

SHEPTON HIGH SCHOOL MISSION STATEMENT

THROUGH TEAMWORK IN A CARING ATMOSPHERE, SHEPTON HIGH SCHOOL WILL PRODUCE RESPONSIBLE GRADUATES WHO ARE ABLE TO THINK CRITICALLY AND FUNCTION SUCCESSFULLY WITH INTEGRITY AND PRIDE IN OUR RAPIDLY CHANGING AND HIGHLY COMPETITIVE WORLD.

MOTTO

"Teamwork For Excellence In A Caring Atmosphere"

SHEPTON HIGH SCHOOL ALMA MATER

Here's to our Shepton, the school we love so well

We lift her up in honor, for her we will prevail

With Black and Silver flying, our Stallions ever vying

We pledge to always try,

for we're the Stallions of Shepton High.

SHEPTON HIGH SCHOOL FIGHT SONG

We are the Stallions and our cry is fight for Shepton High!

Our strength, our best, will stand all tests

for Shepton, Shepton High

Loyal and true we'll ever be to S.H.S. you see

We won't give in, we're going to win!

We're the Stallions of Shepton High!

School Colors: Silver and Black

School Mascot: Stallion

WEST CLUSTER CHARACTER EDUCATION MISSION STATEMENT

The West cluster will provide an exemplary academic program while instilling strong character education built upon respect and responsibility.

2009-2010 SCHOOL CALENDAR

August 24 (Monday)	First Day of Classes
September 7 (Monday)	Labor Day (Student/Teacher Holiday)
September 23	Elementary Early Release (Teacher Professional Development)
October 15	Elementary Early Release (Teacher Record Keeping)
October 16 (Friday)	Parent/Teacher Conference Day (Student Holiday)
November 11	Elementary Early Release (Teacher Professional Development)
November 25 - 27	Thanksgiving Holiday (Student /Teacher Holiday)
December 18 (Friday)	Last Day for Students Elementary Early Release (Teacher Record Keeping)
December 21 - January 1	Winter Break (Student/Teacher Holiday)
January 4 (Monday)	Teacher Work Day (Student Holiday)
January 5 (Tuesday)	Classes Resume (Students)
January 18 (Monday)	Martin Luther King, Jr.'s Birthday (Student/Teacher Holiday)
February 15 (Monday)	Professional Development Day (Student Holiday)

February 24	Elementary Early Release (Teacher Professional Development)
March 12	Elementary Early Release (Teacher Record Keeping)
March 15 - 19	Spring Break (Student/Teacher Holiday)
April 2 (Friday)	Student/Teacher Holiday
May 12	Elementary Early Release (Teacher Professional Development)
May 31 (Monday)	Memorial Day (Student/Teacher Holiday)
June 3 (Thursday)	Last Day of Classes for Students
	Elementary Early Release (Teacher Record Keeping)

First Bad Weather Day – June 4
 Second Bad Weather Day – June 7
 End of First Grading Period October 1
 End of Second Grading Period November 5
 End of Third Grading Period December 18
 End of Fourth Grading Period February 18
 End of Fifth Grading Period April 15
 End of Sixth Grading Period June 3

UPPER FLOOR PLAN

LOWER FLOOR PLAN

REGULAR BELL SCHEDULE

		START	END
1ST		9:00 AM	9:50 AM
2ND		9:55 AM	10:49 AM
3RD		10:54 AM	11:44 AM
4TH		11:44 AM	1:30 PM
A Lunch	Lunch	11:44 AM	12:09 PM
	Class	12:14 PM	1:30 PM
B Lunch	Class	11:49 AM	12:11 PM
	Lunch	12:11 PM	12:36 PM
	Class	12:41 PM	1:30 PM
C Lunch	Class	11:49 AM	12:38 PM
	Lunch	12:38 PM	1:03 PM
	Class	1:08 PM	1:30 PM
D Lunch	Class	11:49 AM	1:05 PM
	Lunch	1:05 PM	1:30 PM
5TH		1:35 PM	2:25 PM
6TH		2:30 PM	3:20 PM
7TH		3:25 PM	4:15 PM

30 MINUTE ACTIVITY BELL SCHEDULE

	START	END
1ST	9:00 AM	9:45 AM
2ND	9:50 AM	10:38 AM
3RD	10:43 AM	11:27 AM
Activity Period	11:32 AM	12:02 PM
4TH	12:02 PM	1:48 PM

A Lunch	Lunch	12:02 PM	12:27 PM
	Class	12:32 PM	1:48 PM
B Lunch	Class	12:07 PM	12:29 PM
	Lunch	12:29 PM	12:54 PM
	Class	12:59 PM	1:48 PM
C Lunch	Class	12:07 PM	12:56 PM
	Lunch	12:56 PM	1:21 PM
	Class	1:26 PM	1:48 PM
D Lunch	Class	12:07 PM	1:23 PM
	Lunch	1:23 PM	1:48 PM
5TH		1:53 PM	2:37 PM
6TH		2:42 PM	3:26 PM
7TH		3:31 PM	4:15 PM

PEP RALLY BELL SCHEDULE

		START	END
1 ST		9:00 AM	9:40 AM
2 ND		9:45 AM	10:35 AM
3 RD		10:40 AM	11:30 AM
4 TH		11:30 AM	1:16 PM
A Lunch	Lunch	11:30 AM	11:55 AM
	Class	12:00 PM	1:16 PM
B Lunch	Class	11:35 AM	11:57 AM
	Lunch	11:57 AM	12:22 PM
	Class	12:27 PM	1:16 PM
C Lunch	Class	11:35 AM	12:24 PM
	Lunch	12:24 PM	12:49 PM
	Class	12:54 PM	1:16 PM
D Lunch	Class	11:35 AM	12:51 PM
	Lunch	12:51 PM	1:16 PM
5 TH		1:21 PM	2:04 PM
6 TH		2:09 PM	2:52 PM
7 TH		2:57 PM	4:15 PM
Group 1	Pep Rally	3:02 PM	3:32 PM
	Class	3:37 PM	4:15 PM
Group 2	Class	2:57 PM	3:37 PM
	Pep Rally	3:42 PM	4:12 PM

ATTENDANCE PROCEDURES

The school day begins at 9:00 a.m. and ends at 4:15 p.m. Students are permitted to enter the locker and classroom areas at 8:45 and should plan to arrive about that time. Supervision is provided in the cafetorium for bus students beginning at 8:00 a.m. Students arriving before 8:45 should report to the cafetorium using the south entrance doors only. **If you arrive early and need to report to a classroom, you must have a pass signed by the instructor you intend to see.** A note from a parent may be used to see a teacher from 8:30-8:55. Students should plan to leave the campus between 4:15 and 4:25. P.I.S.D. operates under a closed campus policy in grades K-10. **Once a student comes on the campus he/she must remain at school until the dismissal bell.**

Absences: If a student is absent from school, the parent/guardian should call the school before 9:15 a.m. to report the absence. The phone number is 469-752-7604. Upon returning to school following an absence, a student should report to the attendance office. The attendance office is open at 8:30 a.m. for your convenience. A student should bring a note from the parent/guardian giving the student's name, ID number, date of absence, brief explanation of absence, and a phone number where the parent may be reached. A student, not in attendance, will be classified under one of the two categories listed:

Excused -- Any student may be excused for temporary absences resulting from personal illness, sickness or death in family, quarantine, or weather or road conditions making travel dangerous as determined by P.I.S.D. administration. Extenuating circumstances must be cleared by the principal.

Unexcused -- The following are examples of unexcused absences: vacations, trips, baby-sitting, working (including modeling), non-school sponsored athletic events and programs, and truancy.

