

ATTENDANCE

Students are expected to be in regular attendance in all classes. State law requires that students attend 90% of the attendance days each semester in order to receive credit. In the event a student must be absent from a class or for the entire school day, the following procedures are to be followed:

1. **Excused Absences - Sec. 25.067 (a)** A child required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the child is enrolled. **(b)** A school district shall excuse a student from attending school for the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. A school district shall excuse a student for temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment. A student whose absence is excused under this subsection may not be penalized for that absence and shall be counted as if the student attended school for purposes of calculating the average daily attendance of students in the school district. A student whose absence is excused under this subsection shall be allowed a reasonable time to make up school work missed on those days. If the student satisfactorily completes the school work, the day of absence shall be counted as a day of compulsory attendance. Parents are urged to call and report the absence on the 24-hour school attendance line, 469-752-9000. Upon returning to school, students must bring to their subschool a note signed by parent/guardian stating the date(s) and reason for the absence and both the home and daytime telephone numbers of the parent/guardian. Students will have three school days (including the day returning from the absence) to have an absence excused. Students are responsible for completing all work missed (assignments, projects, quizzes, tests, etc.) because of excused absences; a reasonable amount of time (to be determined by the class room teacher) will be allowed to complete make-up work. Teachers are not expected to provide advance assignments or to reteach classes or laboratories. Makeup work may be requested by 9:30 a.m. on the third day of student absences or when the student returns to school. At Plano East I.D. cards need to contact the Associate Principal of Student Activities. I.D. cards must be available upon request to prove a student's identification to any staff member.

2. **Unexcused Absences - Absences for reasons other than those listed above will be considered unexcused.**
 - a. **In order to make up and receive credit for work missed because of a planned unexcused absence, a student must submit one week, IN ADVANCE a written notice of the planned absence to his/her subschool principal. WHEN NO PRIOR NOTIFICATION IS GIVEN, STUDENTS WILL RECEIVE A ZERO FOR ALL WORK/TESTS MISSED DUE TO THE ABSENCE.**
 - b. **THE FIRST TIME ONLY: A student must bring to the subschool a note signed by parents/guardians stating the date/period(s) of the absence and verifying that the absence was due to emergency car trouble. The secretary will issue an unexcused pass marked "May Do Makeup Work" with the reason for the absence stated as "Car Trouble." The student must present the pass to his/her teacher in order to make up any work missed. All subsequent absences caused by car trouble will be UNEXCUSED and work may not be made up.**
 - c. **STUDENTS WILL RECEIVE A ZERO FOR ALL WORK MISSED (assignments, project deadlines, quizzes, tests, etc.) BECAUSE OF UNEXCUSED ABSENCES NOT DESCRIBED IN ITEMS 2a AND 2b ABOVE. (This includes one-period "skips.") Students who are on campus but not in class or students who do not check out of school through either the subschools or clinic will receive an unexcused absence; NOTES FROM PARENTS TO EXCUSE THE ABSENCE WILL NOT BE ACCEPTED.**

3. **Compulsory School Attendance - All students who have not reached the age of 18 years old by the first day of the school year are subject to**

compulsory attendance laws. These laws would require the sub-school principal to file truancy charges against the student/students failing to attend school and their parents, or arrange for the GED preparation classes.

4. **Checking in/Out** - Students must check in/out of school in their subschools. Students will be considered truant if they do not check out properly. **NOTES OR TELEPHONE CALLS FROM PARENTS ARE REQUIRED TO CHECK OUT.** Students who become ill during the school day should report to the clinic. If a student becomes ill at lunch and fails to return to school, his/her parent must inform the school before the end of the day on the 24-hour attendance line by calling 469-752-9000.
5. **Tardies** - Students are tardy if they arrive within the first ten minutes of a class. After ten minutes, students will be considered absent unless extenuating circumstances exist. Discipline measures will be taken for the third and all subsequent tardies per class per semester.
6. **Incident Weather** - If a decision is made to close school because of bad weather, announcements will be made on local radio and television stations.
7. According to Texas attendance laws, students must petition an attendance committee for credit on excessive absences. Excessive absences and failure to serve make up hours or meet the attendance committee requirements will result in loss of credit.

BUS TRANSPORTATION

Free transportation is available to students who reside two or more miles from the school. Certain handicapped students may be transported to school regardless of the distance the students reside from school provided the Admissions, Review, and Dismissal Committee recommends such transportation. For bus information, contact your sub-school.

