

## WELCOME!

Welcome to Plano Senior High School! We believe that as mature young adults, you will exhibit good judgment regarding the policies that govern your school. By familiarizing yourself with this handbook, you will soon become part of the traditions and spirit that have come to be known as "Plano Pride."

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#### ATTENDANCE REQUIREMENTS

State law requires that a student must attend class 90% of the scheduled school days per semester to receive credit and to receive a TEA form for a driver's license.

#### LOSS OF CREDIT AND APPEALS

Loss of credit for any class occurs when the number of absences violates the state requirement. This number varies by semester. Loss of credit may be appealed at the end of the semester, and each appeal will be judged individually based on circumstances, make-up time served, and documentation. All unexcused time for the semester must be made up before credit can be regained for any class. Continued attendance, with or without credit, will be required.

#### DOCUMENTATION

Notes from parents (containing dates, times, reasons for absences, and parent's daytime phone numbers) or medical notes (containing the office phone number and the date and time of treatment) are due the day a student returns to school, but may be accepted up to three days after an absence. **Without a valid note within three days, an absence will remain unexcused.** Notes are verified with parents or the respective medical offices.

#### CHECKING IN/OUT

PARENT PERMISSION with either a note or a telephone call from parents is required in order to check out. Students check in/out with their respective subschools, or in case of illness, with the nurse's office. **Failure to check out means the absence will be unexcused.**

#### EXCUSED ABSENCES

Absences due to acceptable reasons are considered excused. Acceptable reasons include personal illness, death or illness in the immediate family, entire school day medical/dental appointments, quarantine, weather or road conditions making travel dangerous, or other causes approved one week in advance by the principal. All other absences are considered unexcused. After the **seventh absence, medical notes may be required for all subsequent absences.**

#### MEDICAL/DENTAL APPOINTMENTS

Medical or dental appointments that require a student to miss only part of a school day **will not count as absences if students check out with parent permission and provide proper documentation from medical offices on their return the same day.**

#### UNEXCUSED ABSENCES

**Students receive a zero on all assignments and tests missed.**

#### UNEXCUSED WITH PERMISSION

Absences which are not excused but are unavoidable may be classified as **unexcused with permission.** While these count against loss of credit and senior exemption, 100% may be earned on makeup work. In order to make up and receive credit for work missed because of a **planned unexcused absence, a student must submit a written notice from a parent to his/her subschool one week in advance of the planned absence.** When no prior notification is given, students will receive a zero for work or tests due to the absence.

#### COLLEGE VISITS

A student shall be excused 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. A student shall be required to submit verification of such visits in accordance with administrative regulations.

#### RELIGIOUS HOLIDAYS

Religious holidays will not be considered absences.

#### MAKE-UP TIME

Non-disciplinary make-up time will be assigned for all unexcused absences on an hour-for-hour basis. Make-up time will be served as assigned in Saturday Schools and/ or detentions. Failure to serve make-up time will have a negative impact on any appeal to have credit reinstated.

#### TRUANCY DISCIPLINE

Skipping will result in disciplinary consequences in addition to make-up time assigned. Truancy warning letters may be issued for students with questionable attendance, and referrals to truancy court may result from excessive absences and/or tardies.

#### TARDIES

Students are considered tardy if they arrive in class within the first ten minutes. Teachers alone determine whether a student is present, absent, or tardy. Tardies will be handled according to school tardy policy; failure to serve tardy detentions will be considered a disciplinary problem.

#### MAKE-UP WORK

Make-up assignments or tests shall be made available to students after any absence except unexcused absences not requested one week in advance. When no prior notification is given, students shall receive a zero for all work missed during the absence. Students will be allowed one day make-up time for each day missed due to excused absences and 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 subschool during the third day of absences. Assignments may be picked up the next school day. LATE WORK may be accepted, but grades may be adjusted.

#### FIELD TRIP LATE WORK POLICY

Many Plano Senior High School students participate in school-sponsored activities that will result in excused absences from school for competitions and field trips. While such absences are excused, students are expected to be aware of a few important points: Ultimately, it is the student's responsibility to contact the teacher prior to the scheduled absence in order to obtain assignments. A field trip form is an important document that must be completed one week prior to the field trip to ensure communication between the student and the teacher. Every student knows that he/she will be missing in advance, so he/she should plan ahead. If a student waits until after the absence to obtain assignments, the student runs the risk of falling behind and possibly becoming ineligible in the future. Failure to plan ahead or promptly make up labs or group projects causes serious curricular issues.

#### GUIDANCE AND COUNSELING

The guidance department is located in the east hallway of Building B. 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 prevent students from being successful academically.

#### WITHDRAWAL FROM SCHOOL

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

#### LIBRARY:

The PSHS library hours are Monday-Friday: 8:00 a.m. to 4:30 p.m.