If a student fails to submit a parent note, the absence will be considered unexcused. The student will be allowed three (3) days to submit a note excusing the absence. It is extremely important that this matter be taken care of promptly due to the state 90% attendance law and state truancy laws.

A parental request to excuse an absence due to unusual circumstances must be submitted in writing to the building principal at least five school days before the absence occurs. The request should include dates of absence, reason for absence, and school siblings for whom the request is made.

Checking In: Students arriving after 9:00 A.M. should present a note to the attendance office from a parent/guardian stating the reason for tardiness including a phone number for verification. **Exception: Students with unexcused tardies before 9:10 A.M. should report directly to their first period classes.**

Checking Out: Any student needing to leave campus once he/she has arrived at school, for any reason, must check out through the attendance office. Contact with the parent or person on the emergency card is required **before** a student is released and may be obtained in one of these two ways:

The parent may come into the attendance office and personally sign the student out.

The student may bring a note to the attendance office **before 9:00 A.M.** from the parent requesting that the student check out at a designated time and giving a phone number where the parent can be reached. In emergency situations, such as illness, the parent or person on the emergency card will be contacted by phone and the student will be allowed to check out.

When it is determined that a student was absent from class, a call will be placed to the student's home via our automated phone system. The parents will receive an automated voice message stating that the student was absent for two or more class periods, and the date of the absence(s) will be given. **The parents must respond in writing for the absence to be excused.**

Tardiness: Students are expected to be on time to classes in order to avoid disrupting the learning environment. Tardies are cumulative for the semester. Tardiness to class results in the following consequences:

- 1st tardy - Teacher warning to student
- 2nd tardy - Teacher warning to student
- 3rd tardy - Teacher warning to student
- 4th tardy - Teacher assigns lunch detention. Teacher notification to parent. **Three tardies are equal to one unexcused absence.**
- 5th tardy - Teacher assigns two lunch detentions. Teacher notification to parent.
- 6th tardy - Teacher assigns Saturday School notifies parent. **Six tardies are equal to two unexcused absences.**

- 7th tardy - Referral to Administrative Intern for Saturday School and parent/student conference to review state truancy laws.

Failure to attend Saturday School will result in a day of in school suspension and may result in truancy charges being filed.

TARDY SWEEPS

Shepton High School will be conducting random tardy sweeps periodically to help improve tardiness. We will make an announcement after the tardy bell. "Teachers, at this time, please close and lock your doors." The administrative team and counselors will conduct the sweep of the building. This tardy will not count as a regular tardy to class. Please note that the following consequences are different from a regular tardy!

* **1st Sweep Violation - Warning**

* **Any Additional Violations - Saturday School and Parent Notification**

Consequences for tardy sweeps are cumulative for the semester.

TRUANCY

A parent/guardian commits an offense of thwarting compulsory attendance under Education Code 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 or 3 or more days or parts of days within a 4-week period from school (tardies are considered parts of days). An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$500. Education Code 25.093 / Family Code 51.03(b)(2) / Penal Code 12.23

When a student's absence for personal illness exceeds seven (7) cumulative days, the principal may require a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school (the school nurse is available to verify an illness the day of the absence). The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. Plano ISD Policy FDD(Local) Personal Illness

*TRUANCY VIOLATION CONSEQUENCES

1st Violation	Saturday School, truancy warning, parent notified
2nd Violation	Saturday School, Parent/Student meeting with administration
3rd Violation	Truancy charges may be filed

90% ATTENDANCE LAW

State law mandates that a student shall not be given credit for a class if he has been in attendance fewer than 90% of the days per semester unless an attendance committee, appointed by the principal, gives credit because there were extenuating circumstances for the absences.

Guidelines have been established which determine what constitutes extenuating circumstances and alternative means for students with excessive absences to make up work or regain credit. A student's observance of religious holy days does not count against the 90% attendance rule. **Verification of student enrollment and 90% attendance is required for Driver's Education registration and obtaining a driver's license.** The request form is available in the attendance office. The verification will be available for pick up the following day at the registrar's office. The form is in effect for 30 days (except during the summer months - 90 days).

Except as provided by Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days class is offered. Education Code 25.092 / PISD Policy FDD (Local)

Unless specifically exempt, an enrolled student who is eligible must attend an extended-year program or required tutorial classes that is provided by the district for students identified as likely not

to be promoted to the next grade level. (Saturday School, "Friday-Nite Live", Tutorials and/or any after-hours school are considered to be extended-year programs.) Education Code 25.086 and 29.084

AUTOMOBILES, BICYCLES, AND MOTORBIKES

Automobiles and motorbikes are to be parked in the student parking lot on the east side of the school. A parking permit is required to be displayed in any car which is parked on the student parking lot. These tags can be purchased for \$20 each before or after school each day at the main office. Students purchasing a permit in May will pay \$10. Students should report to the building upon arrival and should plan to return to the parking area after 4:15. A pass must be signed by an administrator to enter the parking lot during school hours. During the fall, automobiles will be restricted to one area of student parking due to marching band practice. Drive carefully and safely while in the parking lot as there can be much congestion and an accident can occur. Students must follow all traffic safety laws while driving on campus.

BACKPACKS

Students may not carry backpacks or bags during the school day (9:00-4:15). Backpack/bags must be placed in the student's locker between 8:50-9:00 AM. Students enrolled in off-campus morning classes will need to place all items in the locker upon arrival to the campus. Students will be allowed to collect the backpacks/bags when leaving campus for the day. Students who choose to bring a backpack/bag to class will be asked to place it in their locker and given a tardy for the period.

CAFETORIUM

Each student has the responsibility to return trays and trash to the disposal area. Shepton has a very successful recycling program. Please place cans and bottles in the appropriate receptacle. Organics (paper and food) may be placed in the yellow recycling containers. All other items (plastic bags, Styrofoam, etc.) may be placed in the gray trash cans. All eating or drinking should take place in the cafetorium. **Students are to remain in the cafetorium throughout the entire lunch period.**

CELL PHONE POLICY

The District prohibits the use of all telecommunication devices, including cellular phones and pagers/beepers, while on school property during academic hours. Students shall be allowed to possess such devices; however, such devices must not be visible and must remain turned off before entering the building and during the instructional school day until 4:15 PM. Students who violate this policy shall be subject to disciplinary measures as outlined below.

- 1st offense - Parent and student must pick up phone after school. Parent and student signature required.
- 2nd offense - Parent and student must pick up phone after school. Parent and student signature required. Saturday School assigned.
- 3rd offense - Parent and student must pick up phone after school. Parent and student signature required. Saturday School assigned. Parent conference required on next offense.
- 4th offense and higher - Saturday School assigned. Cell phone will be returned after 5 school days (FNCE Legal). Parent conference to resolve the issue of concern. Parent and student signature required.

Parents may sign for/pick up student cell phones in the main office during regular school business hours, 8:15 AM - 4:45 PM.

In the event that another student owns the cell phone in question, both students may be liable.

Cell phone violations are cumulative for the school year.

CHANGE OF ADDRESS

Students who change their residence, mailing address, or telephone number after enrolling should

report the change promptly to the attendance and counseling offices so that records may be corrected. A proof of residence is required. Any student residing outside the school attendance without an approved transfer may be withdrawn.