CAFETERIA

The cafeteria provides a hot lunch line and snack bar during 4th A & B periods. 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.

Cell Phones/Electronic Devices

Cell phones may be used outside the building, only. Cell phones shall not be used during instructional time/class time or in the hallways. Cell phones being used during inappropriate times will be taken by the teachers or administrators. Cell phones will be returned to the student's parent on Fridays after school in the registrar's office. The teacher must pre-approve use of electronic devices during testing times. Use of unapproved devices during testing situations may constitute cheating and may result in a zero, or other appropriate discipline measures deemed appropriate by the teacher and/or principal.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students who change their residence mailing address or telephone number should report such changes to the sub-school office within 10 days. School records may then be kept current for both accuracy and cases of emergency.

CLUBS AND ORGANIZATIONS

Clubs and organizations, although extra-curricular in nature, provide valuable experiences for students. Although academic achievements is first priority, Plano East encourages each student to become involved in at least one of the many activities available on our campus.

Academic Decathlon FBLA National Honor Society
American Technology FCA Orchestra
Honor Society FCCLA Pals
Athletics FFA Panther Pals
Baseball First Priority Panther Yearbook
Basketball Flag Corp ROTC Battalion Team
Cross Country French Club Science Team
Football German Club Senior Class Officers
Golf Golden Escorts Show Stoppers

Soccer Golden Girls Sound Invention
Softball HECE Spanish Club
Student Trainers HOSA Speech Club
Swimming IBSSA Sportsmanship League
Tennis International Stand
Track and Field Translators Student Council
Volleyball Jazz Band Student Senate
Wrestling Junior Class Officers Thespians
Aurora Key Club Two Cats Productions
Band Latin Club UIL Academic Team
Cheerleaders LAZER VASE
Chess Club Math Club VICA
Choir Mu Alpha Theta Whiz Quizz
Club Generation Success National Art Honor Youth Advisory Board
DECA Society

EARLY DISMISSAL FROM SCHOOL

Students dismissed early from school due to coop classes, senior early dismissal, zero hour classes, or athletics are to have reliable transportation for leaving campus immediately after the last class. Students failing to leave campus after their last class may have early dismissal privileges revoked.

FIRE AND DISASTER DRILLS

Drills will be conducted periodically throughout the school year for fire and disaster or tornados. Students must treat each drill as though it were an emergency situation and must follow the directions of the staff in charge. Fire: (1) Three quick bells; (2) file out of building quietly as directed by teacher; (3) return when bell sounds two times.

Tornado and Disaster: (1) 30 second staccato bell: move quietly out of room to areas as directed by instructor, sit on floor, put head between legs, cover head with hands. (2) Return to class when bell sounds two times.

GRADE REPORTS

A student failing a course at the mid six-weeks point will be issued an unsatisfactory progress report that should be signed by the student and parent and returned the next school day. Report cards are issued to all students each six weeks

GUIDANCE AND COUNSELING SERVICES

The guidance and counseling services at Plano East Senior High are designed to help you experience an effective educational program. Counselors are available to assist in your academic and personal development, to help you function more effectively in your present setting, and to help you prepare for your next stage in life. Specific services include academic and personal counseling, parent and teacher consultation, checking academic credits, providing information, testing, orientation, and public relations. The Guidance and Counseling Center is located on the north side of the cafeteria in building 2.

HEALTH SERVICES

The clinic is located in the east hallway of building 1 and is staffed by a nurse who is available in case of illness or accident. When a student becomes too ill to remain in class, he/she should notify the teacher and report to the clinic to wait until parent or guardian comes to the school to get them. The clinic is not designed nor intended for use by a student for an extended period of time. It is to serve only as an area of comfort for students to wait until such time as the student can be taken home or return to class. Prescription medication must be kept in the clinic and administered by the nurse. No other medication is dispensed in the clinic. Students must meet state immunization requirements and provide immunization records as requested.

LANGUAGE

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

LIBRARY-MEDIA CENTER

The library contains books, magazines, and AV materials which may be checked out. Computers, printers, copiers, and typewriters are available for student use.

Library fines for late books are 10 cents per day per book.

Library hours are:

Monday - Thursday 7:15 a.m. - 5:30 p.m.

Friday 7:15 a.m. - 4:30 p.m.

LOCKERS

Lockers are the property of the school and are furnished as a service and convenience for the students. Lockers will automatically be assigned to juniors, only.

