

STUDENT HANDBOOK

2022— 2023

Plano East Senior High School



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

ATTENDANCE REQUIREMENTS

State law requires that a student must attend class 90% of the scheduled school days per semester. When attendance falls below the 90% level, a plan will be developed with their assistant principal to make up hours. Excused and unexcused absences are counted towards the 90% requirement. After 3 absences (excused/unexcused) as a truancy prevention measure, the school may require a meeting with the parent and student to address attendance through an Attendance Behavior Improvement Plan (BIP). Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

EXCUSED ABSENCES

Absences are considered [excused](#) when due to acceptable reasons, including personal illness, death or illness in the immediate family, entire school day medical/dental appointments, quarantine, weather or road conditions making travel dangerous. Other absences related to court appearances, official government business, college visits, and out- of-school suspensions are considered excused absences. All other absences are considered unexcused. Failure to submit a signed note or email from a parent explaining the absence to the designated assistant principal's office **within 3 days** of the student's return to campus will result in the absences remaining recorded as unexcused. A phone call does not substitute for a note to excuse the absence.

- Alpha Office (A - E): Jeanette Moreno, secretary/attendance clerk
- Beta Office (F - Li): Sandra Pugh, secretary/attendance clerk
- Gamma Office (LI - Ra): Abigail Escobedo, secretary/attendance clerk
- Delta Office (Re - Z): Misti Stolp, secretary/attendance clerk

PISD Mobile App

Download the PISD Mobile App



- View student grades and attendance
- Access school and staff info
- View news stories
- Receive important alerts
- View calendar info



DOCUMENTATION FOR ABSENCES

Notes to excuse absences should be submitted to the appropriate assistant principal's office upon the student's return to campus no later than three days after the absence. Notes to excuse absences must have a parent/guardian signature to be accepted.

Medical absences will require a signed note from the medical office.

Court appearances will require a subpoena or similar document.

All other absences will require a signed note from the parent. Parent notes must contain dates, times and reasons

for absence with parent signature and daytime phone numbers.

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

SIGNING OUT DURING THE SCHOOL DAY

Parent permission with either a note or a phone call must be obtained before a student may leave campus during school hours (except during lunch). Students must sign out in their respective assistant principal's office. Failure to sign out may result in the absence being recorded as unexcused.

Students who leave campus at any other time without administrative approval may be subject to disciplinary action in accordance with the Student Code of Conduct.

Students must bring a note signed by the parent to excuse the absence within 3 days of the absence.

Students who become ill at school need to obtain permission from their teacher and report to the nurse's office to get assistance. The student must see the nurse for permission to check out for illness and the student must sign out through their assistant principal's office before leaving campus.

Failure to sign out or bring a parent/doctor's note within 3 days may result in the absence remaining recorded as unexcused.

ABSENCE CORRECTIONS

If you have been marked absent incorrectly, please talk with your teacher. Attendance corrections must come in an email from the teacher to the student's assistant principal's secretary.

TARDY GUIDELINES

1. No student will be marked tardy during the first week of school (grace period August 10 - August 17). Tardies will be marked starting August 18.
2. After the tardy bell, students will be marked tardy each time they come to class after the tardy bell rings. Students arriving to class within 10 minutes are considered tardy; if the students are more than 10 minutes late, they are considered absent. The classroom teacher will assign the student a lunch detention to be served the next available school day. If the student voices concerns or conflict with the detention, ask them to speak with their assistant principal.
3. There should be no restroom breaks during the first or last ten minutes of class.
4. If a student fails to serve the lunch detention, the tardy monitor will inform the student they are assigned an additional lunch detention (the student will serve a total of two lunch detentions rather than one).
5. If a student fails to serve one or both detentions, their assistant principal may assign Saturday School or up to 3 days of In-School-Suspension (ISS).
6. If the student fails to serve the Saturday School it will be a referral to their assistant principal for a possible three day (3) day placement to In-School-Suspension (ISS).

7. If the student states they were in the assistant principal's office, with their counselor or in the nurse's office, the teacher will give them a lunch detention. The student must go on their own time back to the respective office to clear the tardy prior to the assigned lunch detention.
8. If a student requests more class time to finish an assignment/quiz/test, schedule that time outside of their scheduled classes. Please do not keep a student in your class and then give the student an excuse note for their next teacher.