CLINIC

Shepton provides a clinic for temporary care for students who are ill or injured. Students should report to the school nurse if they should feel ill during the school day. This is important so that the nurse can record and track student health patterns at Shepton. **The student must first report to class and obtain a pass from his/her teacher in order to report to the clinic.** Before making a decision to send a student home or back to class, one or more of the following steps will be taken: the student's temperature is taken, the symptoms discussed, and/or the parent is contacted. It is not appropriate for students to call on their cell phones to be picked up from school without being evaluated by the nurse. **An ill student will not be allowed to leave school unless parental permission has been given to the nurse prior to the student leaving campus.**

CLUBS AND ORGANIZATION GUIDELINES

Clubs and organizations provide many opportunities for students to participate in activities that contribute to the total development of the individual. The following guidelines have been established governing the school's organizations:

Clubs and organizations sponsored by the school are required to operate in compliance with the rules and regulations governing them as established by Shepton High School and P.I.S.D. Board of Education.

All school sponsored clubs must have a S.H.S. faculty member as a sponsor and any activities must also be attended by the sponsor.

All club activities, fundraising projects, and organizational activities must be scheduled in advance and approved by the sponsor and assistant principal. These steps must be completed before proceeding with any plans. The request should include a predetermined and/or approved project for which funds are needed.

PISD Board Policy prohibits door to door sales by school clubs and organizations. The sponsor and club treasurer will keep accurate records of all income and expenses of the organization, depositing with and requesting disbursements through the office manager. Only Shepton clubs will be allowed to market projects within the building. Shepton continues to develop many new programs and clubs. An updated listing of each activity and the sponsor's name is available in the counselor's office and on the Shepton Website.

The National Honor Society (NHS) and National Junior Honor Society (NJHS) are nationally affiliated service groups which recognize students who excel in both academics and character. Membership in either organization is an honor bestowed upon a select group of students by a faculty council; NJHS/NHS membership is an honor, not a right. Selection to NJHS/NHS is based on four criteria: scholarship (3.6 GPA or higher), leadership, character, and service. Ninth grade students are eligible for membership into NJHS through membership transfers from the middle school level, and **continues through the ninth grade.** Tenth grade students are eligible for NHS. Students meeting initial criteria will receive information during September or January, depending on when they become eligible.

COUNSELING SERVICES

Shepton has five counselors available to students for academic and personal counseling. Students are encouraged to come by the counselor's office before and after school and during lunch to request a meeting with a counselor. Each Shepton student has been assigned a counselor by alphabetic breakdown.

DELIVERIES

In order to avoid disrupting classes, flowers, balloons, food, and gifts cannot be accepted during the school day. **In addition, these items cannot be carried with the students to class.** Personal mes-

sages are not delivered to students during the instructional day. Any messages or deliveries made to students are posted on the Message Board across from the Attendance Office. It is the responsibility of the student to check the board for messages. For school safety and security reasons, **messages and items for delivery will only be accepted from the student's parent/guardian.** Emergency situations will be handled on an individual basis.

DISTRIBUTION OF MATERIALS

Policy FNAA (Local) creates opportunities for students to exchange materials while remaining non-disruptive to the educational process. The distribution table is still available for the distribution of student materials and those items that are provided by non-school entities, which still require prior approval in most cases. Students are not required to have prior approval for the content of items to be distributed to their classmates or to the general student body. However, limitations are placed on the content of materials related to obscenity, age appropriateness, and other guidelines as stated in the policy language.

At elementary schools, students will be permitted to exchange materials 30-minutes before and after school at any entrance or exit and in any gathering areas approved by the principal. Students may also distribute materials at designated recess periods and from the distribution table. Distribution is not permitted in the classrooms during school hours, with the exception of three annual parties, which are usually the winter holiday party, Valentine's Day party, and end of school party.

This policy provides more leeway and freedom for secondary students because of their age. These students may distribute 30-minutes before and after school at any entrance or exit, and from the distribution table. In addition, secondary students may distribute materials in the hallways during non-instructional time and in the cafeterias during lunch and non-instructional times.

At both the elementary and secondary levels, principals may develop other reasonable time, place, and manner restrictions regarding the distribution of materials at areas designated by the principal.

Plano ISD limits access of all non-school adults, including parents and third parties, on school property. As a result, distribution by all non-school adults warrants different guidelines according to ***Policy GKD Local***. In this policy, the following guidelines apply:

Non-School Adult distribution to Student:

Materials require prior approval

May be distributed in the area as designated by the principal (Distribution Table currently designated on each campus and district building)

Content of material is subject to limitations listed in the policy

Limitations apply on the content of materials related to obscenity, age-appropriateness, and other guidelines as stated in the policy language.

Non-School Adult to Non-School Adult:

Does not require prior approval

May be distributed in the area as designated by the principal (Distribution Table currently designated on each campus and district building)

Content of material is subject to limitations listed in the policy

Both policies, FNAA Local and GKD Local, are available for your in depth review on the district's web site at www.pisd.edu. Please take a moment to familiarize yourself and your child with these policies. We appreciate your partnership in maintaining a focused learning environment

EXTRA-CURRICULAR ELIGIBILITY

In order to be eligible for extracurricular activities for the first six weeks of school, a ninth grade student must have been promoted from the previous grade. A tenth grader must have earned at least five credits during ninth grade. **In order to be eligible the second and subsequent six weeks, a participant must not fail any class at the end of the six weeks.** A student who is ineligible shall be suspended from competition for the following three week period, becoming effec-

tive seven days after the last day of the six-week period. A student regains eligibility seven calendar days after the three school week evaluation period if the student is passing **all courses** on the last class day of the three school week period.

FIRE AND TORNADO DRILL BELL SIGNALS

FIRE DRILL -- A series of short buzz tones. TORNADO DRILL – a warble tone. For your safety, please follow teacher directions.

GRADING STANDARDS

State law mandates that 70 will be the lowest possible passing grade. Any student receiving below a 70 in a class will not receive credit for that class. The grade scale is as follows:

A+	97-100	B+	87-89	C+	77-79
A	93-96	B	83-86	C	73-76
A-	90-92	B-	80-82	C-	70-72

All grades will be numerical on report cards.

GRADE POINTS

Course Grade	Numerical Grade	AP/IB Grade Points	Honors Grade Points	Regular Grade Points	Basic Grade Points
A+	97 & above	5.0	4.5	4.0	3.5
A	93-96	4.8	4.3	3.8	3.3
A-	90-92	4.6	4.1	3.6	3.1
B+	87-89	4.4	3.9	3.4	2.9
B	83-86	4.2	3.7	3.2	2.7
B-	80-82	4.0	3.5	3.0	2.5
C+	77-79	3.8	3.3	2.8	2.3
C	73-76	3.6	3.1	2.6	2.1
C-	71-72	3.4	2.9	2.4	1.9
	70	3.0	2.5	2.0	1.5

F	Below 70	0	0	0	0

HALL PASSES

Any student who is in the hall during class time must have a hall pass. This pass must be issued by the teacher whose class the student has left. It should include the date, time, destination, and teacher signature. The receiving teacher will put the time and sign the pass when sending the student back to class. Any student without a pass will be returned to his/her proper class.

HONOR CODE & TECHNOLOGY CODE OF ETHICS

Guidelines and violation consequences were issued and explained in forms issued to and signed by students and parents at the start of the school year. These guidelines will be followed and enforced.

LIBRARY

The library offers a wide variety of materials and services including books, magazines, newspapers, indexes, online databases, computers, scanners, graphing calculators and a xerox machine.

Library hours are 8:00-5:00 Monday through Wednesday and Thursday through Friday 8:00-4:30. Passes are necessary to use the library during the school day if the student is not with his/her class. Library materials may be borrowed for three weeks and renewed once. Fines are charged for overdue materials at 10¢ per day.

