Memorial
HIGH SCHOOL

CAMPUS INFORMATION
STUDENT HANDBOOK SUPPLEMENT
2025-2026

Disclaimer: This student supplement is <u>not</u> an all-inclusive document for the student code of conduct.

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OFFICE/SUPPORT STAFF

Principal	Laurie Kinne
Administrative Assistant	Emily Harris
Assistant Principal	Patrick Moore
Assistant Principal	Misty Speer
Assistant Principal	Kimberly Jans-Stutz
Assistant Principal	Michael Forney
Discipline Clerk	Megana Arredondo
Attendance Clerk 1	Ada Servin
Attendance Clerk 2	Bridget Armendariz
Counselor	Polly Birkhead
Counselor	Bethany Litten
Counselor	Blaire Robinson
Counselor	Katy Young
S/E Counselor	Sarah Lucas
Counselors' Clerk	KaSaundra Jones
College & Career Facilitator	Kaitie Nolan
College & Career Clerk	Rachel Gudgeon
Registrar	Pamela Chapman
Librarian	Sydney Woolsey
Nurse- RN	Kim Hagy
Nurse- LVN	Angela Tigrett
Truancy Clerk	Hilda Moreno
Information Center	Rebecca Gomez
School Resource Officer	Officer Wendy Seiber
School Resource Officer	Officer Jose Gonzalez

ATTENDANCE

Students are required to be in school each day. When a student is absent from school for any reason except a school sponsored function, he or she must bring a note, signed by a parent or guardian, giving the following information: The student's full name, date, grade level, student ID#, reason for absence, parental signature and telephone number. This note is due within 72 hours of the absence in order for that absence to be excused. Teachers are not to collect notes.

Class Cuts/Skipping Policy

Students need to attend all classes every day to maximize learning. Skipping/cutting class(es) also leads to behavior issues in hallways and bathrooms. Class cuts are cumulative per semester, but add to an ongoing truancy count throughout the year. A student will be marked skipping (class cut) if they are more than 15 minutes late to 1st period or more than 10 minutes late to any other period. The consequences for class cuts are as follows:

1 cut = D-Hall
3 cuts = 1 Day Saturday School
6 Cuts = 2 Days Saturday School
10 Cuts = 1 Day ISS
15 Cuts = 2 Days ISS
20 Cuts = 3 Days ISS

Tardy Policy

Students that are late to class miss important instructional time and information and also disrupt the learning of other students in the class. Teachers will record all tardies in Skyward. Tardies are counted cumulatively (periods 1-8), not per class. The consequences for tardies are as follows:

5 cumulative tardies = After School D-Hall
10 cumulative tardies = 1 Saturday School and parent contact
15 and every 5 after = 1 Day ISS

(Tardies reset to zero at the end of each six weeks)

Tardy Kiosks

- Students will be required to put in their student ID numbers and print a pass to give to their teacher if tardy to class.
- 5 tardy kiosk locations on campus -- you must check in and bring a tardy pass to be admitted to class. Passes are timestamped.

Sign-Out Procedures

Students who need to leave early may only be picked up by the parent/guardian or an individual listed on the emergency card in Skyward. No person may pick up a student from school unless they are listed on the student's contact sheet. When the parent arrives, they must sign in at the Information Center and the office will send for the student. The parent must present their driver's license or government ID in order to be signed in. All students must sign out! No student will be sent for after 2:50.

Make Up Work Due To Absences

The responsibility for makeup work lies with the student. When the student returns to class with an excused absence, the teacher, at the student's request, will make arrangements for the student to complete assignments or take tests missed. Students will be allowed one day for each day missed to complete make up work. Students with unexcused absences will be permitted to make up work at the discretion of the teacher. Parents may request make-up work be gathered for students who miss **more than 3 consecutive days of school**. Contact the counselor clerk in the counselors' office for this service.

ARRIVAL AND DEPARTURE FROM SCHOOL

Arrival:
All students who arrive on campus must immediately enter the building. If you are dropped off by parents, you will enter through the front entrance (Maverick Circle). Students who ride the bus to school and CEC bus students will enter the building at the east side entrance. Band students will enter at the band hall and athletes will enter the back entrance of the building by the gym. Students who arrive earlier than the start of classes must report to the cafeteria, Bistro or Learning Stairs. Breakfast will be served each morning in the cafeteria for those that choose to eat. The first bell signaling students to go to classes rings at 7:20. At this time students should go to their first period classes as classes begin promptly at 7:30 a.m.