LATE ARRIVAL (AFTER THE FIRST TEN MINUTES OF CLASS)

Arrival after the first ten minutes will result in an unexcused absence for that period. Check in with your assistant principal's office immediately to get a pass if you are more than 10 minutes late. The absence will remain unexcused if a note signed by a parent or a parent email is not received by the third day following the absence.

NON-ABSENCES

Some absences will be considered non-absences, such as; medical or dental appointments when you are at school for part of the day, religious holidays, and school related activities.

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

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

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

A note signed by a parent or a parent email are still required to explain the absence for medical/dental appointments and religious holidays. Failure to submit a doctor, dental, or parent note for religious holidays within three days of the date of the absence will result in the absence being marked unexcused.

UNEXCUSED ABSENCES - TRUANCY

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

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

UNEXCUSED ABSENCES WITH MAKE-UP WORK ALLOWED (AMW)

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

MAKE-UP WORK

Make-up assignments or tests shall be made available to students for all excused absences or unexcused absences with make up work allowed.

For unexcused absences, students shall receive a zero for all assignments due on the day of the unexcused absence. ([School Board Policy EIAB Local](#)).

Students are allowed the number of school days missed to submit make-up work. Additionally, students are

responsible for communicating with their teacher(s) regarding assignment(s) details and due dates.

Students with an excused absence, or unexcused absence with make-up work allowed, on the day of a test are expected to take the test the day they return to school. The student is also responsible for arranging an alternate time to take the test with their teacher.

For extended absences, parents and students may request homework assignments by emailing their teacher and assistant principal. If the teacher does not respond in 24 hours, the parent and student may contact their assistant principal for further assistance. If necessary, parents may pick up their child's assignments in their assistant principal's office at the end of the following school day.

It is the student's responsibility to obtain information regarding class work prior to leaving on any school-sponsored activity. It is also the student's responsibility to turn in assigned work or speak to their teacher for an acceptable due date.

MAKE-UP TIME

According to the Texas Education Code (TEC) §25.085, school attendance is compulsory for all children ages 6 to 19. Furthermore, TEC §25.092(a) states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Students who fall below the 90 percent attendance rate will be required to make-up attendance hours to earn credit for each course.

The student's assistant principal will conference with students, and contact parents, who fall below the 90 percent attendance rate. After the conference, it is the student's responsibility to contact their assistant principal with any questions regarding attendance make-up. Additionally, further absenteeism may result in a referral to the Truancy Court.

Students with chronic illnesses or students who participate in off-campus activities (modeling, select sports, etc.) should contact their designated assistant principal to discuss individual circumstances.

COLLEGE VISITS

A student shall be excused (non-absence) for up to two days during the student's 11th and 12th grade years to visit an accredited institution of higher education.

A College Visit Form must be signed in advance by a parent and a principal and returned with proof of the visit to the college through letterhead or designated form from the college.

Students must submit documentation to their designated assistant principal's office to excuse the absence.

Failure to get prior approval may result in an unexcused absence.

Please do not schedule college visits during final exam week. This may result in loss of exemptions and having to reschedule exams for days during exam week or upon your return.

FINAL EXAMS

Final exams are scheduled for the last week of the fall and spring semesters. The final exam bell schedule will be published on the Plano East webpage and announced via E News prior to final exams week.

Students are expected to follow this schedule and **will not** be allowed to take exams early. Please plan vacations and trips accordingly. During the spring semester, Seniors need to be available to attend required graduation information meetings.

During the spring semester, students who earned exam exemption(s) must check in for attendance purposes each period on their schedule to retain their exam exemption. Students must check in at the start of each period on their exam day. This requirement is not waived to accommodate college orientation, vacations, trips, or other

activities.

If you schedule these activities during final exams, you will lose your exemption. You will also be required to schedule a date to take your exam with your assistant principal. Failure to do so may result in a zero for your final exam grade.

FINAL EXAM GRADE WAIVER AND FINAL EXAM EXEMPTION POLICY

Final Exam Grade Waiver and Final Exam Exemption Guidelines for the Spring Semester only.

