

Shepton High School



Student Handbook

Shepton High School
5505 Plano Parkway
Plano, TX 75093
(469)752-7600
FAX (469) 752-7601

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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

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.

SHEPTON HIGH SCHOOL VISION STATEMENT

THE SHEPTON COMMUNITY PROMOTES RELEVANT AND ENGAGING EXPERIENCES THAT FOSTER INDIVIDUAL GROWTH AND OWNERSHIP OF LEARNING WITHIN A SAFE AND CARING ATMOSPHERE.

MOTTO

"TEAMWORK FOR EXCELLENCE IN A CARING ATMOSPHERE"

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.

2019-2020
PISD ISD SCHOOL CALENDAR
SECONDARY CAMPUSES

HIGH SCHOOL & SR. HIGH HOURS: 9:00 A.M.-4:15 P.M.

AUGUST 12 (MONDAY)	FIRST DAY OF CLASSES FOR STUDENTS
SEPTEMBER 2 (MONDAY)	LABOR DAY (STUDENT / TEACHER HOLIDAY)
OCTOBER 15 (TUESDAY)	PARENT/TEACHER CONFERENCE DAY (STUDENT HOLIDAY)
NOVEMBER 25– 29	THANKSGIVING HOLIDAY (STUDENT / TEACHER HOLIDAY)
DECEMBER 20 (WEDNESDAY)	LAST DAY FOR FIRST SEMESTER
DEC 23– JAN 6	WINTER BREAK (STUDENT/TEACHER HOLIDAY)
JANUARY 6 (MONDAY)	TEACHER WORK DAY/PROFESSIONAL DEVELOPMENT DAY (STUDENT HOLIDAY)
JANUARY 7 (TUESDAY)	CLASSES RESUME-FIRST DAY OF SECOND SEMESTER
JANUARY 20 (MONDAY)	MARTIN LUTHER KING, JR.'S BIRTHDAY (STUDENT / TEACHER HOLIDAY)
FEBRUARY 17 (MONDAY)	TEACHER WORK DAY/PROFESSIONAL DEVELOPMENT DAY (STUDENT HOLIDAY)
MARCH 9-13	SPRING BREAK (STUDENT / TEACHER HOLIDAY)
APRIL 10 (FRIDAY)	STUDENT/TEACHER SPRING HOLIDAY (2ND INCLEMENT WEATHER DAY)
APRIL 13 (MONDAY)	TEACHER PROFESSIONAL DEVELOPMENT / STUDENT HOLIDAY/ 1ST INCLEMENT WEATHER DAY)
MAY 22 (FRIDAY)	LAST DAY OF CLASSES FOR STUDENTS
MAY 25 (MONDAY)	MEMORIAL DAY

(EXAM DISMISSAL TIMES – HIGH/SENIOR HIGH SCHOOLS: 1:15 P.M)