Students are expected to use the library computers responsibly and in accordance with PISD's Technology Acceptable Use Guidelines.

Shepton's online catalog and reference databases can be accessed at <http://k-12.pisd.edu> : 1) choose "Library Resources", 2) choose "Shepton", and then 3) choose "Databases A-Z" or "Database Categories".

To access electronic resources from home, a login and password may be required. See library staff for the current information.

Free printing of classroom assignments and research is limited to 5 pages. Color printing is available at a fee of 50¢ per page. A photocopier is available to make black & white copies for 10¢ per page.

LOCKERS

Each student will be assigned a locker and each locker has a built-in lock. Students who jam their lock for convenient opening may damage the locking device and create an avenue for theft. It is the student's responsibility to be sure his/her locker is locked and that the combination is not given to any other student. Any damage to the locker is the assigned student's responsibility. Students are not allowed to share lockers. Any locker problems should be reported to the front office. Separate lockers are provided for physical education supplies. All valuable items should be left at home. Lockers should not be considered "theft proof."

MEDICATIONS

Medication (including aspirin) may be administered to a student at school or during a school-sponsored event by a school employee only under the following conditions:

1. A written request to administer the medication must have been filed by the parent or guardian at the school where the child attends and the medicine left with the school nurse.
2. Prescription medicine must be in a properly labeled prescription bottle.
3. Non-prescription medicine must be in a properly labeled bottle including the student's name,

name of the medicine, and explicit instructions for administering the medicine.

4. Only medication that cannot be scheduled for other than school hours may be given.
5. Any unused medication shall be destroyed one week after dosage if instructions for keeping medicine are not given by the parent/ guardian (Policy FFAC).

MUSIC/ELECTRONIC DEVICES

Students may not use any type of music/electronic device including, but not limited to, cd player, radio, ipod, mp3 player, cameras, personal gaming device during the instructional school day. The policy is enforced so as to protect the learning environment and allow students to focus on their academics, hear announcements, hear emergency signals, and hear spoken information. Students shall be allowed to possess such devices; however such devices must not be visible and must remain turned off before entering the building and during the instructional school day. Students who violate this policy shall be subject to established disciplinary measures, in accordance with Stallion Standard.

1st offense Parent and student must pick up the item after school. Parent and student signature required

2nd offense Parent and student must pick up the item after school. Parent signature required. Saturday school assigned

3rd offense Parent and student must pick up the item after school. Parent signature required. Saturday school assigned. Parent conference required on next offense.

4th offense Saturday school assigned. Item will be returned after 5 school days. Parent conference to resolve the issue of concern. Parent and student signature required.

SCHEDULES

Students, parents, and counselors work together to select courses. Changes in the student's schedule will be made only if the student failed the prerequisite for the course or the course was completed in summer school. A schedule change request form can be obtained from and returned to the counseling office. All changes should be requested by the end of the second week of each semester. Some changes may be required to balance classes during the year.

SCHOOL SPONSORED TRIPS

On school sponsored trips, all students shall leave and return on their bus except under special circumstances. Before a student may meet these special circumstances, the parent/guardian must obtain and complete a special release form and return it to the sponsor before the trip. On classroom sponsored field trips, all students must have their parents/guardians sign a field trip release form. These forms are obtained from the teacher and must be completed and on file with the teacher before the student may attend the trip.

SOCIALS/DANCES

General rules of conduct and corresponding disciplinary action followed during the school day continue in effect during school sponsored activities (including the school dress code). Students may be required to present a current Shepton High School student ID in order to be admitted to the event. In addition, students attending a social event may be asked to sign out when leaving before the end of the event. Anyone leaving before the official end of the event will not be readmitted.

TECHNOLOGY

Students shall not gain unauthorized access to any of the Shepton computer systems, whether stand-alone or networked. Only supervised students, enrolled in Shepton High School, and authorized staff are allowed access to outside telecommunications services using P.I.S.D. equipment. Students shall not alter or modify systems or files for which they do not have authorization. Any technology use deemed inappropriate by the staff will be referred for assessment and possible disciplinary action. **The use of outside peripherals is not allowed.** Student's disciplinary action may include removal from the course, removal from all technology use in the building, and reim-

bursement to the school for damages. Each student is expected to return at registration a signed copy of the Guidelines for Acceptable Use of Plano Independent School District Technology Resources (<http://k-12.pisd.edu/aug.htm>) and the Shepton Technology Code of Ethics. (A copy of the Shepton Technology Code of Ethics can be found on Shepton's Website; <http://k-12.pisd.edu/Schools/Shepton/Home.htm>, under School Information Section.)

Technology Tips:

- When burning a CD, do not burn them in the re-writeable mode, as this will only allow you to open that file on that computer.
- Creating a webpage for a project? Please check with your Teacher first! Students will not be able to access web pages created on "free servers" and expect to login at Shepton and view them on the Internet. Most of the "free servers", such as AOL and GeoCities are blocked by our filtering system (Websense). The only web-authoring program Shepton has is Dream-Weaver.
- When using Shepton's Project Drive, you must save your file under your teacher's folder. Orphan files and folders created by students will be deleted daily. Please consult with your teacher in regards to using the Shepton's Project Drive.
- **Shepton computers run on Microsoft XP with Office 2003.** Students need to be aware that any Publisher files created in Office XP will not open in any other program except Publisher XP.
- Be sure to embed your graphics so they are saved with the file or save the individual graphic from your computer when working on projects between home and school.
- Students may use 3.5 diskettes **with permission** from their Teacher. (USB Drives are not permitted for student use.) Shepton can not be responsible for files lost or corrupt when using diskettes.

TEXTBOOKS

All basic textbooks are provided and owned by the State of Texas for student use. They are to be covered with bookcovers provided by the school. Students are responsible for the care of the books issued to them. Missing textbooks must be paid for at a price set by the Texas Education Agency for new books. Fines will be assessed for abusive wear. Payment for lost textbooks will be assessed at the end of each semester.

VISITORS

For safety and security reasons, all visitors (including parents) **MUST** check in through the administration office and present a state issued photo ID. In special circumstances, permission in advance from the administration office may be given for a visitor, (limited to siblings or parents) to eat lunch with a student. In general, visitors are not allowed in the classrooms. Visitors to campus will only be allowed in the area for which they are authorized.

WITHDRAWALS

Parents/guardians should inform the office of pending withdrawals from school to prepare the proper paperwork. Parents must sign an Intent to Withdraw form for the withdrawal of a student prior to the student's last day. Students should pickup the withdrawal form from the Registrar the morning of their last full day in class. At the end of the day students are to return the completed withdrawal form to the Registrar. At that time copies of records (grades, testing scores, immunization records, etc.) will be given to the student to take to their new school for registration.

Plano ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities and programs, including career education programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Plano ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational programs. The Director of Special Programs has been designated

to coordinate compliance with the nondiscrimination requirements of Title IX and with the nondiscrimination requirements of Section 504 of the Rehabilitation Act (Policy FB Local).

TRANSCRIPTS

If you need to request a transcript for your student, we are always happy to provide these for you. We do ask that you fill out a Transcript Request form, which can be found in the Registrar's Office, stating the purpose for the transcript. This is for records-keeping requirements only.

An Official transcript- An Official transcript goes directly from our registrar by mail to the requesting institution. This is the only way that a transcript can be "official." If an official transcript is requested, you will need to provide us with a stamped envelope please.

An Unofficial transcript- An unofficial transcript can be given to a student or a parent to give to the requesting institution.