Final exam exemption for seniors

Seniors may qualify for exemption from final exams in non AP/IB courses during the second semester if the following conditions exist:

- A minimum overall semester average of 85 (per class) and a minimum grade of 85 in the 4th nine weeks grading period
- Student has no more than nine absences during the second semester of the class
- Student has no more than five tardies in the class
- Student has no major disciplinary violations resulting in ISS, OSS or alternative school placement
- Student has no outstanding fees, fines, debts or unreturned school property

Seniors may qualify for exemption from final exams in AP/IB courses during the second semester if the following conditions exist:

- A minimum overall 2nd semester average of 80 (per class) and a minimum grade of 80 in the 4th nine weeks grading period
- Student takes the National AP/IB exam for that course in May
- Student has no more than nine absences during the second semester of the AP class
- Student has no more than five tardies in the AP/IB class
- Student has no major disciplinary violations resulting in ISS, OSS or alternative school placement
- Student has no outstanding fees, fines, debts or unreturned school property
- Student takes the semester exam on the scheduled date and time, or in the case of an excused absence, during the make-up exam time

Seniors in AP/IB courses who choose not to take the national exam may also qualify for exemption if the following conditions are met:

- A minimum overall semester average of 85 (per class) and a minimum grade of 85 in the 4th nine weeks grading period
- Student has no more than nine absences during the second semester of the class
- Student has no more than five tardies in the class
- Student has no major disciplinary violations resulting in ISS, OSS or alternative school placement
- Student has no outstanding fees, fines, debts or unreturned school property

Additional information for seniors

Exempt students may choose to take the exam. If the exam grade benefits the student's final semester average, the exam grade will be averaged with the semester grade.

Seniors who have earned an exemption from the exam must report to the gymnasium for the exam period. During this time, the student's attendance will be recorded. Failure to show up to the gym during the scheduled exam will result in an unexcused absence.

If the student has an unexcused absence for the scheduled exam period, the student forfeits the exam exemption and must take the exam for credit.

9th, 10th and 11th grade AP/IB final exam waiver:

Students enrolled in AP or IB courses for the second semester may be eligible for a grade waiver from the final exam if the following conditions exist:

- A minimum overall 2nd semester average of 80 (per class) and a minimum grade of 80 in the 4th nine weeks grading period
- Student takes the National AP/IB exam for that course in May
- Student has no more than nine absences during the second semester of the AP/IB class
- Student have no more than five tardies in the AP/IB class
- Student has no major disciplinary violations resulting in ISS, OSS or alternative school placement
- Student has no outstanding fees, fines, debts or unreturned school property
- Student takes the semester exam on the scheduled date and time, or in the case of an excused absence, during the make-up exam time

To qualify for the waiver, students must report to class on the day of the exam and take the final exam for the course. If the exam grade benefits the student's final semester average, the exam grade will be averaged with the semester grade.

If a student has an unexcused absence for the scheduled exam period, the student forfeits the exam waiver and will take the exam for credit.

DRIVER'S LICENSE - VERIFICATION OF ENROLLMENT (VOE) FORMS

Verification of enrollment forms are needed to receive or renew a driver's license and are based on 90% attendance the previous semester. Any student, who has lost credit due to excessive absences in the previous semester, will not be given a VOE form unless credit has been reinstated.

Verification of Enrollment forms may be requested online at <https://myforms.pisd.edu/Forms/VOE>. Please allow 24 hours for the records office to process your request. All forms must be picked up in the records office.

WITHDRAWAL FROM SCHOOL

A student who withdraws from school must obtain a withdrawal form in their designated assistant principal's office. Parent permission to withdraw is required for students under 19. The withdrawal form must be signed by the student's parent, teachers, counselor, librarian, and the Assistant Principal. Records will not be released to the student's new school until all records and fines are cleared.

ACADEMIC INTEGRITY

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

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

Cheating —

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

- Using a “cheat sheet”, including technological devices, during an exam or quiz
- Providing the contents of an examination or quiz to another person who will be taking the examination or quiz
- Using, looking at, or having a cell phone out during a test, quiz, or review.

Plagiarism —

- Failing to acknowledge and cite all sources utilized in a project or paper
- Using the ideas, data, or language of another without acknowledgment
- Turning in work which has been purchased in whole or in part from individuals or other sources
- Recycling or submitting the same paper (or other type of assignment) for two courses without prior approval

Fabrication —

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

Computer Misuse —

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

Students engaging in academic dishonesty will receive a zero for that assignment, quiz, test, paper, etc.

Students will be allowed an opportunity for redemption and must arrange an alternate testing date before school , after school, or during lunch with the teacher to retake or re-do the grade. Additionally, the students will receive a score no higher than 50%. Grade will be calculated from 50 instead of 100.