Departure:
School is dismissed at 3:00 p.m. Upon dismissal, all students are to proceed directly to pick up areas. Buses will load in the bus lane on the east side of the school and depart within 5 minutes of dismissal. Those students walking home or driving home should leave campus immediately upon dismissal.

Students are to exit out the front (south) doors of the building if they are being picked up. Students who are waiting for a ride must wait in front of the building in front of the main entrance (flag poles). All students are to be picked up in the front of the building. No students will be allowed to loiter on campus after school is dismissed.

For security reasons, students will not be allowed in the building after the dismissal bell. All students should be out of the building by 3:10 p.m. unless they have:

- permission from a supervising teacher
- after-school class or detention
- a school-sponsored activity

Students may not return to the locker rooms or a classroom unless supervised by an adult.

CHANGE OF ADDRESS

It is very important to notify the registrar's office at 1(940)235-4344 ext. 37026 immediately if your address or phone number changes during the year. Parents are encouraged to notify that office of any change in employment numbers as well. It is imperative that the school has emergency contact information that is accurate.

ATHLETIC EVENTS

Student participants in a contest are expected to display good behavior and conduct before, during, and after the game. **Student spectators are expected to follow the dress code, display good sportsmanship, and follow all rules of the Code of Student Conduct, which applies to all school events**. Students must leave or be picked up within 30 minutes after the conclusion of all school activities. Failure to leave school activities may result being banned from after-hours school activities.

STUDENT PARKING

Students are only allowed to park in student designated parking lots. There is no individually assigned parking for students at Memorial High School; however, students are only allowed to park in student designated parking areas. All students MUST purchase a parking pass to park on campus. It is $40.00 for the school year. All students must complete a parking application, be in good standing with WFISD, and pay $40 to obtain a 25-26 parking placard at MHS.

- Parking lot #7 and the first row of parking spaces around the building are reserved for staff parking. You will not be assigned a reserved parking space. You are allowed to park in any student parking area with a student parking pass.

- Parking placards must be displayed and student vehicles must be parked in designated student parking areas to avoid disciplinary consequences. **SAFETY** is our focus - placards show you belong here.

ELEVATOR

An elevator is available for students who cannot use stairways due to medical conditions. A doctor's note is required to be given to the school nurse who will make the necessary arrangements. A nurse's pass is required for student use of the elevator. **Student use of the elevator without a nurse's pass or administrator approval will result in discipline consequences.**

CAFETERIA INFORMATION

Breakfast

Free breakfast is served for all students each morning beginning at 6:45.

Lunch

Students will be assigned a 32 minute lunch period. Campus is CLOSED to freshman and sophomore students for lunch. No outside food or drink may be brought into the cafeteria with the exception of students who bring a packed lunch from home.

Cafeteria Rules

- Food and drink purchased in the cafeteria must be consumed in the cafeteria (State of Texas Nutrition Laws). **Breakfast items must be consumed in the cafeteria.**
- Put all trash in the trash cans provided.
- Students must be seated at all times in the cafeteria, learning stairs and student centers. Students may not loiter at a table or sit on the floor.
- Be sure to clean up your eating area.
- MHS has no keys to the vending machines and can accept no responsibility for lost money. Students use these machines at their own risk.
- Students may not bring outside food or drinks on campus. All such items must be disposed of before entering the school.

CELL PHONES/ELECTRONIC DEVICES

- Personal communication devices (cell phones, smart watches, tablets, pagers or other electronic devices) are to be left at home or must be powered off and put away while on campus during the instructional day. Powered Off and Put Away in WFISD

    - 1st Offense: Student device will be held in the front office until the end of the day. Parent/guardian will be notified and MUST pick up the device in person. A formal warning will be documented in the student's file.
    - 2nd Offense: Student device will be held in the front office until the end of the day. Parent/guardian will be notified and MUST pick up the device in person. Student will be assigned extended detention.
    - 3rd Offense: Same + ISS
    - 4th Offense: Same + 2 days ISS
    - 5th Offense: Same + 3 days ISS + potential loss of the privilege to bring a personal device to school.