STUDENT DISCIPLINE

CITIZENSHIP

All the knowledge in the world is useless without a solid base of principles and character which shape its use. Shepton has committed in its Mission Statement to "... produce responsible graduates who are able to think critically and function successfully with integrity and pride." A set of Character Traits has been adopted by the School Improvement Council in order to define citizenship development.

Active Character Traits

- Tolerance of others ideas, beliefs, and values
- Active commitment to family, school, and community
- Honor through honesty, fairness, and communication
- Success within the rules
- Respect for yourself and others

THE STALLION STANDARD

Shepton Stallions show respect for themselves and others by:

- arriving on time
- being prepared with materials and completed assignments
- cooperating with all members of the Shepton community
- actively and appropriately participating

The Shepton community is committed to helping students meet these standards throughout the school day and during all PISD sponsored activities.

The active Character Traits and the Stallion Standard principles will be used at the end of each six week period to evaluate the development of individual student citizenship as follows:

E - Excellent - Consistently within Stallion Standard and demonstrates Active Character Traits

S - Satisfactory - Consistently within Stallion Standard

N - Needs Improvement - Breaks Stallion Standard and thus jeopardizes their own learning experience

U - Unsatisfactory - Breaks Stallion Standard and thus jeopardizes their own learning experience PLUS others learning experience.

DISCIPLINE PROCEDURES

It is the belief of the faculty and staff at Shepton High School that students have the right to pursue an education in an orderly environment free of distractions and disruptions by other students.

Students have the responsibility to conduct themselves in such a way that other students can learn in an orderly atmosphere. The teachers and administrators will work with the student (and parent, if appropriate) when any student breaks a rule in order to help the student make a better decision in the future. Logical consequences will usually include a student conference, student isolation, detention, parent call and/or conference, or referral to the school administration. Continuous minor disturbances or major disruptions may result in one or more of the following consequences: parent call/conference, in-school suspension, Campus Management Team meeting, suspension, law enforcement citations (police/fire marshal involvement due to violations of State law), referral to Special Programs Center (alternative education) or recommendation for expulsion. (Please refer to the Student Code of Conduct) Should a student have a discipline infraction, parents will be notified by the teacher and/or administrator of the infraction and the school consequences. Teacher and administrative detentions are given at least one day in advance so that transportation arrangements can be made. (If there is a serious concern, the teacher should be contacted.) **A detention form will be taken home by the student stating the offense, date, and time of the detention.** The detention form must be returned at the scheduled time with the parent's signature in order for the student to serve the detention.

STUDENT CODE OF CONDUCT

A student who engages in one or more of the offenses listed below is subject to the appropriate discipline or action as stated. To assist students involved in violations of the Drug/Alcohol Policy, the District requires an outside assessment by a trained professional. In incidences involving threats to safety and security, the District may require an outside assessment by a trained professional.

EXPULSION OFFENSES

Mandatory Expellable Offenses

Use, exhibition or possession of weapons on school property or at a school related event, including:

- a) firearms
- b) illegal knife
- c) club
- d) any prohibited weapon as listed by the Texas Penal Code.

Engages in conduct while on school property or at a school related event containing the elements of:

- a) aggravated assault, sexual assault, or aggravated sexual assault
- b) arson
- c) murder, capital murder, or criminal attempt to commit murder/ capital murder
- d) indecency with a child
- e) aggravated kidnapping
- f) aggravated robbery
- g) manslaughter
- h) criminally negligent homicide
- i) conduct related to an alcohol or drug offense that is a felony.
- j) retaliation against a school employee in connection with any offense listed above, whether on or off school property or at a school related activity
- k) continuous sexual abuse of a young child or children.

Discretionary Expellable Offenses

The District may expel for any offense listed above occurring within 300 ft. of school property.

The District may expel any student who is required to register as a sex offender and who is under

any form of court supervision, including probation, community supervision, or parole.

The District may expel for off campus felonies if they involve crimes of violence against a person, such as assault, sexual assault or homicide, regardless of when or where the conduct occurred.

The District may expel for serious or persistent misbehavior only if the student is in a DAEP.

The District may expel for selling, giving, or delivering to another person or possessing, using, or being under the influence of any type of drug, alcohol, or controlled substance whether or not punishable as a felony.

The District may expel for criminal mischief, if punishable as a felony, whether committed on or off school property or at a school related activity.

The District may immediately expel if necessary to protect persons or property.

The District may expel for conduct involving the elements of the offense of a false alarm, false report or terroristic threat.

DISCIPLINE ALTERNATIVE EDUCATION PLACEMENT OFFENSES (DAEP)

Mandatory DAEP Offenses

Engaging in conduct that contains elements of the offense of an assault or a terroristic threat.

Engaging in conduct that contains elements of the offense of a false alarm or report.

Selling, giving, or delivering to another person or possessing, using, or being under the influence of any type of drug, alcohol, or controlled substance.

Engaging in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals.

Engaging in conduct that contains the elements of the offense of public lewdness or indecent exposure.

Off campus felonies will require DAEP placement only if they involve crimes of violence against a person, such as assault, sexual offenses, or homicide.

Retaliating against a school employee, when not combined with another offense, either on or off school property.

A student that is required to register as a sex offender, and who is under any form of court supervision, including probation, community supervision, or parole must be removed to the DAEP for at least one semester if the student is not expelled.

Discretionary DAEP Offenses

The District may place in a DAEP a student whom the District determines to be a member of, pledges to become a member of, or solicits another person to join or pledge a public school fraternity, sorority, secret society, or gang.

The District may place in a DAEP a student whose conduct contains the elements of a felony, whether on or off school property, or at a school related activity if the continued presence of the student will cause a major disruption of the learning environment or a threat to safety and security.

The District may immediately remove a student to a DAEP for behavior that is so unruly, disruptive, or abusive that the teacher cannot communicate with the class.

The District may place in a DAEP a student whose conduct contains serious or persistent* misbehavior. This may include the misuse of technology resources.

The District may place in a DAEP a student whose conduct contains the elements of criminal mischief whether committed on or off school property or at a school related activity.

*Persistent misbehavior: the demonstration of a continued behavior that constitutes a major disruption to the learning environment or a threat to safety and security.

CAMPUS DISCIPLINE MANAGEMENT OFFENSES

Inappropriate attire. (FNCA)

Hazing. (FNCC)
Tobacco use and possession. (FNCD)
Weapons. (FNCG)
Drug and alcohol use. (FNCF)
Assault. (FNCH)
Disruptive activities. (FNCL, GKA)
Attendance. (FDD)
Publications and prior review. (FMA)
Gambling.
Organizations and clubs. (FNCC)
Possession of prohibited devices. (FNCE)
Damaging or vandalizing property owned by the District, other students, or District employees. (FNCB)
Using profanity or vulgar language, name calling, religious, ethnic or racial slurs, hate language, obscene gestures or derogatory statements. (FFH, FNC (Exhibit)).
Engaging in sexual harassment or verbal or physical harassment based on another person's race, color, gender, national origin, disability, or religion (FFH).
Being disrespectful toward students, teachers, other school employees or school visitors.
Cheating or copying the work of another student.
Throwing objects, outside supervised school activities, that can cause bodily injury or property damage.
Leaving school grounds or school sponsored events without permission.
Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.
Possession or use of matches, lighters, etc.
Committing robbery or theft.
Disobeying school rules about conduct on buses.
Fighting, committing physical abuse, or threatening physical abuse.
Committing extortion, coercion, blackmail, that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
Engaging in inappropriate physical or sexual conduct disruptive to other students or the school environment.
Engaging in dating violence, bullying, harassment, or making hit lists.
Engaging in any other conduct that disrupts the school environment or educational process.
Improper use of technology resources.
Possession, use, or distribution of prescription, nonprescription, or homeopathic medication or dietary supplements. Except as allowed in FFAC (Legal), all medication should be provided to and administered by authorized school personnel.