A disciplinary referral will be submitted by the teacher to the appropriate assistant principal(s) if the offense involves more than one student. This will allow for an appropriate investigation, and disciplinary consequences shall be assigned commensurate with the offense.

DRESS CODE

Standards for Student Dress

The dress code is intended to create an atmosphere where maximum teaching and learning can occur. It is the position of the District that there is a positive correlation between student grooming and the learning climate. The District believes that reasonable dress code regulations help to sustain a wholesome learning environment, one that supports the social, emotional and intellectual growth of students, not only while attending District schools, but prepares them for their future endeavors. It is the responsibility of the parents and students to comply with school rules and regulations concerning dress and grooming standards. Any form of dress or grooming that attracts undue attention, is unsafe, disrupts school, is considered gang related, or detracts from the learning process is not acceptable. The administration and faculty shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school wear.

Goals of the student dress code:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed.
- Clothing, hairstyles and accessories must meet reasonable, school-appropriate standards that support a safe school environment.

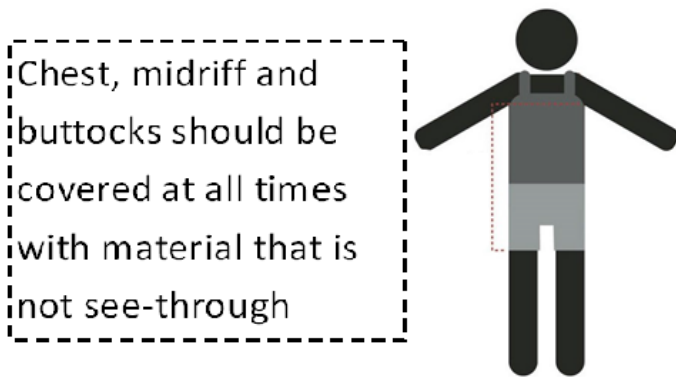
- Prevent students from wearing clothing with offensive images or language that is vulgar, offensive, lewd, indecent; or images or language that contain fighting words, incites criminal activity, contains extortion or threats, includes hate speech, or promotes illegal use of drugs or alcohol.
- Ensure that all students are fairly regardless of gender identification, sex/sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Student dress and grooming are expected to be in keeping with accepted community standards. The District also prohibits any clothing or grooming that the principal may reasonably believe will materially and substantially interfere with the operation of the school or cause a material or substantial disruption.

Plano ISD's dress code guidelines are as follows:

- All students are expected to meet community standards and school policies with regard to health, cleanliness and appearance. All safety rules must be obeyed.
- Any form of dress or grooming that attracts undue attention, disrupts school, is considered gang related, or detracts from the learning process is not acceptable.
- Tattoos that are gang-related, offensive, and/or distract from or interfere with the learning environment of the school must be covered at all times.
- Gang paraphernalia and bandanas are not permitted.
- Clothing should be worn for the purpose for which it was designed.
- Sleepwear is not to be worn at school.
- Shorts, including athletic shorts, must extend beyond the buttocks.
- Excessively loose or tight garments are not acceptable. All clothing should be appropriately fitted.
- Leggings/yoga pants may be worn as pants if the buttocks area is covered with a shirt or worn underneath a dress, skirt, or shorts.
- Sagging pants or shorts are not allowed. Jeans, slacks, shorts and all other pants must be worn at or about the natural waist at all times. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments should not be visible at any time.
- Dresses, skirts, skorts, shirts, shorts and pants (including shorts and pants with rips and holes) must cover all under garments at all times whether in standing, reaching, stooping or sitting position. Chest, midriff and buttocks should be covered at all times with material that is not see-through.
- Underwear-type sleeveless shirts, spaghetti straps, tank tops and jerseys with large arm holes, beachwear, swimwear, halter tops, and tube tops are not appropriate or acceptable.
- Shoes must be worn at all times. House shoes or slippers are not appropriate.
- Sunglasses, caps, hats, raised hoods, and any other covering that can conceal the face from clear view are **not permitted to be worn in the building**.

Students in violation of the student dress and grooming code will be expected to change to appropriate attire (provided by the school or parent) or may be subject to other appropriate discipline when violations occur.