- Students may not refuse to turn it in to teacher (automatic 1 day ISS)
- Students are not allowed to use phones in restrooms or record anywhere on campus.

HALLWAY PASSES

Except between classes, students may not be in the halls for any reason without hall passes unless accompanied by school personnel. Students without passes will be referred to the office for disciplinary action. No student will be in the hallways for the first and last ten minutes of each class period.

LOITERING

Students are not permitted to loiter in the street, yards, or parking lots near the campus. Upon dismissal from school, bikers and walkers should leave the campus promptly.

LOST AND FOUND

Articles, books, and clothing that are found should be turned into the Information Center. Every effort will be made to find the owners, provided the items are tagged with a student's name. Items that are not claimed will be disposed of after 6 weeks. If an item cannot be located,WFISD assumes no responsibility or liability. School staff will not search for or assist in the recovery of lost items.

THE BRAND

The Brand is the student launchpad for Memorial High School students. Students can find information about campus events, links to frequently used applications/forms, and support resources. Students can access this website by clicking the homepage icon on their Google Chrome Browser or by visiting: https://sites.google.com/wfisd.net/maverickbrand/home

CLASSROOM EXPECTATIONS

1. Active student participation
2. No cell phone use
3. Dress code monitored and enforced upon arrival to school and in every class
4. Cooperative behavior in the classroom in accordance to teacher's classroom rules
5. Respectful and Respectable Student Behavior

ACADEMIC DISHONESTY/CHEATING

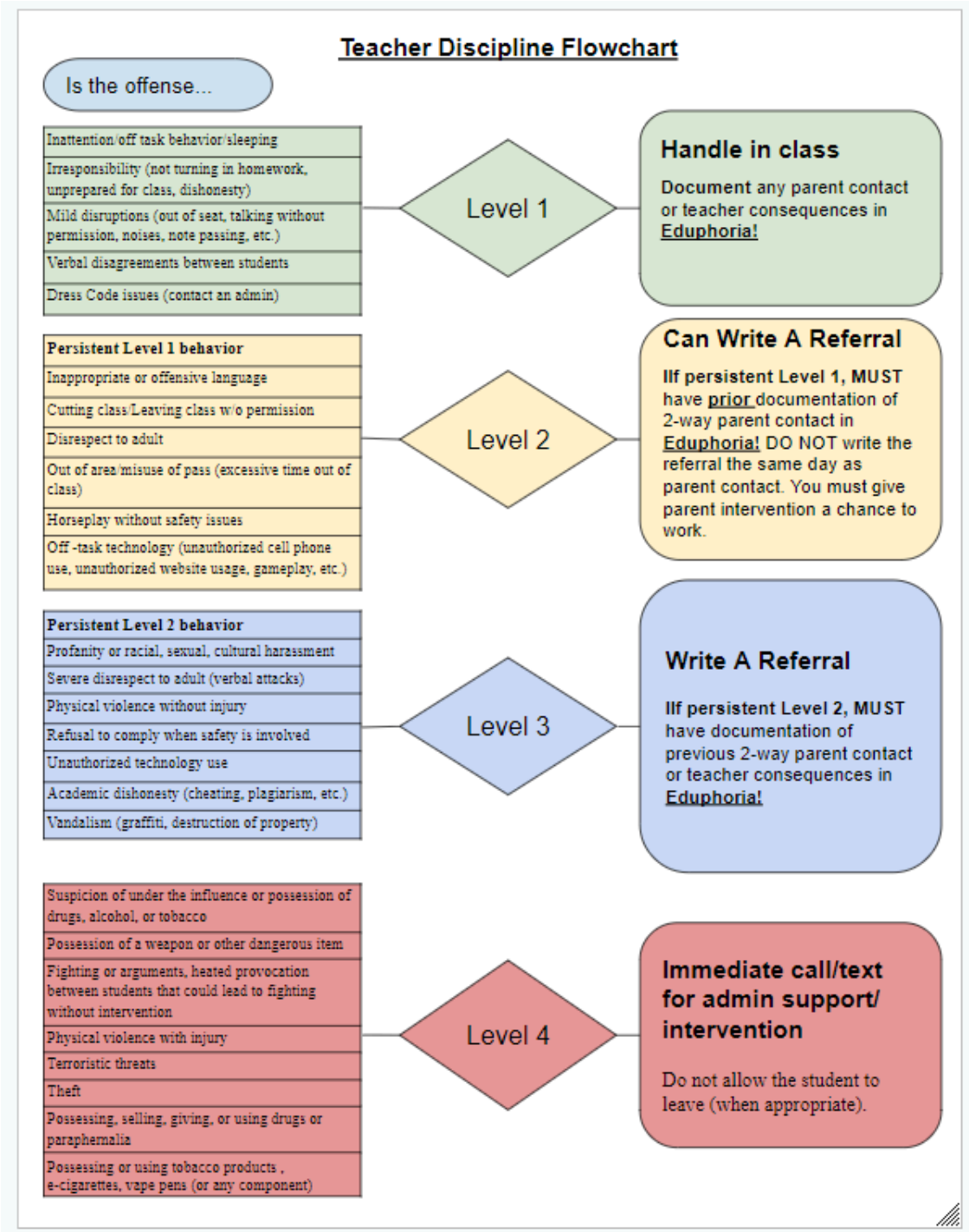
Dishonesty will not be tolerated. Examples of this include, but are not limited to, cheating (giving or receiving work), lying, forgery (signing parent's name), plagiarism (using another person's original ideas or writing as one's own), unauthorized use of resources/AI, making false allegations, etc.