* Length of expulsion or DAEP placements not to exceed 180 school days. Except in cases of mandatory expellable offenses, the following may be taken into consideration: self defense, intent or lack of intent at the time the student engaged in the conduct; and/or the student's disciplinary history.

* Discipline Management Plan procedures must be followed for all offenses. Above information subject to change by legislative action taken after date of publication.

BUS CONDUCT

The following bus conduct procedures should be followed if safe transportation is to be provided for our students:

1. **Any rule that pertains to students in the school shall also pertain to students at the bus stop area or on the bus.**
2. Students will be picked up and dropped off at their assigned bus stops **only**. Any exceptions must be cleared in advance by an administrator.
3. Violations of any of the above policies or the rules established by the bus drivers or school district may result in a student being denied the privilege of riding the bus.

DRESS AND GROOMING CODE

The dress and grooming of secondary students for school is expected to be in keeping with accepted community standards. Guidelines include:

1. Shoes must be worn at all times. House shoes are not to be worn.
2. Shorts may be worn but must meet the following standards:
 - a. Must be loose fitting - no biking shorts, cutoffs, boxer shorts, or combination thereof;
 - b. Must be hemmed or cuffed,
 - c. Length must be to the fingertips or longer.
3. Dresses or skirts must be longer than fingertips.
4. Tank tops, tube tops, bare midriff or half shirts, halter-type blouse or mesh shirts will not be permitted. Shirts should overlap the waistband of skirts, shorts, or pants by at least one inch (When arms are raised, the shirt remains over the waistband). All tops must be modestly cut.
5. Items with provocative, drug-related, alcohol or tobacco, offensive, or violent pictures or slogans will not be permitted.
6. No hats, caps, bandannas, hoods, wallet chains, or sunglasses are to be worn. This includes headscarves for girls.
7. No type of clothing which has been torn or has holes will be allowed.
8. No sagging pants or shorts. Both pant legs should be down. **Pajama pants are not allowed.**
9. No gang paraphernalia or gang related markings on clothing, books, notebooks, or drawn on body.
10. No visible pierced jewelry other than earrings.
11. All students are expected to meet community standards and school policies with regard to health, cleanliness and appearance. All safety rules must be obeyed.
12. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

Shepton administrators may use the following guidelines to assess appropriateness of appearance/attire (not an all inclusive list):

Hair styles: Community standards, Colors that are naturally grown

Sagging pants: Pulled up to the waist. Belt adjusted as needed. No visible undergarments.

Leggings: May not be worn as pants, may not be used in combination with other clothing in violation of dress code (ie. Holes in clothing, skirt or shorts that are too short, etc.)

Shirt/blouse modestly cut: Necklines should not extend below the hand placed horizontally below the chin at the collarbone.

Any student in violation of the dress code will report to SSR and solve the problem. Students may call a parent for clothing items to be brought to school. If the problem cannot be solved, the student will remain in ISS for that day. Dress code violations are cumulative for the semester.

1st offense - Referral to SSR to correct the problem.

2nd offense - Referral to SSR to correct the problem. Parent contacted.

3rd offense - Referral to SSR to correct the problem. Saturday School assigned.

DRUG AND ALCOHOL POLICY

A student possessing, consuming, or having consumed drugs/alcohol on the way to or from school, or while at school, or at a school function, or in adjacent areas to school will be considered as having a drug/alcohol offense. (The term "drug" includes a prescription or over-the-counter drug that has not been placed in the nurse's office with the parents' instructions). Possession of drug paraphernalia may be considered an offense. School board policy states that the administrator will take one or more of the following actions:

1. The parent(s) and student may be required to participate in a district drug/alcohol assessment and follow through on the recommendation for counseling. A copy of the assessment should be forwarded to the administrator.
2. A Campus Management Team Meeting held to determine whether the violation warrants placement in an alternative education environment, or
3. The violation may result in expulsion.
4. **Reporting the incident to the police for criminal review.**

A second offense may result in expulsion.

DRUG DOG SEARCHES

Any car parked in the student parking lot is subject to drug dog searches. **Any item that is prohibited on the campus is also prohibited in the vehicles parked on the campus. Should the dogs discover any prohibited or illegal items, the same discipline procedures would apply as if the item were found on the student's person.** Furthermore, the drug dogs also periodically search student lockers and randomly selected classrooms. The same procedures will be followed for prohibited and/or illegal items found in lockers or classrooms as items found on the student's person or within the student's vehicle. Shepton has the right to confiscate prohibited items and may elect to hold prohibited items until the end of the school year.

GAMBLING

Gambling is a campus disciplinary management offense. Gambling with dice, cards, or other means during instructional hours will result in the following consequences:

1st offense- Confiscation of items and parent phone call

2nd offense- Confiscation of items, parent conference, and a Saturday School assigned

3rd offense- I.S.S. level placement and campus team meeting

PHYSICAL/VERBAL CONFRONTATION

Aggressive physical or verbal confrontation resulting in a school disturbance is a serious offense resulting in any or all of the following: suspension, alternative education placement, referral to an intervention team meeting, disorderly conduct citation issued by the Plano Police Dept., expulsion.

* Suspension hours will be made up in Saturday school.

PUBLIC DISPLAY OF AFFECTION

Restraint and good judgment are necessary when dealing with private feelings in a public environment.

Shepton Citizenship and Character Traits state that all students should have respect for self and others. Students that display affectionate behavior during school hours are not being respectful to themselves or others. Students who display affection during school hours will have the following consequences:

1st offense- Warning given to both students

2nd offense- Parent called and informed of behavior

3rd offense- Parent called and informed of behavior, Saturday School is assigned

If the behavior continues, there will be additional consequences as determined by school officials.

SAFETY

Safety rules should be observed in all classes. There should be no running, pushing, throwing, jumping, etc., in the school at any time. Any activity on campus that could possibly result in harm to persons and/or property will be considered a serious offense and handled accordingly. Students who become involved at any level with any type of weapon, explosive, fire or violation of the law, on the school campus or at a school function will be held accountable to the school's discipline management guidelines. Students may not bring to school or a school-related activity any weapons prohibited by law (FNCG Legal) or identified below:

- *1. Knives of any size, including pocket knives
2. Fireworks of any kind
3. Razors
4. "B B" gun or pellet gun of any shape or size (includes toy or facsimile weapons)
5. Any object used in a way that threatens or inflicts bodily injury on another person.

*List is not considered all inclusive.

These infractions will be reported to the Police or Fire Marshall's Department. If there are any questions, please contact the administration office.

THEFT

The first offense for theft of an individual's items or school property will result in a Campus Management Team Meeting and a minimum combination of suspension, I.S.S., and non-classroom time restrictions. An update meeting will be set to monitor the student's progress. An offense report will be filed with the Plano police when appropriate, and a **citation may be issued and/or arrest.**

TOBACCO (USE/POSSESSION)

No student shall have in his possession or use any tobacco product, lighter, or matches on school buses, on the school campus, adjacent to the school campus or across the street during the hours of any school day including a reasonable time before and after school or during a school function (Policy FNCD). The disciplinary actions taken for violations of smoking rules are:

- 1st Violation** *1-day suspension, I.S.S. level placement, **citation issued by the Plano Police Dept. (violation Plano City Ord. Pt 86-7-22).**
- 2nd Violation** *3-day suspension, I.S.S. level placement, Campus Team Meeting, and a district drug/alcohol assessment, **citation**
- 3rd Violation** Central Team Meeting (*suspension/level placement pending meeting), **citation**
*Suspension hours will be made up in Saturday School.

