

STUDENT HANDBOOK 2011 — 2012

Plano West Senior High School



5601 West Parker Road

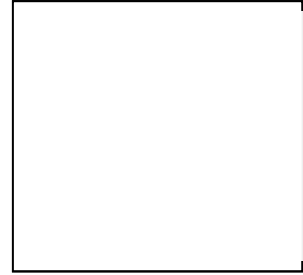
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THIS HANDBOOK CONSISTS OF GENERAL GUIDELINES WHICH FOLLOW THE PISD POLICY
GUIDE AND PISD SCHOOL BOARD POLICIES

WHAT TO DO IF...



You're tardy - REPORT TO CLASS IMMEDIATELY!

You're absent, or more than 10 minutes late — Go to your sub-school immediately to get a pass if you are more than 10 minutes late. If you are absent, you must bring a note on the day you return to school. An absence will remain unexcused if a note is not turned in by the third day following the absence. Parents should call the sub-school if you are going to be absent, and send a note with an explanation for the absence.

You become ill at school — You should obtain permission from your teacher and report to the nurse's office to get assistance. You must see the nurse for permission to check out, and you must check out through your sub-school.

You lose a book—You need to get the book number from your teacher and then pay for the book in the finance office. The student is responsible to the school for all lost books; therefore, payment must be collected. Your teacher can issue you a new book when you show the receipt.

You need to see a counselor - You should make an appointment at the counseling center.

You must leave class (school) — So that both the school and your parents are aware of where you are at all times, you must check out through the sub-school office. A parent should contact the school prior to your leaving campus. Secure a note to excuse your absence upon your return to school (a note from parent is required). Parent calls after the fact will not be accepted.

You must take a college visit -- get a College Visitation Form from your sub-school BEFORE YOU LEAVE, and get your parents' and sub-school signatures.

IMPORTANT: You must have an official at the college sign the form to verify your visit and bring it back for an excused absence.

ATTENDANCE REQUIREMENTS

State law requires that a student must attend class 90% of the scheduled school days per semester to receive credit.

SIGNING OUT

Parent permission with either a note or a phone call must be obtained before a student may leave campus during school hours (except during lunch). Students must sign out in their respective sub school office, or the nurse's office, in case of illness. Failure to sign out means the absence will be unexcused.

TARDINESS

Students are considered tardy if they arrive in class after the final bell but within the first ten-minutes. Being on time means being in your seat and ready for class when the bell rings. Detentions will be issued for the 4th and 5th tardies to a class per semester. Saturday School will be assigned for the 6th tardy. Subsequent tardies will be referred to the sub-school for further disciplinary action (ISS). Arrival after the first ten minutes will result in an unexcused absence for that period.

MAKE-UP WORK

Make-up assignments or tests shall be made available to students after all excused or unexcused absences.

For unexcused absences, students shall receive a zero for all work missed during the absence. (School Board Policy EIAB Local)

Students are allowed a **reasonable amount of time to make up the work**. Students are responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time. For extended absences, **parents may request homework** assignments by calling the sub school office after the third day. Such assignments may be picked up in the sub school, at the end of the following day.

It is the student's responsibility to obtain information regarding class work prior to leaving on any school-sponsored activity. All work is due upon returning to class. It is the student's responsibility to turn in assigned work or speak to their teacher regarding graded assignments.

EXCUSED ABSENCES

Absences are considered excused when due to acceptable reasons, including personal illness, death or illness in the immediate family, entire school day medical/dental appointments, quarantine, weather or road conditions making travel dangerous. Other absences related to court appearances, official government business, college visits, jail, and out of school suspensions are considered excused absences. All other absences are considered unexcused.

NON-ABSENCES

Some absences will be considered non-absences, such as; medical or dental appointments, religious holidays, and school related activities.

Medical & Dental Appointments - The student is required to check out from the campus before the appointment and return to the campus after the appointment, with the proper documentation. **This applies to a partial day only**. All day absences due to medical appointments will be considered excused absences.