Any student caught cheating will receive a discipline referral and will be given a zero on the test or assigned work. Teachers will contact parents on each incident involving cheating. If it is an assessment, an alternate assessment will be given for a maximum score of 50%. An Academic

Dishonesty Policy will be sent home with every student through their English classes. It must be signed by the student and parent and returned back to their English teacher.

DISCIPLINE OFFENSES

The following is not intended as an exhaustive description of all infractions of the WFISD Student Code of Conduct and is merely a GUIDE for teachers and administrators. Consequences for infractions that are not specifically referenced below will be assigned at the discretion of school administration. See next page.



Level V Offenses: Mandatory DAEP Placement or Expulsion

Please refer to the WFISD Student Code of Conduct.

FIGHT AND ASSAULT CONSEQUENCES

Memorial High School will not tolerate fights and assaults that disrupt the learning environment and endanger the safety of students and staff. Administration will address these incidents swiftly, consistently, and with a focus on preventing future incidents.The following information outlines the consequences that will be applied to such incidents. In making disciplinary decisions the administration is guided by TEC Chapter 37 and WFISD student code of conduct to consider a number of mitigating factors like self-defense, intent, and disability. This information will be reviewed with students at orientation, class meetings, and other opportunities as warranted.

Fighting (Mutual Combat)

- 1st offense : 3 days Out of School Suspension, 5 days In School Suspension, and a referral to Wichita County Justice of the Peace for school offense.
- 2nd offense: 3 days Out of School Suspension and 10 days In School Suspension, and a referral to Wichita County Justice of the Peace for school offense.
- 3rd offense: 3 days Out of School Suspension and a discretionary placement at DAEP for 20 days or 20 days In School Suspension, and a referral to Wichita County Justice of the Peace for school offense.

Assault (with bodily injury)

- All Offenses - 3 days Out of School Suspension, 90 days mandatory DAEP placement (with review at 20 days), possible arrest and criminal charges from WFISD PD.

ISS POLICIES AND PROCEDURES

- Students assigned to ISS must serve the entire day unless approved by administration (7:30-3:00)
- There will be no early release or late arrival
- Students may be released for work if they are part of the work program. They must provide an administrator a copy of their work schedule indicating they need to be at work during work program time.
- If an administrator is called to ISS to assist the ISS teacher because a student is misbehaving, the student will be assigned another day of ISS
- A student may be assigned another day of ISS if they are not completing work as deemed by the teacher/administration
- If a student misuses technology, they will have to complete all assignments on paper

MHS DRESS AND GROOMING STANDARDS

Memorial High School standards are aligned with WFISD rules regarding dress and grooming and are in effect from the first day of school from the time the student arrives on the school campus until the student departs the school campus and through the last day of school. The dress code also applies to students who are representing MHS as a part of a school group or organization outside the regular school day.