EXAM WEEKS

FALL	DECEMBER 16 – 20
SPRING	MAY 18 - 22

SECONDARY GRADING PERIODS

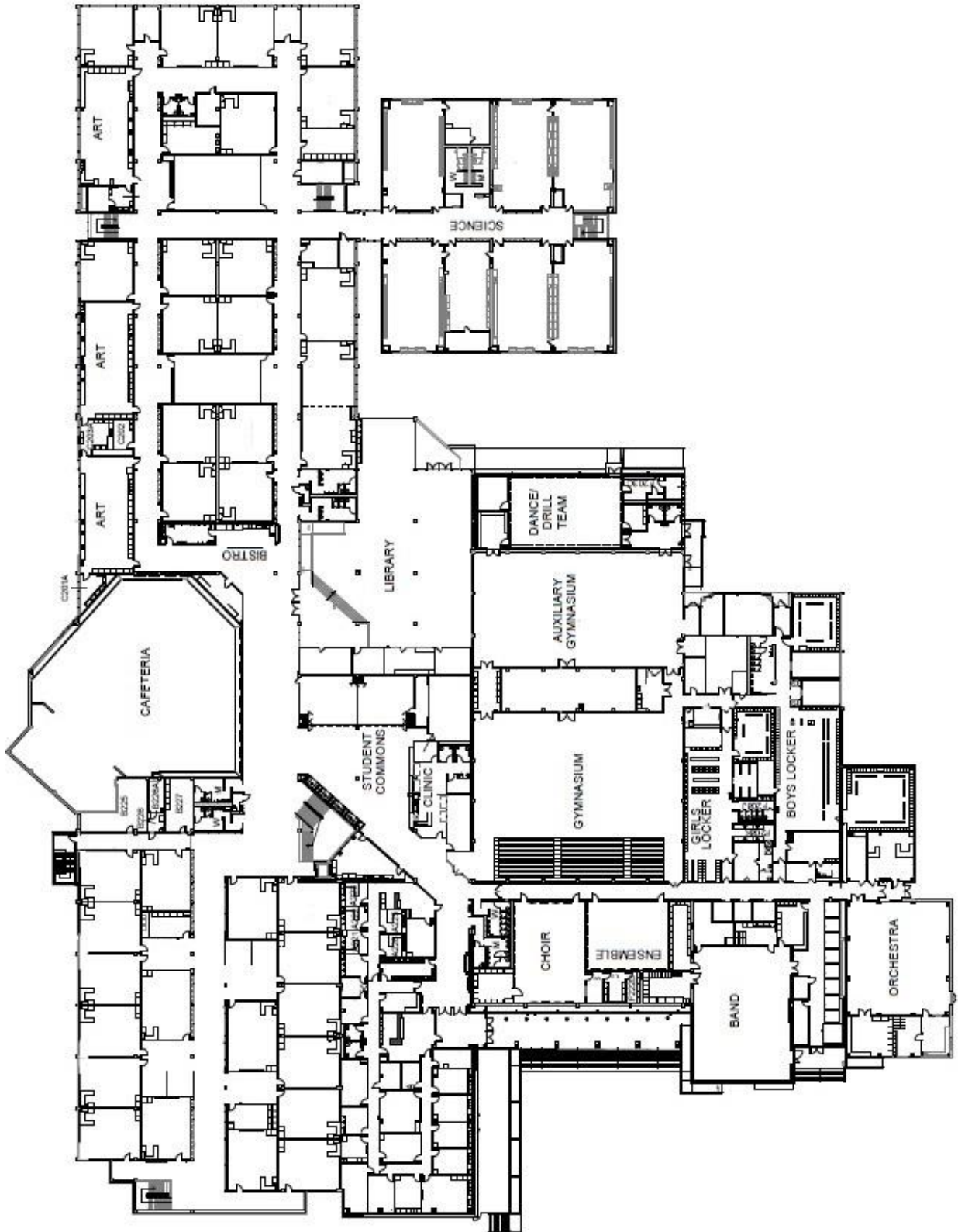
FALL SEMESTER

END OF FIRST GRADING PERIOD OCTOBER 11
END OF SECOND GRADING PERIOD DECEMBER 20

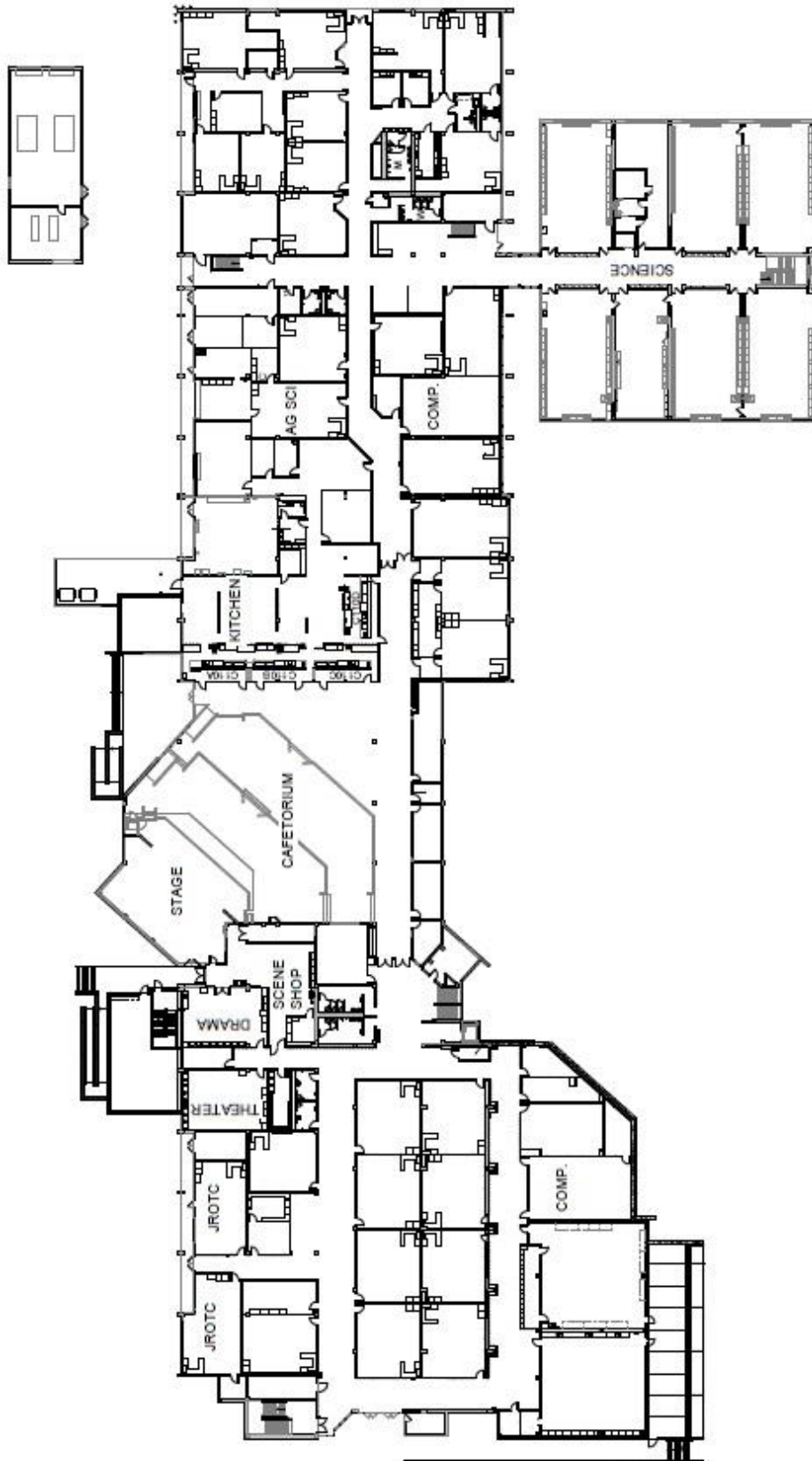
SPRING SEMESTER

END OF THIRD GRADING PERIOD MARCH 6
END OF FOURTH GRADING PERIOD MAY 22

SHEPTON HIGH SCHOOL UPPER FLOOR PLAN



SHEPTON HIGH SCHOOL LOWER FLOOR PLAN



REGULAR BELL SCHEDULE

1st period: **9:00 - 9:48**

2nd period: **9:53 - 10:46**

3rd period: **10:51 - 11:39**

4th period: **11:44 - 1:36**

A lunch **11:39 - 12:07**

B lunch **12:09 - 12:37**

C lunch **12:39 - 1:07**

D lunch **1:09 - 1:36**

5th period: **1:41 - 2:29**

6th period: **2:34 - 3:22**

7th period: **3:27 - 4:15**

BLOCK LUNCH BELL SCHEDULE

1st period: **9:00 - 9:48**

2nd period: **9:53 - 10:46**

3rd period: **10:51 - 11:39**

4th period: **11:44 - 12:36**

A Block: **12:32 - 1:04**

B Block: **1:04 - 1:36**

5th period: **1:41 - 2:29**

6th period: **2:34 - 3:22**

7th period: **3:27 - 4:15**

GENERAL CAMPUS PROCEDURES

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 8:45am and should plan to arrive about that time. Supervision is provided in the cafeteria for bus students beginning at 8:00am. Students arriving before 8:45am should report to the cafeteria using the south entrance doors only (Downstairs B-Hall). **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 8:30-8:55am. Students should plan to leave the campus between 4:15pm and 4:25pm. 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 9:15am to report the absence. The attendance 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 8:30am 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's 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.

When a student's absence for personal illness exceeds seven (7) 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 (Local) Personal Illness

Checking In: Students arriving after 9:00am should present a note to the attendance office from a parent/guardian stating the reason for tardiness including a phone number for verification. **All students arriving late will need a pass from the attendance clerk.**