Any student in violation of the dress code may be sent to the designated assistant principal's office to solve the problem. Subsequent violations will result in disciplinary consequences. To solve the problem, students may call a parent for clothing items to be brought to school. If the problem cannot be resolved, the student will remain in I.S.S. (In-School Suspension) for that day. Dress code violations are cumulative for the semester.

STUDENT CONDUCT AND DISCIPLINE

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

Behavior expectations at assemblies, pep rallies, sporting events and all other school related activities will be in accordance with school, PISD, District 9-6A, and UIL guidelines. Extracurricular activities, transportation on buses, and behavior at designated school bus stops are considered extensions of school and all student code of conduct requirements still apply. Students who do not comply with these guidelines will be removed from the event and may not be allowed to attend future extracurricular activities. Failure to follow the student code of conduct on school buses or at school bus stops may result in the loss of school transportation privileges as well as other disciplinary consequences.

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

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

FOOD AND DRINKS

Food and drinks are permitted in open/shared spaces throughout Plano East including the cafeteria and other common areas. Teachers may allow students to eat and/or drink in their classrooms, but this is at the teacher's discretion. Teachers are authorized to prohibit food and drinks in their classroom. Students are expected to clean up after themselves and to dispose of their food and drinks appropriately.

Money lost in vending machines will not be refunded. School personnel do not have keys to open the machines.

LANGUAGE

The use of profanity, swearing, and suggestive or obscene gestures will not be tolerated anywhere on the campus or at school-sponsored activities. Students are responsible for helping to achieve 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.

COMPUTER ACCEPTABLE USE and WIRELESS DEVICE GUIDELINES FOR USE

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

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

Plano East Senior High School allows wireless Internet access for personally-owned devices in our buildings. The PISD Public wireless network operates separately from the existing school-wide wireless network. PISD Public allows anyone with a wireless device (laptop, netbook, Smartphone, iPod, etc.) to access the Internet and personal drives within our school. The PISD Public wireless network does not allow network printing or access to client-based applications. The Internet access will operate with the same Internet filter that school devices currently use.

END OF DAY DISMISSAL AND AFTER SCHOOL ACTIVITIES

School dismissal time is 4:15 pm. Unless under the supervision of a faculty member, students are expected to be off-campus at this time. Students waiting for district transportation should wait in the open area near Panther Circle (bus lane). Students waiting on transportation are not permitted to wait inside ANY school building after 4:30pm unless inclement weather is occurring.

Students attending any extracurricular activity (basketball game, fine arts performance, etc.) MUST stay within the vicinity of that event (i.e. building C, building A) and are NOT permitted to wander into other parts of that building or any other building on campus. Students who do not adhere may face disciplinary consequences.

GUIDELINES FOR DISTRICT EXTRACURRICULAR ACTIVITIES

Students involved in extracurricular activities are held to a higher standard of conduct than the general student body. Plano ISD views participation in extracurricular activities as a privilege, not a right. Any student who violates the Student Code of Conduct shall be subject to extracurricular discipline and/or regular school district disciplinary action. This includes any misconduct, regardless of time or location, that would reflect negatively upon Plano ISD in

an extracurricular activity. Students clearly involved in major disciplinary infractions (i.e. including, but not limited to drugs, alcohol, and violent behavior) will be placed on probation, removed temporarily, or removed permanently from extracurricular activities.

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

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

Probation and/or dismissal from extracurricular activities will be for infractions involving alcohol, smoking, drugs, profanity use, violence, and other serious offenses when the sponsor/principal believes the integrity and credibility of the organization may be jeopardized by the student's action. Probation may also be assigned when the student fails to comply with rules and regulations of the extracurricular activity. Probation is defined as a trial period in which a student is permitted to redeem bad conduct.

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

GAMBLING

Gambling is a campus disciplinary management offense. Gambling with dice, cards, or other means on campus will result in disciplinary consequences being issued.

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, disorderly conduct or assault citation issued by the Plano Police Department (School Resource Officer), and/or expulsion.

BUS CONDUCT

The following bus conduct procedures should be followed if safe transportation is to be provided for our students. Any rule that pertains to students in the school shall also pertain to students at the bus stop area or on the bus. Students will be picked up and dropped off at their assigned bus stops only. Any exceptions must be cleared in advance by an administrator. Do not wait until the bus arrives to request permission, because an administrator may not be available to approve the request; plan ahead. 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.