The PSHS library online is at <http://001.catalog.pisd.edu/>

The library staff is pleased to help students find materials, borrow media, and create products for assignments. Students may come to the library anytime during the school day. Students may borrow books, cameras, DVDs, and magazines; use computers and supplies such as die cuts, scissors, staplers, colored pencils, and hole punch. Circulation time for the materials varies according to the item. An I.D. is preferred for borrowing items to be used in the library such as supplies and textbooks. Fines are not charged for overdue items, but a replacement cost is assessed for items not returned. The PTSA school store is facilitated by the library staff at the circulation desk. A complete list of school supplies sold is available in the library. The library charges for printing are 10 cents per side for B & W and 20 cents per side for color, and for the copiers, 10 cents per page.

#### VISITORS TO CAMPUS

All visitors must report to the receptionist in the front office in Bldg. B. Only visitors who have school business are allowed on campus during the school day, including lunch periods. Visitors are not allowed in classes. Visitors must provide a valid driver's license or state ID card to the receptionist before receiving a visitor badge. Visitors must wear the badge while on campus.

#### SUB-SCHOOLS

The student body is divided alphabetically into four sub-schools which are mainly responsible for attendance, discipline, and student activities. Offices for sub-schools Alpha, Beta, Delta, and Gamma are located in the cafeteria. Office hours are daily from 8 a.m. to 4:30 p.m.

#### STUDENT GOVERNMENT

Student Congress represents the student body through elected members, work-on members, and second period class representatives. The Executive Board, consisting of officers, committee chairpersons and committee co-chairpersons, and class officers serve in a 4th period leadership class. Student Congress sponsors a variety of school activities and community service projects. Senior class president is elected in the spring to serve the following year. Junior class president is elected in the fall of the year holding office.

#### HEALTH SERVICES

The clinic is located in Building B and is staffed by a nurse who is available in case of illness or accident. 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.

#### TUTORIALS

Tutorials are available in all subjects. Ask your teachers for days and times.

#### 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, 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 action which may include counseling by teachers, withdrawal of privileges, parent/guardian-teacher conferences, detention, Saturday school, counseling by special services or administrative personnel, assignment to in-school suspension, assignment to alternative education, expulsion, or judicial proceedings.

#### ACADEMIC INTEGRITY

Plano 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:

1. Cheating...
  - Acquiring answers for any assigned work or examination from an unauthorized source.

- Working or collaborating with others on an assignment when paired or group work has not been specifically assigned by the teacher.
  - Looking at another person's paper during an examination.
  - Using a "cheat sheet" during an exam or quiz.
  - Providing the contents of an examination or quiz to another person who will be taking the examination or quiz.
2. Plagiarism...
- Failing to acknowledge and cite all sources utilized in a project.
  - 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.
3. 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.
4. Computer Misuse
- Using another person's password.
  - Violating the PSHS Computer Usage Agreement. Students engaging in these activities should expect to receive a zero for the work and additional disciplinary action.

#### SENIOR HIGH SCHOOL EXEMPTION POLICY

Plano ISD exam exemption guidelines have been revised so that we are in compliance with state attendance requirements. Click <http://k-12.pisd.edu/Schools/PSHS/Admin/2016ExamWaiverGuidelines.pdf> to find the 2016-2017 Final Exam Grade Waiver Guidelines.

#### 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 comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated proposition, and unwanted body contact.

## VERIFICATION OF ENROLLMENT AND ATTENDANCE FORMS

VOE forms are needed to receive or renew a driver's license and are based on 90% attendance the previous semester. Any student who loses credit due to unexcused absences will not be given a VOE form unless all make up time is served and credit is reinstated. Students needing a VOE form must notify the sub-school in writing 24 hours in advance and supply their ID number and legal name. Students may pick up the verification form after 4:15 the following day.

## WEAPONS

Students are prohibited from bringing weapons of any kind onto school property or to school related activities. Lockers and cars parked on school premises may be inspected by school personnel if there is reasonable cause to believe they contain weapons. Students who violate this policy are subject to expulsion proceedings.

## 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.

## 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

Students may not use, possess, distribute, or be under the influence of any prohibited substance on school grounds or at a school-related or sanctioned activity on or off campus. Cars and lockers may be searched for alcohol, narcotics, or other potentially dangerous drugs/ substances.

## CELL PHONES/COMMUNICATION DEVICES

Cell phones or other electronic communication device use is allowed by students during passing periods, at lunch or when the student is not scheduled to be in class. Use during class time is inappropriate, and device will be taken up with consequences assigned.

## LANGUAGE

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

## FOOD AND DRINKS

Food and drinks are permitted only in the cafeteria. Food and drinks are not allowed in the classrooms. Money lost in vending machines will **NOT** be refunded.

## ANNOUNCEMENTS

School announcements are posted daily on PSHS TV monitor system located in the hallways and cafeteria and made available through Twitter (@PSHSWildcats). Information for the announcements must be turned in to the receptionist by first period to be in the next day's announcements.

## DRESS CODE

All students are expected to meet community standards and school policies with regard to health, cleanliness and appearance whether on campus and/or school related event/activity. All safety rules must be obeyed. A dress code violation resulting in missing class will be an unexcused absence.