Religious Holidays - Requires notice given in advance. A list of recognized holidays from the PISD Communications Department is available upon request.

School Activities - Testing, or any documented absence having to do with activities connected to our school are considered non-absences.

UNEXCUSED ABSENCES WITH PERMISSION

Some absences, which are not excusable by definition but may be unavoidable, can be classified as Unexcused with Permission. Students can make up the work at 100% of their earned grade, but may also be required to serve make-up time.

UNEXCUSED ABSENCES - TRUANCY

Students will be assigned detention, Saturday School and/or ISS for unexcused absences. Students will receive zeros for all assignments and tests missed due to unexcused absences EIAB (Local).

Furthermore, unexcused absences are considered truancy and may result in a referral to truancy court.

DOCUMENTATION FOR ABSENCES

Notes to excuse absences should be submitted immediately on return to the campus following the absence, but no later than three days after the absence.

Notes may be turned in to the appropriate sub school office prior to first hour, during lunch or immediately after school.

Medical absences will require a note from the medical office.

Court appearances will require a subpoena or similar document.

After seven excused absences. a student may be required to bring **medical notes** in order to excuse further absences.

All other absences will require a note from parents. **Parent notes** must contain dates, times and reasons for absence with parent signature and daytime phone numbers.

AN ABSENCE WILL REMAIN UNEXCUSED IF A NOTE IS NOT TURNED IN BY THE THIRD DAY.

COLLEGE VISITS

A College Visit Form must be signed in advance by parent and a principal and returned with the signature of a college representative. Failure to get prior approval may result in an unexcused absence. A student shall be excused (non-absence) for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education.

College visits beyond the two excused (non-absence) days will count against exemptions.

LOSS OF CREDIT

Loss of credit for any class occurs when the number of excused and unexcused absences violates the state requirement. Credit for a class is lost when a student has not been in attendance for 90% of the time the class is offered. This generally occurs on the 10th absence.

MAKE-UP TIME

MAKE UP TIME will be assigned to regain loss of credit. Additional absences may result in a referral to the Truancy Court.

FINAL EXAMS

The final exam schedule will be published in the school newsletter, The Wolf Call, and our website. Students are expected to follow this schedule and will not be allowed to take exams early. Please plan vacations and trips accordingly. Seniors need to be available to complete checkout procedures on the last Final Exam day.

APPEALS

Loss of credit may be appealed to an attendance committee and each appeal will be based on individual needs, make up time served and improved attendance habits. The appeals process begins with the assistant principal in the Sub-School Office.

DRIVERS LICENSE - VERIFICATION OF ENROLLMENT (VOE) FORMS

Verification of enrollment forms are needed to receive or renew a **driver's license** and are based on 90% attendance the previous semester. Any student, who has lost credit due to excessive absences in the previous semester, will not be given a VOE form unless credit has been reinstated. Students needing a verification of enrollment form must notify the sub-school in writing 24 hours in advance and supply their student ID card and legal name. Students may pick up the verification form after 4:15 PM the following day.

WITHDRAWAL FROM SCHOOL

A student who withdraws from school must obtain a withdrawal form in the sub-school office. Parent permission to withdraw is required for students under 18. The withdrawal form must be signed by the student's teachers, counselor, librarian and the sub-school principal. Records will not be released to students' new school until all records and fines are cleared.

EXEMPTION POLICY

The PISD exemption policy will be posted in the on-line version of this handbook after review and approval by the Plano ISD School Board.

STUDENT CONDUCT AND DISCIPLINE

Students are responsible for the achievement of a positive learning environment at school and at school-sponsored activities by maintaining a courteous and respectful attitude toward others and by conducting themselves in a responsible manner at all times. Students are expected to know and follow school rules and policies.

