over standard dress; coats and jackets of any color shall be worn in accordance with weather conditions and are not to be worn in the classroom.

BOTTOMS

- **Color:** Navy, khaki, black or blue denim
- **Style:** Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permissible.

SHOES

- **Style:** Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe / open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.



Secondary Grades 9-12

TOPS

- **Color:** Any color is permitted.
- **Style:** Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing.

BOTTOMS

- **Color:** Any color is permitted.
- **Style:** Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permitted.

SHOES

- **Style:** Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe/open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.

Unacceptable dress for ALL grades (Prekindergarten-12):

- Sagging pants.
- T-shirts worn as outer clothing or visible undergarments.
- Clothing considered too revealing (bare midriffs, tube tops, tank tops, cut-off shirts, low-cut tops, crop tops, see-through shirts, fishnet clothing).
- Clothing with holes, tears or cuts.
- Clothing with lewd, offensive, vulgar, or obscene pictures, emblems or language.
- Clothing with advertising that depicts tobacco products, alcoholic beverages, drugs or any substance prohibited under Board Policy FNCF (LEGAL).
- Gang-related clothing, accessories or jewelry bearing signs, insignias, colors or symbols.
- Active-wear such as wind shorts, warm-ups, soccer shorts, boxer shorts, sweat suits or spandex gym wear.
- Sleepwear, visible drawstrings, house shoes.
- Except for verified religious clothing, head gear such as hats, scarves, bandanas, do-rags or shower caps.
- Combs, sunglasses or grillz.
- Accessories or body piercings that could be classified as dangerous or as a potential weapon, i.e., chains, spiked necklaces or bracelets, and the like.



Fort Worth
INDEPENDENT SCHOOL DISTRICT

Laptop User Agreement

A laptop will be loaned to the student named in this document under the following conditions:

1. This student laptop loan agreement, which is signed by the parent/guardian, student and staff member of the school, will be kept on file at the school.
2. Use of this equipment is for educational purposes. Any purpose other than educational may result in loss of privileges.
3. The District does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
4. The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer, or installed on the computer under any circumstances.
5. Parents/guardians accept financial responsibility for costs related to damage due to purposeful action or gross negligence. Purposeful action means to act intentionally or with intent to perform a particular act, to act in a particular manner for a specific reason, aim or design, or a resolution to use a certain means to reach an end. Gross negligence is defined as lack of any care or an extreme departure from what a reasonably careful person would do in the same situation to prevent harm to the property.
6. Financial obligations must not be ignored. For more information, refer to care of instructional materials in student manual.
7. The laptop, which is the property of Fort Worth ISD, and all laptop accessories, must be returned prior to the end of the school year, or in the event of school change or early withdrawal to another school district.
8. The District has provided students with a “Digital Citizenship Orientation” and information for parents, including how to care for the device and how to responsibly use technology.
9. I have read the Acceptable Use of Electronic Communications System and the Electronic Services Overview for Students.
10. Students are able to use their own personal device but FWISD is not held responsible, under any circumstances, for any personal device that is lost, stolen, or damaged.

Dear Parent/Guardian:

This Student Code of Conduct provides information regarding expectations for student behavior and consequences for misconduct. Please read and review the information in the Student Code of Conduct with your student so that you have a clear understanding of its content. Once you and your student have reviewed the Student Code of Conduct, please sign the acknowledgment form listed below and return it to the Campus Behavioral Coordinator. Please contact your student's teacher or campus administrator if you have any questions about the Code.

**Fort Worth ISD
2022-2023 Student Code of Conduct
Acknowledgment Form**

Student Name: _____

School Campus: _____ Grade Level: _____

I have read, understand, and agree to abide by Fort Worth ISD's Student Code of Conduct for the 2022-2023 school year. I understand that _____ (student name) will be held accountable for the behavior expectations and disciplinary consequences outlined in the Student Code of Conduct. I understand that the Student Code of Conduct governs all behavior at school, at school-sponsored and school-related activities, during on-line or other remote instruction, during school-related travel, or while traveling in a vehicle owned or operated by the District. I also understand the Student Code of Conduct governs some designated behaviors occurring within 300 feet of school property, some designated behaviors occurring off-campus, including certain electronic communications and postings, and any school-related misconduct regardless of time or location. I understand that a referral for criminal prosecution is possible for certain violations of law.

Parent/Guardian Printed Name

Student Printed Name

Parent/Guardian Signature

Student Signature

Date

Date