Seniors who wish to have a locker must complete a locker request form in the Alpha Sub-School. The student shall be responsible for the locker. Vandalism or writing/markings on or in a locker may result in the loss of locker privileges.

Locker problems should be reported to the Alpha Sub-School.

LOST AND FOUND

Lost and found is located in the Police liaison office! Students have access to the lost and found anytime during the school day. At the end of each six weeks, unclaimed materials will be donated to a charitable organization in the community.

NEWSLETTER (PANTHER PAUSE)

Communication is provided to students and staff by means of a newsletter which is prepared each day and read in second period classes. Any information to be placed in the newsletter must be given to Chrissie Lint, journalism teacher, by 12:00 noon each day in order to be included in the next school day's letter.

PARKING

All students parking on Plano East campus must purchase a parking permit.

Vehicles that do not properly display permits placed above the inspection sticker or are illegally parked in staff parking, along curbs, striped lines, or firelanes will be towed at the owner's expense. All students driving to school are directed to park in student parking areas and are not to park in surrounding neighborhoods.

PEP RALLIES

Designated pep rallies will be held during the school year. Students are not allowed to leave campus while pep rallies are in session. Students not attending pep rallies must be supervised in the cafeteria area and may not remain on parking lots, in the classrooms, or in the hallway areas

STUDENT CHEATING AND PLAGIARISM

Students are expected to behave in an **ethical and responsible manner** in regards to their learning. Any type of cheating, or plagiarism of others' work, or materials will not be tolerated. Students caught cheating may receive a zero for that work, or other more serious discipline measures, depending on the situation.

STUDENT I.D.'s

I.D. Cards are **required** and are used for voting, attending school functions, and purchasing tickets to certain events. Students needing to replace lost Senior High School, students must complete all work within 5 school days after returning to school following an absence; unless, additional time is deemed necessary by the teacher.

STUDENT INTERNET USAGE

Student have access to computers and technology on the Plano East campus. The district network provides personal storage space for class material that must be saved for continued use. This storage space will be treated the same as a student locker. District Network Administrators have the right to review the files to maintain system integrity and to be sure that the system is being used within the stated limits. It is important that students keep passwords secure and private. All students using district computers sign a "Technology Usage Form" which explains various violations that should be avoided.

SCHEDULE CHANGES

Requests to change schedules must be made through the counseling office. The student will be contacted only if the change is approved. **All students are to remain in assigned classes until they are notified of a change.**

A student may change courses only if a course needed for graduation was failed, a medical condition prevents participation in the course, an error was made in scheduling, or the need exists to equalize the teacher's load.

STUDENT CONDUCT AND DISCIPLINE

Students are responsible for 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. Students who violate rules, policies, or regulations will be subject to disciplinary actions.

SUB-SCHOOLS

The student body is divided alphabetically into sub-schools which are responsible for attendance, discipline, and student activities. Current sub-schools are Alpha, Beta, Gamma, and Delta. Sub-Schools are located in the cafeteria.

T.E.A. FORMS & NCAA FORMS

T.E.A. Forms - All persons under the age of 18, who have not obtained a high school diploma, or G.E.D., must show evidence of 90% attendance to be considered "enrolled" in school as a condition for obtaining a driver's license. Should a student lose credit due to attendance in any class, a T.E.A. form can't be issued for that semester.

NCAA FORMS - Any student planning on participating in athletics in college must make application with the NCAA Clearinghouse. The forms are available in the Registrar's office!

TRANSCRIPTS

The registrar's office in building 1 provides one free transcript for each student. Additional transcripts cost \$2 each. A transcript contains all courses from 9th grade to present, grade received, and estimated class rank.

VENDING MACHINES

Students use the vending machines located on campus at their own risk. Money lost in the machines will not be refunded. School personnel do not have keys to open the machines. Food and drinks are permitted only in the cafeteria area. Federal laws may limit the types of food and drinks available to our students.

VISITORS TO THE SCHOOL

All visitors must report to the receptionist in the foyer of building 1. Only those students who have school business are allowed on the Plano East Campus during the school day, (including lunch) and will be issued a pass by the receptionist. No visitors will be allowed in classes.

WITHDRAWAL FROM SCHOOL

A student who withdraws from school must pick up a withdrawal form in the sub-school office. Parental permission to withdraw is a prerequisite to picking up the form. The form must be signed by the student's teacher, by the counselor, and by the sub-school principal. Records will not be released to a student's new school until all records are clear (no fines, etc. owed).