Behavior expectations at assemblies, pep rallies, sporting events and all other school related activities will be in accordance with school, PISD, District 8-5A, and UIL guidelines. Extracurricular activities are considered an extension of school. Students who do not comply with these guidelines will be removed from the event and may not be allowed to attend future extracurricular activities.

Outdoor and Indoor Events — Only signs that are positive and in support of your team will be allowed. **No air horns or whistles will be permitted.** Indoor Events—No noisemakers of any kind including megaphones. The use of any noisemaking devices not listed are at the discretion of the administration. **Good sportsmanship should be exhibited at all times!**

ACADEMIC INTEGRITY

Plano West Senior High is committed to the principles of academic integrity. Students are responsible for upholding the highest standards of honesty at all times. Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited.

Examples of prohibited activities include, but are not limited to the following:

Cheating —

- Acquiring answers for any assigned work or examination from an unauthorized source
- Working or collaborating with others on an assignment when not paired or the teacher has not specifically assigned group work
- Looking at another person's paper during an examination

- Using a “cheat sheet”, including technological devices, during an exam or quiz
- Providing the contents of an examination or quiz to another person who will be taking the examination or quiz

Plagiarism —

- Failing to acknowledge and cite all sources utilized in a project or paper
- Using the ideas, data, or language of another without acknowledgment
- Turning in work which has been purchased in whole or in part from individuals or other sources

Fabrication —

- Falsifying data obtained from a research or laboratory experiment
- Writing or orally presenting the results of an experiment without having done the experiment
- Falsifying an interview that has not been conducted
- Altering a graded work after it has been returned

Computer Misuse —

- Using another person’s password
- Copying and/or modifying another person’s data or information and submitting it as original work

Accusations of academic dishonesty will be thoroughly investigated and students will be given an opportunity to explain their actions. Students who are guilty of violations are subject to disciplinary action **and** should not expect to receive credit for the work involved.

DRESS CODE

All students are expected to meet community standards and school policies with regard to health, cleanliness and appearance. All safety rules must be obeyed.

Shoes must be worn at all times.

Shorts may be worn but must meet the following standards:

Must be loose fitting; no biking shorts, cutoffs, boxer shorts or combination thereof, must be hemmed or cuffed, length must be to the fingertips or longer.

Dresses or skirts must be longer than fingertips, be appropriate at all times.

Shirts must overlap the waistband and/or top of skirts, shorts or pants at all times, and must be modestly cut. Necklines should not extend below the hand placed horizontally below the chin at the collarbone.

THE FOLLOWING ITEMS ARE NOT PERMITTED: Tank tops, tube tops, halter type blouses, mesh shirts, items with provocative, offensive, violent, drug/alcohol, or tobacco related pictures or slogans, hats, caps, bandannas, and other head coverings, hoods, wallets with chains, and sunglasses. **NO** clothing which is torn or has holes; **NO** sagging pants or shorts; **NO** gang paraphernalia; **NO** pierced jewelry other than earrings in ears.

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 operation.

All special shirts (homecoming, prom, etc.) must follow the district policy for dress code. Shirts with provocative, offensive, or drug and alcohol related pictures or slogans are not permitted. Inappropriate, vulgar, offensive, and/or drug, alcohol, or tobacco related items and/or clothing may be held for parent pick-up.

Any student in violation of the dress code will report to the sub-school office and solve the problem. Students may call a parent for clothing items to be brought to school. If the problem cannot be resolved, the student will remain in I.S.S. (In-School Suspension) for that day. Dress code violations are cumulative for the semester.

- 1st Offense-** Referral to Sub-School to correct the problem
- 2nd Offense-** Referral to Sub-School to correct the problem - Parent is contacted
- 3rd Offense-** Referral to Sub-School to correct the problem - Saturday school assigned

FOOD AND DRINKS

Food and drinks are permitted only in the cafeteria and are not allowed in the classroom and/or hallways. Money lost in vending machines will not be refunded. School personnel do not have keys to open the machines.