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:

- I. The parent may come into the attendance office and personally sign the student out.
- II. 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.**

Tardy Policy: Students are expected to be on time to classes in order to avoid disrupting the learning environment. Tardiness to class results in the following consequences:

1st Tardy: Documented warning from teacher

2nd Tardy: Parent Contact and warning from teacher

3rd Tardy: 30 minute Detention with Teacher (Before, Lunch or After School)

4th Tardy: Referral to Administrator for Saturday School and/or additional interventions

Failure to attend Saturday School will result in an additional consequence being assigned. Failure to fulfill all consequences will result in a day of in school suspension and may result in truancy charges being filed.

A student is out of the instructional setting for more than 10 minutes is truant. The tardy policy renews every nine weeks grading period.

TRUANCY

If a student fails to attend school without excuse on ten or more days or parts of days within a six-month period in the same school year, a district shall within ten school days of the student's tenth absence refer the student to a truancy court for truant conduct under Family Code 65.003(a). [See FEA]

The district may file a complaint against the student's parent in a county, justice, or municipal court for an offense under Education Code 25.093 if the district provides evidence of the parent's criminal negligence.

ATTENDANCE LAW

The District is exempt from state law provisions denying credit or a final grade to a student in kindergarten–grade 12 who has not attended class 90 percent of the days the class is offered.

Assignments, tests, projects, classroom activities, other instructional activities, and other factors shall be used to determine student mastery and the awarding of credit and a final grade.

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).