Random dress code checks will be performed by admin staff in classrooms throughout the school day. Students who are not in compliance with dress code standards will adhere to the following:

- **1st offense**- CIS sign-in-change clothes
- **2nd offense-**CIS sign-in- change clothes
- **3rd offense**- D-Hall- Parent must be contacted for a change of clothes or if parent is unable to bring clothes, student will be assigned ISS for remainder of the day
- **4th offense plus**- ISS- Parent will be contacted for a change of clothes and student will be assigned ISS for remainder of the day plus serve a day of ISS the following day

The following shall apply to the dress of secondary school students:

- Appropriate undergarments shall be worn and appropriately covered.
- Leggings/yoga pants may be worn as pants if the buttocks area is covered with a shirt or worn underneath a dress, skirt, or shorts.
- Sunglasses, combs, hats, bandanas, bonnets, hoodies and any other head coverings shall not be worn in the buildings.
- Head coverings worn for religious or medical reasons may be allowed. Potential exemptions shall be filed with the principal by the parent and shall be handled on an individual basis.
- When belts are worn, they must be buckled. If there is no buckle, the belt must be tied.
- Shirts and blouses must be buttoned. No skin may show between the bottom of shirt and top of pants, shorts, skirts. Chest, midriff and buttocks should be covered at all times with material that is not see-through.
- Attire that resembles "non-human characteristics" will not be allowed.
- Clothing or accessories with lettering, symbols, or decorations that detract from the learning process or illustrate or promote alcoholic beverages, tobacco products, sex, vulgarity or violence either explicitly or by innuendo will not be allowed.
- T-shirts, hats, tattoos and other articles bearing words or symbols, color combinations or any other recognized gang insignia, articles of clothing or uniforms, when recognized by the principal as such, will not be allowed.
- Shoes are to be worn at all times. Shoes designed for strings or buckles must be fully laced/fastened. Students shall not wear shoes that the principal determines to be a hazard to the safety of the student or others on a campus.
- Students will not attend classes with their hair rolled up nor will they apply makeup in the classroom.
- Hair is to be neat, clean, well-groomed and styled so that vision will not be obstructed. Hair styles and hair colors that create a distraction will not be allowed. If beards or mustaches are worn, they must be kept clean and neatly trimmed.
- Students are permitted to wear earrings in their ears only. All other body piercing objects are not allowed.
- All dress, skirt, and short lengths must fall not higher than 3 inches above the knee.
- Clothing with spaghetti straps will not be permitted.

- Holes in jeans may not be above 3 inches above the knee. If holes are higher than 3 inches above the knee, leggings, tights or shorts must be worn under jeans covering skin.
- Short shorts, bare midriffs, halter tops, tank tops, see through tops (such as loose woven or fishnet materials), tight fitting warm-up/jogging suits, sun dresses, miniskirts, and sagging pants shall be prohibited.

CAMPUS SECURITY:

In An Emergency, Take Action! – Standard Response Protocol

HOLD! In your Room or Area. Clear the Halls

- Clear the hallways and remain in room or area until the "All Clear" is announced
- Do business as usual

SECURE! Get inside. Lock outside doors.

- Return to inside of building
- Do business as usual

LOCKDOWN! Locks, lights, out of sight

- Move away from sight
- Maintain silence
- Do not open the door

EVACUATE! (A location may be specified)

- Leave stuff behind if required to
- If possible, bring your phone
- Follow instructions

SHELTER! Hazard and Safety Strategy

- Leave stuff behind if required to If possible, bring your phone
- Follow instruction

SHELTER! SEVERE WEATHER SIGNAL: Severe Weather Alert

If in the building:

- Go to a pre-assigned location.
- Students should be seated on the floor.
- Arms should be used to protect the head and neck.

If outdoors:

- Get inside the building as quickly as possible.
- If it is not possible to get into the building, lie in a ditch or low lying area.
- Arms should be used to protect head and neck

EMERGENCY CLOSING OF SCHOOL

The Superintendent makes the decision to close school. Any information about a school closing will be on TV and radio stations as well as the school website and school-sponsored social media.

HAZARDOUS/VALUABLE/CONTRABAND ITEMS

Hazardous Items

For safety reasons, students are not permitted to bring aerosol cans, mace, pepper spray, fireworks, lighters, stink bombs, incendiary devices, or matches to school. Possession of such items may result in administrative disciplinary action and may also result in a police citation.