LANGUAGE

The use of profanity, swearing, and suggestive or obscene gestures will not be tolerated anywhere on the campus or at school-sponsored activities. Discipline and citations may be issued for violators.

Students are responsible for the achievement of a positive learning environment at school and at school-sponsored activities by maintaining a courteous, respectful attitude toward others and by conducting themselves in a responsible manner at all times. Students are expected to know and follow school rules and policies.

ELECTRONIC DEVICES
INCLUDING BUT NOT LIMITED TO CELL PHONES, GAMES, AND MUSIC DEVICES

Plano West permits the use of electronic devices in non-instructional areas during academic hours. Electronic devices may be used in the classroom, library and other instructional areas at teacher/staff discretion when instructionally appropriate. Students that violate these rules may have their electronic devices collected by the teacher, administrator, or Plano West Staff.

Administrators will utilize the disciplinary measures outlined below:

- 1st Offense—Parents will be notified and the student may pick up the item after school. Student signature required.
- 2nd Offense—Parent and student must pick up item. Parent and student signature required. Saturday school assigned.
- 3rd Offense—Parent and student must pick up item. Parent and student signature required. Saturday school assigned. Parent conference required on next offense.
- 4th Offense— Parent and student signature required. Saturday school assigned. Cell phone/music device will be returned after 5 school days. Parent conference may be held to resolve the issue of concern.

Parents may sign and pick up collected electronic devices in the sub-school office at any time during sub-school operating hours.

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. (In-School Suspension) 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 Department (Campus Police Liaison), expulsion.

BUS CONDUCT

The following bus conduct procedures should be followed if safe transportation is to be provided for our students. Any rule that pertains to students in the school shall also pertain to students at the bus stop area or on the bus. Students will be picked up and dropped off at their assigned bus stops only. Any exceptions must be cleared in advance by an administrator. 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.

GUIDELINES FOR DISTRICT EXTRACURRICULAR ACTIVITIES

Students involved in extracurricular activities are held to a higher standard of conduct than the general student body. Plano ISD views participation in extracurricular activities as a privilege, not a right. Any student who violates the Student Code of Conduct shall be subject to extracurricular discipline and/or regular school district disciplinary action. This includes any misconduct, regardless of time or location, that would reflect negatively upon Plano ISD in an extracurricular activity. Students clearly involved in major disciplinary infractions (i.e. including, but not limited to drugs, alcohol, and violent behavior) will be placed on probation, removed temporarily, or removed permanently from extracurricular activities.

Disciplinary measures taken by the sponsor/principal may be in one or more of three forms, defined as special assignments, probation, and dismissal.

Special assignments may consist of extra duties and may be assigned for minor disciplinary infractions.

Probation and/or dismissal from extracurricular activities will be for infractions involving alcohol, smoking, drugs, use of profanity, violence, and other serious offenses when the sponsor/principal believes the integrity and credibility of the organization may be jeopardized by the student's action.

Probation may also be assigned when the student fails to comply with rules and regulations of the extracurricular activity. Probation is defined as a trial period in which a student is permitted to redeem bad conduct.

The student may be dismissed from the extracurricular activity upon any major infraction or during a probationary period. Prior to being dismissed from extracurricular activities, the student and parents will be notified of the reasons for the action. The student or his/her parents will be afforded the opportunity of a hearing with the sponsor and the principal. The appeals process will be outlined at that time. The student will not be eligible for any individual or team recognitions or awards that occur after the date of dismissal.

TUTORIALS

Tutorials are available in all subjects. Ask your teachers for days and times. Attendance at tutorials may be required for makeup time, discipline, or as a result of potential failure.

ALCOHOL, DRUGS, TOBACCO

TOBACCO—Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or adjacent areas. Tobacco products are also prohibited at any school-related or sanctioned activity, on or off campus.