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 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 are allowed to bring backpacks.

CAFETERIUM

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 cafeteria. **Students are to remain in the cafeteria throughout the entire lunch period.**

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) is a nationally affiliated service group which recognizes 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; NHS membership is an honor, not a right. Selection to NHS is based on four criteria: scholarship (3.6 GPA or higher), leadership, character, and service. Only 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 messages are not delivered to students during the instructional day. Any messages or deliveries made to students are posted on the Message Board next to 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.

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 cafeteria 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

ELECTRONIC DEVICE/CELL PHONE POLICY

Students may use their devices in the halls and cafeteria as long as they are NOT taking pictures and/or videos on their phone and their device is silenced. Teachers have the option to allow students to use their device in class for academic purposes. One of our goals with this new policy is teaching students digital citizenship and digital responsibility.

If a cell phone / electronic device is audible, causes a disruption to the learning environment, or is used in a manner deemed as inappropriate by a staff member the following consequences will result:

1st offense – Teacher Warning

2nd offense – Teacher confiscates device/Parents will be notified and the student may pick up the item **after class** from the teacher.

3rd offense- Teacher confiscates device/Parents will be notified and the student may pick up the item **after school between 4:15-4:30** from the student center. Student signature required.

4th offense - Teacher confiscates device/Parents will be notified and the student may pick up the item **after school between 4:15-4:45** from the student center. Student signature required. **Administrative intervention with Saturday School and/or Stay Put.**

Plano ISD is not responsible if any such device is lost or damaged while in possession of district employees. Every school district in Texas is immune from liability for damages to property. This is the state immunity law and not a local school policy. A campus cannot reimburse a student or parent for loss or damage of a telecommunication or electronic device

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 nine-weeks.** A student who is ineligible shall be suspended from competition for the following three week period, becoming effective 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.

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 POINT CHART

Course Grade	Numerical Grade	AP/IB Grade Points	Honors Grade Points	On-Level 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 photocopy 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 <https://www.pisd.edu/library>

1) choose "Online Resources", 2) choose "High School Resources", 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

Due to the renovation, students will not be assigned lockers this year. Student are allowed to carry backpacks to class. Students may request a locker upon principal approval. 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. 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).

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 reimbursement 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 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.
- 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.
- **Shepton computers run on Microsoft Office 2010.**

TEXTBOOKS

All basic textbooks are provided and owned by the State of Texas for student use. Textbooks are to be covered with book covers at all times. 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.

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.

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 pick up 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).

CAMPUS WIDE ACADEMIC POLICIES

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.

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 runs the risk of falling behind, possibly becoming ineligible in the future.
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 (i.e. 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.

MAKE UP WORK POLICY:

Make-up assignments or tests shall be made available to students after any absence except unexcused absences not requested in advance. It is the student's responsibility to find out the assignments and make up the work *within the period of time designated by the teacher or principal*. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.

Students may receive credit for satisfactory make-up work after an absence, including absences as a result of suspension, but may receive a zero for any assignment or test not made up within the allotted time. Teacher(s) may assign additional work to ensure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work. Make-up work may be requested on the third day of student absence. **POLICY EIAB (LOCAL)LATE WORK POLICY**

Daily Grade assignments: Penalty for assignments not turned in on due date will be at the discretion of the department.

Major Grade Assignments: Penalty for assignments not turned in on due date will be at the discretion of the department.

STUDENT DISCIPLINE

PISD STUDENT/PARENT POLICY GUIDE

Shepton adheres to policies as outlined in the policy guide. This guide contains a succinct review of some of the most commonly addressed areas of student conduct. Please use the links below to familiarize yourself with the document.

English Student/Parent Policy Guide [English Version](#)

Spanish Student/Parent Policy Guide [Spanish Version](#)

THE SHS STANDARDS

- Stand Up
- Be Respectful
- Show Respect

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

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 (TAKEN FROM CHAPTER 37 OF TEXAS EDUCATION CODE)

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)
- 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.
- Disruptive activities. (FNCI, GKA)
- Attendance. (FDD)
- Publications and prior review. (FMA)
- Gambling.
- Organizations and clubs. (FNCC)
- Possession of prohibited devices. (FNCE)

* 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.

SHEPTON STUDENT DISCIPLINE CON'T

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):

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

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 student center 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.

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 the violation may result in expulsion.
3. **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.

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.

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.

SAFETY

Safety rules should be observed in all classes. There should be no running, pushing, throwing, jumping, horseplay 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: *List is not considered all inclusive.

- Knives of any size, including pocket knives
- Fireworks of any kind
- Razors
- "B B" gun or pellet gun of any shape or size
- Any object used in a way that threatens or inflicts bodily injury on another person.
- This list includes toy or facsimile weapons.

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, electronic cigarette, 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).