ALCOHOL, DRUGS, TOBACCO

TOBACCO- Students shall not possess or use e-cigarettes or tobacco products, including but not limited to cigarettes, e-cigarettes, cigars, pipes, snuff, or chewing tobacco on school premises or adjacent areas. Tobacco products and/or substances that can be converted for smoking i.e. incense, herbs, spices or blends thereof are also prohibited at any school-related or sanctioned activity on or off campus. Electronic cigarettes or similar devices are not permitted on campus and will be treated as if they were tobacco products. Smoking is not permitted on PISD property.

DRUGS AND ALCOHOL POLICY- A student possessing, consuming, or having consumed drugs/alcohol on the way to

or from school, while at school, a school function, or in adjacent areas to school will be considered as having a drug/alcohol offense. (The term “drug” includes a prescription or over-the-counter drug that has not been placed in the nurse’s office with the parents’ instructions or a synthetic variant of a drug, i.e. any variant of THC). Being under the influence of alcohol, drugs, or variants of drugs (such as any variant of THC) is a violation. Possession of drug paraphernalia will be considered an offense. School Board Policy states that the administrator will take one or more of the following actions:

- 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.
- A due process meeting shall be held with parent, student, and school official(s) to review the violation and determine appropriate interventions and consequences. Drug and alcohol offenses require mandatory placement in an Alternative Educational Environment and may also result in expulsion.
- File a report to the District security officer and police liaison officer to determine if there has been a criminal offense.
- Students may be issued a citation for violating policy regarding drug, alcohol or tobacco possession.

DRUG DOG SEARCHES

Any car parked in the student parking lot is subject to drug dog searches. Any item that is prohibited on the campus is also prohibited in the vehicles parked on the campus. Should the drug dog 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 dog also periodically searches student lockers and randomly selected classrooms. The same procedure will be followed for prohibited and/or illegal items found in lockers or classrooms as items found on the student’s person or within the student’s person or within the student’s vehicle. Plano East Senior High School/PISD has the right to confiscate prohibited items and may elect to hold prohibited items until the end of the school year.

SAFETY/WEAPONS

Safety rules should be observed in all classes. There should be no running, pushing, throwing, jumping, etc., in the school at any time. Any activity on campus that could possibly result in harm to persons and/or property will be considered a serious offense and handled accordingly. Students who become involved at any level with any type of weapon, explosive, fire or violation of the law, on the school campus or at a school function will be held accountable to the school’s discipline management guidelines.

Students may not bring to school or a school-related activity any weapons prohibited by law ([FNCG Legal](#)) or identified as knives of any size, including pocket knives, fireworks of any kind, razors, “BB” gun or pellet gun of any shape or size (this includes toys or facsimile weapons) and/or any object used in a way that threatens or inflicts bodily injury on another person. This list is not all inclusive.

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

THEFT

Theft of an individual’s items or school property may result in a Due Process meeting and/or combination of suspension, I.S.S., and non-classroom time restrictions. An offense report may be filed with the Plano Police when appropriate and an investigation will be conducted. To help prevent theft, do not leave your property unattended in the classroom, cafeteria, library, gym, SAC, or locker room. When in P.E., or when using locker room facilities, lock your property in your locker. Leaving your property unattended in a backpack in a locked locker room is the same as leaving it in a hallway during a passing period. If called to the office during a class period, always bring your property with you (including textbooks). You don’t always know how long you will be gone from class or if you will

return before the class ends.

SEXUAL MISCONDUCT

Students who engage in sexual misconduct on school premises, on-line, or at a school sponsored activity will be subject to disciplinary action including suspension or expulsion. Sexual misconduct is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal or written comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated proposition, and unwanted body contact. This behavior will not be tolerated.

Students who feel they are victims of or witness sexual misconduct should immediately report the incident or incidents to their teacher, counselor, assistant principal, or any other staff member on campus. Consequences for bullying may lead to disciplinary action.

BULLYING

Bullying is engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-related activity, online, or in a vehicle operated by the district and that has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property or is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This behavior will not be tolerated.

Students who feel they are being bullied or witnessed bullying should immediately report the incident or incidents to their teacher, counselor, assistant principal, or any other staff member on campus. Consequences for bullying may lead to disciplinary action.