CAMPUS WIDE ACADEMIC POLICIES

MAKE UP WORK POLICY:

The student has 2 days for each day absent (with exception of work that was assigned before absence and due during absence - that work is due upon return). In addition, if the student misses only a portion of the day, and that portion happens to include a course in which a project was due, the project is late if not submitted that day.

If a test or quiz was scheduled on the first day of a student's absence, then the student should be prepared to make up the test or quiz on the first day he/she returns to school.

LATE WORK POLICY

Daily work can be accepted late if the student completes the work in the presence of the teacher (or another teacher of the same subject). If the work is not completed in class that day, then the student must come to the very next scheduled tutorial session with the incomplete assignment and may complete the work in front of the teacher hosting the tutorial. The student may receive tutoring during this time if needed. This work may then be checked for accuracy. The student may earn a grade as high as 70 on the late daily work. This may mean correcting answers as the class discusses the work. Please check with your teachers to determine the prescribed method in each course.

Major grade assignments* will be accepted late with the following grade penalties:

Late One Day: Maximum grade earned will be 75.

Late Two Days: Maximum grade earned will be 60.

Late Three Days: Maximum grade earned will be 50.

Late More Than Three Days: The assignment will not be accepted, and a zero will be earned.

*Communication Applications late presentations must be done in front of an audience.

As per Plano ISD Policy EIE (Local), students will receive re-teaching within the following framework.

Students who fail to demonstrate mastery of essential knowledge and skills shall be re-taught. Students who achieve mastery of the essential knowledge and skills early in the teaching process shall be challenged through extension and/or acceleration of the lesson.

Instruments that may be used to access mastery include tests, independent homework, classwork, demonstrations, oral presentations, projects, themes, and the like. A grade of 70 indicates minimal mastery; above 70 indicates a degree of mastery; below 70 indicates non-mastery and requires re-teaching.

Re-teaching may occur during the school day or outside school hours. Re-teaching may require different materials and teaching techniques but may not require a formal process of grouping and instruction.

For students at risk of failure, the following accelerated/ compensatory strategies may be used by the District:

1. Tutorials [See EHBC]
2. Summer school
3. Classroom grouping
4. Peer tutoring
5. Cross grade-level instruction
6. Enrichment classes
7. Computer-assisted instruction
8. Classroom centers
9. Learning resource centers

Retesting may occur after reteaching. A student may qualify for "retesting" if they fail a test and that test causes their current six weeks grade to fall below a 70%. Students who retest may earn a mastery grade of 70% or below. The retest grade shall not be lower than the original test grade. In order to "retest" a student must come to the very next test make up session scheduled after the test they took. "Retesting" can be either correcting missed questions by explaining why the answer you chose was incorrect and justifying the correct answer or taking another different test over the same material after reteaching. Subject teams will decide on a test by test basis which opportunity will be offered.

Students are encouraged to attempt our most rigorous curriculum. A student in an honors level

course may qualify for "retesting" if they fail a test and that test causes their current six weeks grade to fall below a 70%. However, a student may qualify for retesting in honors level courses for a potential 70 only during the first six weeks. At the end of that time, a student who has shown the need for retesting will be moved to the regular level of the course. No more retesting will occur in an honors level course after the end of the first six weeks. In addition, retesting will not occur at any time in an AP level of a course.

EXTRACURRICULAR ABSENCE POLICY

Many Shepton students participate in school sponsored activities that will result in excused absences from school for competitions, field trips, etc. While such absences are excused, students are expected to be aware of a few important points:

1. Ultimately, it is the student's responsibility to contact the teacher prior to the scheduled absence in order to get assignments. Every student knows that he/she will be missing in advance, so should plan ahead.
2. If the student waits until after the absence to obtain assignments, the student:
 - a. Runs the risk of falling behind, possibly becoming ineligible in the future
 - b. Could cause the entire class to fall behind during a time of preparation for district exams, TAKS testing, or scheduled district curriculum.
3. Failure to plan ahead or promptly make up labs causes serious curricular issues for the lab class.
4. If the absence is for an event that could be cancelled at the last minute (ie. outdoor athletic events), the students should come to school prepared to attend all classes that day with regard to class supplies, homework assignments, and/or test preparation.

ACADEMIC INTEGRITY POLICY

Cheating is defined as taking credit for work that is not the legitimate product of the student's academic efforts, including plagiarism of published works, copying another's homework, test answers, essays, research papers, project, communicating with others during tests, etc. In addition, cheating is allowing others to copy one's homework, test answers, essays, research papers, project, etc. Penalties for academic dishonesty will be strictly enforced. The consequences for violation include loss of grade (zero) on that particular assignment, even if the loss of grade would result in loss of credit. Further disciplinary action may be taken per the PISD Student Code of Conduct.

TESTING SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
English	Science	English	Foreign Language	Electives
Math	Social Studies	Foreign Language	Science	
		Math	Social Studies	

TUTORIAL SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
English		A.M. & P.M.			A.M.
Foreign Language		P.M.	A.M.		
Math *	A.M. & P.M.	P.M.	A.M. & P.M.	A.M. & P.M.	A.M.
Science	A.M. & P.M.		A.M. & P.M.		
Social Studies	A.M. & P.M.		A.M. & P.M.		
Electives				A.M. & P.M.	

*or by appointment with teacher

TEST MAKE UP SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
English					
Foreign Language	P.M.	A.M.			
Math				A.M. & P.M.	
Science	A.M. & P.M.				
Social Studies	A.M. & P.M.	P.M.	A.M. & P.M.	A.M. & P.M.	

Electives					
Health/PE		A.M. & P.M.			

*or by appointment with teacher

DEPARTMENT PROCEDURES

BUSINESS

All computer assignments must be completed in the business department labs--no computer work can be completed at home without prior teacher approval.

Inappropriate behavior in the computer labs is not allowed. Each student must adhere to the district's Acceptable Use Guidelines. Each student will be provided with these guidelines. This includes, but not limited to, any internet access, including games & music, without prior approval of the teacher.

COMMUNICATION APPLICATIONS

Students will be presented with a class calendar at the start of each six weeks. Students are fully expected to follow the calendar. Students will be held responsible for all assignments, regardless of absences.

ENGLISH

OVERVIEW: Students will be presented units in literature, grammar, vocabulary, and composition with an emphasis on reader's/writer's workshop. Specific units will be delineated on syllabus by semester.

POLICIES: Students are required to keep a folder which includes assignments, notes, and graded work. All folder work should be saved for the semester exam which counts 1/4 of the semester grade.

Reading of novels is assigned each semester. Class novels will be provided to students. Students receive a tentative assignment sheet for each unit to assist them in preparing for long-range assignments. Homework or daily reading should be expected each day.

Progress reports will be sent home after the three-week period each six weeks. Major tests, quizzes, papers count 75%; homework and daily quizzes count 25%. Please assist the teacher by asking your child to see his/ her progress report and by checking Parent Viewer.

Class time will be allotted to the computer lab for writing. Selected papers must be composed and processed in Shepton's lab as part of an electronic portfolio and most assignments will be submitted to Turnitin.com, a software for detecting plagiarism.

HONORS: The district policy for honors classes is that the student must maintain a 73 average. Students who make 70-72 have one six weeks' period to bring their grade up to 73. If no improvement is noted, the student will be transferred to a regular English class. Students whose average is below 70 at the end of 4 weeks will be transferred to a regular class at that time in order to bring the failing grade up to passing by the end of the six weeks' period.