Valuables

Students are not to bring large amounts of cash or expensive items, such as jewelry, etc., to school. Students are responsible for the safekeeping of all personal items brought on campus. Recovery of lost or stolen items are rare. The best prevention is not to bring them on campus. The school is not responsible for items lost or stolen at school. If an item cannot be located – although rare and unfortunate – WFISD assumes no responsibility or liability.

Contraband

School officials will remove items that may be distracting or interfere with the educational program from the student's possession. Appropriate discipline may be applied. All contraband items will be held until a parent picks them up. Student assumes full responsibility for contraband items that are lost or stolen (either before **or after** administrative seizure). If an item cannot be located, **WFISD assumes no responsibility or liability.** There is a 24-hour processing period for all confiscated items.

UNAUTHORIZED SALES

No items may be sold on the bus/school grounds by any individual. Only recognized group-sponsored sales approved by the MHS Principal will be permitted. Students will be subject to disciplinary action and/or having items confiscated.

VISITORS

All persons visiting the campus must register at the information center (a driver's license or government ID is required) and obtain a Visitors Pass. The visitor is to go only to the area designated upon his/her arrival. The visitor will be asked to check out and return the pass prior to leaving the building.

Parents wishing to conference with a teacher must schedule the appointment with the individual teacher in advance. Parents wanting to meet with a principal need to make an appointment when able. Otherwise, parents need to be prepared to wait to meet with an available administrator when an administrator becomes available.

Students are not allowed to have other student visitors during the day. Visits by ex-students or others who are not conducting school business are not permitted. Teachers have been instructed that all people without proper visitor badges are to be referred back to the receptionist and the principal's office will be notified.Trespassers will be referred to the campus police Officer.

CAMPUS DOORS

Students are not allowed to prop any doors open or open any door to allow outsiders entrance during the instructional day. Anyone entering the building **MUST** enter through the front doors of the building or the designated entrance at that time (bus doors for CEC or cafeteria doors at lunch). Any student that violates this rule (entering, propping or holding the door open) will receive a mandatory ISS placement.

Memorial Bell Schedules 2025-2026

Routine Bell Schedule

Students may move to classes at 7:20

1st	**7:30 - 8:17**
2nd	**8:22 - 9:09**
3rd	**9:14 - 10:01**
4th	**10:06 - 11:00**
	Announcements 10:06 - 10:13
5th	**11:05 - 12:24**
	1st Lunch 11:00 - 11:32 (A + C Wing)
	2nd Lunch 11:52 - 12:24 (B + D Wing)
6th	**12:29 - 1:16**
7th	**1:21 - 2:08**
8th	**2:13 - 3:00**

Each class is 47 minutes long - 5 minute passing periods

Pep Rally Bell Schedule

1st **7:30 - 8:17**
2nd **8:22 - 9:09**
3rd **9:14 - 10:01**
4th **10:06 - 11:00**
Announcements 10:06 - 10:13
5th **11:05 - 12:24**
1st Lunch **11:00 - 11:32 (A + C Wing)**
2nd Lunch **11:52 - 12:24 (B + D Wing)**
6th period **12:29 - 1:01**
7th period **1:06 - 1:38**
8th period **1:43 - 2:15**
Pep Rally **2:20 – 3:00**

Inclement Weather (late start) Schedule

Students will not go to 1st and 2nd periods. Bus leaves home campus at 9:35 for the CEC-classes start at CEC at 9:50.

3rd period 9:30 - 10:01
4th period 10:06 - 11:00
5th period 11:05 - 12:24
1st Lunch **11:00 - 11:32 (A + C Wing)**
2nd Lunch **11:52 - 12:24 (B + D Wing)**
6th period 12:29-1:16
7th period 1:21-2:08
8th period 2:13-3:00

Inclement Weather (early release) Schedule

After 4th period, all students will go to 5th period. 5th period CEC & dual credit students will stay on campus and report to the Commons for attendance. At 11:45 our high school dismissal bell will ring and students will be offered a grab and go lunch. All after school activities, detention, etc. will be cancelled.

1st **7:30 - 8:17**
2nd **8:22 - 9:09**
3rd **9:14 - 10:01**
4th **10:06 - 11:00**
5th **11:05 - 11:45**