DRUGS AND ALCOHOL POLICY—A student possessing, consuming, or having consumed drugs/alcohol on the way to or from school, while at school, 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 will 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 CMIT/Campus Management Intervention Team, parents and students will convene to review the violation and determine appropriate interventions and consequences. Drug and alcohol offenses require mandatory placement in an Alternative Educational Environment and may also result in expulsion.
3. File a report to the District security officer and police liaison officer to determine if there has been a criminal offense.
4. Students will be issued a citation for violating policy regarding drug, alcohol or tobacco possession.

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 procedure 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 person or within the student’s vehicle. Plano West Senior High School/PISD has the right to confiscate prohibited items and may elect to hold prohibited items until the end of the school year.

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 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 as knives of any size, including pocket knives, fireworks of any kind, razors, “BB” gun or pellet gun of any shape or size (this includes toys or facsimile weapons) and/or any object used in a way that threatens or inflicts bodily injury on another person. This list is not all inclusive.

School personnel may inspect school lockers and student cars parked on school premises, if there is reasonable suspicion to believe they contain weapons. Students who violate this policy are subject to disciplinary action.

THEFT

The first offense for theft of an individual’s items or school property will result in a Campus Management Intervention 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 an arrest may be made.

SEXUAL HARASSMENT

Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to disciplinary action including suspension or expulsion.

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal or written comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated proposition, and unwanted body contact.

ASSAULTS

Students are prohibited from assaulting anyone on school property or at any school-related event. Any of the following actions constitute an assault: intentionally, knowingly, or recklessly causing bodily injury to another, threatening another with imminent bodily injury, causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

VISITORS TO SCHOOL

All visitors must report to the receptionist’s office to receive a visitor’s badge upon entering the campus. State Law requires that you present your drivers license to be scanned in the Raptor System for admittance into the building. Only those students who have school business are allowed on the campus during the school day including lunch periods.

No visitors will be allowed in classes during the instructional day without an appointment with the teacher.

COMPUTER ACCEPTABLE USE POLICY

The computer network system for Plano ISD is designed for educational purposes only. The use of this technology resource is a privilege, not a right. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Plano ISD activities. All users are expected to use the computers, computer networks, and related technologies in a responsible, ethical, and appropriate manner.

The technology resources at Plano West Senior High School will be used for learning and teaching in a manner that is consistent with the District's and school's mission and goals. Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Superintendent, Principal, teacher, or designee.

All users are expected to adhere to the standard of acceptable use. Examples of acceptable use include but are not limited to the following:

1. Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. Students are allowed to use computers and the computer network only when supervised or granted permission by a staff member.
3. Attempting to log on, or logging onto a computer or e-mail system by using another's password is prohibited. Assisting others by sharing information or passwords is unacceptable, and will result in disciplinary consequences.
4. Improper use of any computer or the network is prohibited. This includes but is not limited to the following:
 - Using racist, profane, or obscene language or materials
 - Using the network for financial gain, political or commercial activity
 - Attempting to or harming equipment, materials or data
 - Knowingly placing a computer virus on a computer or the network
 - Using racist, profane, or obscene language or materials
 - Using the network for financial gain, political or commercial activity
 - Attempting to or harming equipment, materials or data
 - Knowingly placing a computer virus on a computer or the network
 - Using the network to provide addresses or other personal information that others may use inappropriately
 - Accessing of information, resources, files and documents for another user without their permission
 - Downloading material from the internet or any other source that is not directly related to educational research projects

Permission to use a disk or CD to input or export information from the system will be determined by each department. The individual in whose name a system account is issued will be responsible at times for its proper use. Students should not share their passwords to these accounts for any reason. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines. System users are responsible for making sure they do not violate any copyright laws. System users may not use another person's system account without written permission from the campus coordinator or principal.

Consequences for violations will include being locked out of the computer system for a period of time, ranging from two weeks to all semester, depending on the severity and frequency of the violations. Other forms of discipline may also be included.