1. Shoes must be worn at all times.
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. Sundresses are permitted if modestly cut. Shirts must overlap the waistband and/or top of skirts, shorts, or pants.
4. THE FOLLOWING ITEMS ARE NOT PERMITTED: Tank tops, tube tops, spaghetti straps, halter type blouses, mesh shirts, pajamas or any type of sleepwear; items with provocative, offensive, violent, drug, alcohol, or tobacco related pictures or slogans.
5. Hats, caps, bandannas, or any other type of head coverings, are not permitted and will be taken up if brought or worn on campus. Hoods, wallet chains, and sunglasses are also not permitted.
6. NO clothing which is torn or has holes; NO sagging pants or shorts; NO gang paraphernalia.
7. Visible body piercing jewelry is prohibited, except for earrings in ears. Tongue rings and studs are not permitted.
8. NO visible undergarments.

#### LOCKERS

Lockers are assigned by Gamma sub-school. Students are expected to use their assigned locker only. Students are not allowed to share lockers. Students are responsible for keeping lockers neat and clean. Locker problems should be reported to the Gamma Sub-school.

#### 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 Beta sub-school.

#### STUDENT I.D. BADGES

Identification badges will be issued to all students. Students must carry identification badges at all times. Students will need ID badges to checkout library books, gain access to events offering discounted student admission prices, utilize cafeteria services and parking facilities. Lost badges must be re-ordered in the Alpha sub-school. There is a \$5 charge for each replacement badge.

#### STUDENT PARKING

School Board policy states, "All students must park in student parking lots only and are NOT TO PARK IN RESIDENTIAL STAFF OR VISITOR AREAS." Designated student parking areas are located on the east, north and south areas of the campus. Students may also park on Westside Drive at no cost, which is a city street and patrolled daily by police. Students who violate parking regulations may receive a traffic ticket or be towed.

Student parking permits can be purchased in the GAMMA subschool. All students must have a PARKING PERMIT to park on campus at PSHS.

PARKING PERMITS.....\$75 for the year (August-May)

DAY TO DAY PERMITS.....\$2.00 per day

ANY REPLACEMENT.....at student's expense (NO EXCEPTIONS) Students are responsible for their parking permits.

If a student changes vehicles or has a window replaced, scrape off the old sticker and bring it to subschool. A new sticker will be provided at no cost. Without the old sticker, a student will be required to pay for a new one.

YOUR PERMIT IS YOUR RESPONSIBILITY.

#### STUDENT VEHICLES WILL BE TOWED FOR THESE PARKING VIOLATIONS:

- Parking in any numbered parking space. (STAFF PARKING)
- Parking in a visitor parking space.
- Parking without a current parking permit.
- Parking on the grass, median, NO PARKING areas, fire lanes or handicap spaces.

STUDENT VEHICLES WILL BE TOWED WITHOUT WARNING AND AT STUDENT EXPENSE. The cost is a minimum \$55 and up. Additional charges may result in type of vehicle and the amount of time left in storage. A uniformed police officer will be on duty in the parking lot each day. Report any parking lot problems to GAMMA sub-school or the school liaison

officer. 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 immediately to your GAMMA sub-school and explain what happened.

#### CAFETERIA

The cafeteria contains a hot lunch line and snack bar during 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.

#### 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. Two bells signal a return to class.

#### TORNADO DRILL

In case of tornado emergency or drill, there will be six short bells. Students should move to areas of safety and get in position on knees with head down and hands over head. All clear is signaled by two long bells.

#### INCLEMENT WEATHER

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

#### TRANSCRIPTS

The Registrar's Office is located in Building B. Transcripts FOR SENIORS ONLY will have a flat fee of \$5.00, which can be paid online at parent portal or at the registrar's office. Included on the transcripts are all courses beginning with 9th grade level, semester grades and credits earned, current GPA and Class Rank, and STAAR scores. There is a 24 hour turnaround for all transcripts. Fed X mailing is provided if desired. Official transcripts are mailed directly to institutions and are not handed out. Signature of students is preferred on all requests and is necessary if age 18 or older.

#### FINANCE

The Finance Secretary is available each day (during the school year) from 8:00 a.m. to 4:30 p.m. Personal checks will not be accepted unless the student's name and PSHS identification number is written in the memo section and the driver's license and telephone number of the person who has written the check is written on the face of the check. We are unable to make change or cash personal checks.

#### SCHEDULE CHANGES

During the first 2 weeks schedule changes will be made for the following reasons:

- Incorrectly scheduled classes
- Do not have appropriate prerequisites
- Failed the 1st semester of a course
- Senior class required for graduation

NO CHANGES will be made for "I've changed my mind, I don't want to take that course."

LEVEL CHANGES must be made by the end of the first six weeks.

#### GRADUATION PLAN

For graduation plans, see Plano ISD's Student Course Guide at: <http://www.pisd.edu/students/courses/index.shtml>, or check with your counselor.

#### GRADE REPORTS



A student failing a course at the mid six-weeks point will be issued an unsatisfactory report that should be signed by the student and parent and returned the next school day. Report cards are mailed home at the end of each grading period.

#### GRADE POINTS

Please see the School Profile: <http://k-12.pisd.edu/schools/pshs/Profile1.pdf>

#### DAILY/PEP RALLY SCHEDULE

For the bell schedule go to: <http://k-12.pisd.edu/schools/pshs/Admin/bells.htm>

8/7/2014