ESOL

Supplies: Students are expected to have a notebook, dividers, paper, pencils, and pens at all times.

Tutorials: Tutorials and support for other classes are available 8:15 to 8:45 A.M., and also from

4:30 P.M. to 5:00 P.M.

FOREIGN LANGUAGE

Calendar. Students will be presented with a calendar at the beginning of each month / six weeks. Students will be held accountable for all information on the calendar including homework assignments, quiz and test dates, etc. Students are expected to keep up with work on the calendar regardless of daily absences. For extended absences, students should arrange a make-up schedule with the teacher.

Honors Classes. District policy states that a student must maintain a 73 average to remain in an honors class. Students with a grade below 73 have a probationary six week period to improve their average. Students with averages below 70 will be transferred to a regular class at the end of the three-week period in order to allow the student to raise their average to passing. No students will be transferred from regular classes to honors classes after the first three weeks of the school year due to the pace of the honors courses.

STUDENTS ARE EXPECTED TO PRACTICE VOCABULARY AND GRAMMAR STRUCTURE DAILY IN ADDITION TO REGULAR HOMEWORK ASSIGNMENTS IN ORDER TO SUCCEED IN THE COURSE. TUTORIALS AND MAKE-UP SCHEDULES ARE POSTED IN EACH TEACHER'S CLASSROOM. ALL STUDENTS ARE EXPECTED TO COMPLY WITH STALLION STANDARD EXPECTATIONS, AND TEACHERS WILL ENFORCE CONSEQUENCES WHEN THESE EXPECTATIONS ARE NOT MET.

MATH

A scientific calculator for every math course is required. A graphing calculator is NOT required.

If a student is absent only on a review day in which no new material is presented, then the student is expected to take the test if they return on test day.

All make-up work should be handed in within 2 class periods of a regular, excused absence. The assignment that was due the day of the absence is due upon return.

Students needing to make course changes must make the change either (1) by the end of the first 6 weeks, or (2) at semester. Please be aware of grades in Honors classes and consult with your teacher and/or counselor if a change is necessary. A student is expected to maintain an "A" average in Honors Algebra 1 in order to be recommended by the teacher for placement in Honors Geometry the following year.

PHYSICAL EDUCATION

MAJOR GRADE EVALUATION - 75%

1. Daily activity evaluation - app. 55%
2. Skills/ Fitness evaluation - app. 20%

MINOR GRADE EVALUATION - 25%

3. Written/ Oral/ Observation evaluation - app. 25%

CITIZENSHIP EVALUATION

These grades are totally based on the student's demeanor.

SAFETY:

- Students must remove all jewelry prior to participating in any physical activity (stud type earrings are considered jewelry). Students refusing to remove jewelry will not be allowed to participate in the physical activity and this will result in a zero grade for lack of participation.
- Students must dress properly for physical activity. Dressing properly includes gym type shorts (with no pockets or belt loops), T-shirts (no dress shirt, sport shirt, blouses with pockets or buttons), and sports shoes (no boots, sandals, or hard soled shoes). Students refusing to dress properly will not be allowed to participate in the physical activity and this will result in a zero grade

for lack of participation.

- NOTE: Students not allowed to participate in the regular activity because of improper dress or wearing jewelry will be given an alternate assignment. If the alternate assignment is completed satisfactorily, the student may receive up to 25 points for the daily activity grade.

MEDICAL: If a student cannot take part in the physical education class due to illness, notice (in written form) from the parent to the instructor is required. After three consecutive days of non-participation, a physician's note is required.

READING

Calendars: Students will receive calendars every month, and are responsible for keeping up with due dates for assignments.

Tutorials: Thursdays at 8:15-8:45 and 4:15-4:45

Test or project make-up: Tuesdays at 8:15-8:45 and 4:15-4:45

Supplies: Colored folder, with pockets and brads, as assigned, depending on class; pens, notebook paper, pencils, yellow highlighter, one box of Kleenex.

** The Reading Apps (SAT class) will also need to bring 450 lined 3x5 index cards.

SCIENCE

Materials: Each student should bring the following to class every day:

Covered textbook, #2 pencils, pen, & red pen, three ring binder w/dividers, paper, highlighter, workbook (biology classes)

Chemistry-scientific calculator (No graphing calculators may be used on tests, quizzes, or exams)

Grading: Each six weeks grade will be calculated as follows:

50% TESTS AND PROJECTS

25% LABS, QUIZZES, AND PROJECTS

25% HOMEWORK AND OTHER DAILY ASSIGNMENTS

The semester grade is the average of the three six weeks grades and the final exam. All returned work should be kept at least until report cards have been sent out.

Tutoring: You should be on time, have the proper materials (textbook, paper, calculator, etc.) and be prepared to ask questions.

Absences: It is the responsibility of the student to find out what was missed and to make arrangements for make up work.

If a student is absent after receiving all necessary information for a quiz or test, they **should be prepared to make it up on the day they return** to class. However, if it is not possible to take the test on the day they return to class, then the student will have to take a **MAKE-UP QUIZ or TEST** on the **first designated science make-up day** following the absence in the **designated science classroom** at 8:00 a.m. or 4:15 p.m. The designated science classroom will be posted both on the classroom door and on the science office door. Quizzes, tests, and labs must be **made up within a week of the absence**. If you do not make up your work in the allotted time, you may receive a zero.

Conduct: You are expected to follow the rules and policies in your student handbook, student status guidelines and the rules set down in class. If you choose to not follow the rules, expect and accept the consequences. Failure to behave responsibly in the laboratory may result in loss of lab privileges. Everyone's safety depends on a mature attitude of fellow classmates. No food or gum. Goggles must be worn and long hair tied back, as well as other appropriate clothing.

E-mail: http://k-12.pisd.edu/Schools/Shepton/faculty_email.htm

Website: shepton.mypisd.edu

SOCIAL STUDIES

Calendars: Students will be presented with calendars at the beginning of the six weeks or at the beginning of a new unit. Students are held accountable for all the assignments, quizzes, test, and projects on that calendar regardless of daily absences. For extended absences, student should meet with teacher to arrange a plan for makeup.

Rules: All Stallion Standard rules will apply in Social Studies classes.

Long Range Projects: Students will have long range projects with the due date set days or weeks in advance. Home computer and printer problems are not acceptable excuses for projects being turned in late with the penalty.

Supplies: Each teacher will request the supplies needed for that class.

Honors: District rules will be followed in regards to failure in the honors classes.

TECHNICAL THEATRE I & II:

Individual Play Review (IPR) – Students are required to read or see a full-length play outside of school during the 2nd, 3rd, and 5th six weeks. A structured report on the play will be assigned a test grade during each of those grading periods.

Lab Hours – Tech I students are required to earn a minimum of six hours per semester. Tech II students must earn 8 hours per semester. Students must complete a minimum number of these required hours each six weeks for a quiz grade. In addition, these hours will add up and count as a test grade during the 3rd and 6th six weeks grading periods. Lab hours must be scheduled with the teacher.

Clothing – Students are required to wear clothing suitable for work every day. Jeans, t-shirts, and close-toed shoes are the most appropriate type of clothing. Long hair should always be pulled back as a safety measure, as well. Failure to dress appropriately may jeopardize a student's grade

THEATRE ARTS I & II

Individual Play Review (IPR) – Students are required to read or see a full-length play outside of school during the 2nd, 3rd, and 5th six weeks. A structured report on the play will be assigned a test grade during each of those grading periods.

Theatre II students are required to audition for all of the plays. They are not required to accept a role, but they will be graded on the audition.