WIRELESS DEVICE GUIDELINES FOR USE

Plano West Senior High School is now allowing wireless Internet access for personally-owned devices in our building. The PISDPublic wireless network operates separately from the existing school-wide wireless network. PISDPublic allows anyone with a wireless device (laptop, netbook, Smartphone, iPod, etc.) to access the Internet and personal drives within our school. The PISDPublic wireless network does not allow network printing or access to client-based applications. The Internet access will operate with the same Internet filter that school devices currently use. We are pleased to offer this additional network access resource to our staff, students, and community. (FNCE Exhibit) All users of PISDPublic must agree to the guidelines listed below.

This filtered Internet service (PISDPublic) is provided by Plano ISD for staff member, student, and guest use.

1. Personally-owned device use is limited to and conditional upon your full and complete compliance with these guidelines and the Plano ISD *Student Code of Conduct*; including the *Guidelines for Acceptable Use of Technology Resources* (available at <http://k-12.pisd.edu/aug.html>) If these guidelines are not followed PISD reserves the right to inspect any personally owned device.
2. Student use of personally-owned devices in the classroom setting will be managed by the classroom teacher and will follow the individual school guidelines.
3. The PISDPublic wireless network will provide filtered Internet access.

4. Personally-owned devices should be brought to school each day in fully-charged condition. When students are not using their device, they should be stored in their lockers. Students are encouraged to take their personally-owned device home every day after school.
5. Students using personally-owned devices should save important items on the District network drive every day, keeping a back-up that they can access from anywhere on the network. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion on their personal device.
6. Plano ISD or PWSH will not be held liable for any damage that may occur as a result of connecting to the PISDPublic wireless network or any electrical power source.
7. Plano ISD or PWSH will not be held responsible for any physical damage, loss, or theft of the personally owned device.
8. Plano ISD or PWSH will not be obligated to supply electrical power access where such access does not already exist.
9. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse PISD for any damage that their student may cause arising out of and relating to the use of the PISDPublic wireless network with his/her personally owned device.

EMERGENCY DRILLS

FIRE DRILL— The signal for fire emergency or drills is an intermittent buzzer. Students leave the building immediately, taking purses and personal belongings with them, and remain with their teacher.

LOCKDOWN EMERGENCY DRILL - The signal for a lock-down emergency or drill is a continuous hi-lo tone. Everyone needs to stay in their rooms with the door locked and the lights out until the situation ends. No one is to enter or leave a room.

TORNADO DRILL— The signal tone for a tornado emergency or drill is a continuous warble. In case of tornado emergency or drill, students should move to areas of safety and get in position on knees with head down and hands over head.

INCLEMENT WEATHER - If a decision is made to cancel school because of bad weather, announcements will be made on local radio and television stations.

LOCKERS

The Arctic sub-school office assigns lockers. Report any locker problems to the sub-school office. The student shall be responsible for keeping their assigned locker neat and clean. Lockers are the property of the school and are subject to searches, clean out, and book check by school officials.

LOST AND FOUND

Lost and found is located outside of the sub-school office.

STUDENT IDENTIFICATION CARDS

Picture ID cards are needed for school functions, obtaining VOE forms and purchasing tickets to certain school events. Students should keep their ID's with them at all times. Replacement ID's cost \$2.00

PARKING

Designated student parking areas are located on the north and west areas of the campus. All students must have a permit to park on campus at Plano West Sr. High. Students are not allowed to park in any area on the campus other than a designated student parking space.

Plano West cannot offer staff or visitor parking to students who are injured or ill. Please obtain an official handicapped parking pass from your physician or make arrangements for transportation that accommodates the student's needs. Students who park in handicap parking must register their permit with Timber Sub-school.

Parking permits cost \$75.00 from August-June (Lost/stolen replacement fee is \$75.00). Students are responsible for their parking permits and must lock their vehicles at all times. Parking permits must be visible at all times.

STUDENT VEHICLES WILL BE TOWED FOR THESE PARKING VIOLATIONS:

- Parking in a staff or visitor parking space.
- Parking without a current parking permit.
- Parking on the grass, median, **NO PARKING** areas, or fire lane.

STUDENT VEHICLES WILL BE TOWED WITHOUT WARNING AND AT STUDENT EXPENSE. You must obey all parking procedures or you will receive a traffic ticket. A uniformed police officer will be on duty in the parking lot each day. If you are involved in an accident on campus, exchange names, phone numbers and insurance information or leave a note with your name and phone number. Report the accident immediately to police liaison officer and explain what happened.

If a student drives a vehicle other than the one that has a parking sticker, it is the student's responsibility to come to Timber Sub School and receive a temporary parking pass for the alternative vehicle. Students wanting to park a vehicle

on campus on a temporary basis can purchase a temporary parking pass for \$2 a day. Report to Timber Sub School for a temporary parking pass.

Students that change vehicles during the school year need to report the new vehicle information to Timber Sub School. In this situation, the student can bring in the old parking sticker, and a new one will be issued.

TEXTBOOKS

A student is responsible for all textbooks issued during the school year and must keep books covered. Fines for damaged or lost books are paid in the finance secretary's office in Building A.

TRANSCRIPTS

The registrar's office is located in Building A and provides one free transcript for each student. Additional transcripts for personal use cost \$1 each. Official transcripts cost \$2 each. Transcripts contain all course grades from 9th-present grade, estimated class rank, PSAT, SAT, ACT, and AP scores.

GUIDANCE AND COUNSELING

The counseling office is located in Building A. Services include enrolling students and providing information on college admissions, financial aid, and careers. In addition, counselors work closely with students, parents, teachers, and administrators on personal growth and issues of concern that face students on a daily basis.

HEALTH SERVICES

The clinic is located in Building A and is staffed by a nurse who is available in case of illness or an accident. All prescription medication must be kept in the clinic and administered by the nurse. No other medication is dispensed in the clinic. If you have special health-related needs, see the nurse. Students must meet state immunization requirements and provide immunization records as requested.

CAFETERIA

The cafeteria contains a hot lunch line, snack bar, and salad bar during both lunch periods. Breakfast items are available before school. Students who use the cafeteria are expected to throw away their trash and leave tables clean. Off-campus lunch is allowed for students with parent permission.

LIBRARY MEDIA CENTER

Students may check out books, magazines, and graphing calculators from the Plano West library. Computers, printers, and copiers are available for student use. Computers are for academic use only (NO GAMES). Online Research Databases are available from home, but you will need to come by the library to get a password.

Printing **CHARGES** are .10 cents per black and white print and .25 cents per color print. Library **FINES** for late books are .10 Cents/day for regular checkout .25 Cents/day for reference books, calculators, and cameras.

Library **HOURS** are Monday - Friday 8:00 a.m. to 4:30 p.m.

NEWS AND INFORMATION

The Wolf Call, containing school announcements will be read each day in every second period class. Information for the newsletter must be turned in to Janet.Johnson@pisd.edu by 8:00 a.m. in order to appear in the daily announcements.

The Wolf Howl, an eNews publication which also contains student news, may be subscribed to via the PISD webpage, <http://www.pisd.edu> Go to the website index, eNews listserv, and follow instructions to register.

Students can also follow us on Twitter @pwshwolves.

STUDENT GOVERNMENT

Student Congress represents the student body through elected members. The Executive Board, consisting of officers, committee chairpersons and committee co-chairpersons, and class officers serve in a 2nd period leadership class. Student Congress sponsors a variety of school activities and community service projects. The senior class president is elected in the spring to serve the following year.

DISTRIBUTION OF MATERIALS

Policy FNA (Local) creates opportunities for students to exchange materials while remaining non-disruptive to the educational process. Students, adults, or any organizational representatives who wish to distribute informational materials must coordinate with the Associate Principal of Student Activities.