TIP LINE FOR THEFT, HARASSMENT, AND BULLYING:

Students who wish to report an incident, and want to remain anonymous, may use the Plano East Tip line located on the homepage of the Plano East Website. The form may also be accessed via the web address below:

<https://asp.schoolmessenger.com/planoisd/quicktip/>

ASSAULTS

Students are not allowed to assault anyone on or off campus. If the assault were to take place on campus or at a school 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. Assault resulting in bodily injury to another may result in placement at the District's alternative education program (DAEP) facility.

VISITORS TO SCHOOL

All visitors must report to the Building 1 receptionist office to receive a visitor's badge upon entering the campus. State Law requires all visitors to present their ID to be scanned in the raptor system. All visitors must display their visitor sticker bandage while on campus.

Former students are only allowed on campus if they have school business or an appointment with a teacher during the school day including lunch periods. No visitors will be allowed in classes during the instructional day without an appointment with the teacher.

EMERGENCY DRILLS

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

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

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

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

LOCKERS

Locker requests may be placed in the Delta Office with the attendance clerk. We will begin taking locker requests one week after the start of the school year. Please allow one to two school days for your request to be processed.

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

TUTORIALS

Each department has their own tutorial schedule which is made available to students at the beginning of the year. Teachers should have their tutorial times or the subject area's tutorial times published on the school website under their individual faculty page. While most teachers will have at least one tutoring session a week, many teachers are available for extra help. If you are needing assistance, please make arrangements with your teacher. Please also know that tutoring sessions may be offered by other teachers who teach the same content.

Attendance at tutorials may be required for makeup time, discipline, or as a result of potential failure.

LOST AND FOUND

Lost and found is located *outside* of the Gamma office located downstairs in Building 2. Items of greater value can be found *inside* the Gamma office with the Gamma secretary.

STUDENT IDENTIFICATION CARDS AND BADGES

Students in grades 6–12 shall wear an approved student identification (ID) card at all times when inside a PISD facility during school hours, while on school grounds and while aboard District school buses or other District-provided transportation. Wearing student ID cards may be required at school-sponsored or school-related events as determined by the campus principal. Student ID cards may also be needed for school functions, obtaining VOE forms and purchasing tickets to certain events. Students may be excused from wearing ID cards during classes where doing so presents a hazard to student safety. While on school grounds, at other District facilities, or at school-sponsored or school-related events, students shall provide access to their ID card to any staff member when

requested.

Student ID cards shall be visibly worn so that the front of the card (photo side) is visible over the outermost layer of clothing. No sticker, pin, or other item shall be affixed to the front of the ID card. Any neck lanyard provided to students by the District shall have a breakaway feature.

Failure to wear and/or present a student ID card when requested may result in disciplinary consequences.

PARKING

Designated student parking areas are located in the Far North Parking Lot by the softball field and in the Fine Arts Parking Lot. Only students with **their** PTSA Reserved Parking Spot located behind Buildings 4 & 5 are permitted to park there. No other student parking is allowed behind Buildings 4 & 5. All students must have a permit to park at Plano East Senior High. Students are not allowed to park in any area on the campus other than a designated student parking space.

Parking permits cost \$75.00 for the school year. The fee to replace a lost or stolen permit is \$75.00. The cost of a parking permit for Semester 2 only is \$35. Students are responsible for their parking permits and must lock their vehicles at all times. Parking permits must be affixed to the vehicle's front windshield on the driver's side.

STUDENT VEHICLES MAY BE TOWED AT THE STUDENT'S EXPENSE FOR THESE PARKING VIOLATIONS:

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

STUDENT VEHICLES MAY BE TOWED WITHOUT WARNING AND AT STUDENT EXPENSE. You must obey all parking procedures or your vehicle may be towed without warning. You may also be assigned disciplinary consequences to include lunch detention, Saturday School, ISS, and/or revocation of your parking privileges. Students may also receive a traffic ticket from the Plano Police Department for parking in fire lanes or handicap parking without authorization. A uniformed police officer will be on duty in the parking lot each day. If you are involved in an accident on campus, exchange names, phone numbers and insurance information or leave a note with your name and phone number. Report the accident immediately to the police liaison officer and explain what happened.

If a student drives a vehicle other than the one that has a parking sticker, it is the student's responsibility to come to the Beta office and purchase a temporary parking pass for the alternate vehicle.

If you will be permanently changing vehicles, please peel off the current parking permit and bring it to the Beta office. A new permit will be issued at no charge when you update your vehicle information and return the peeled permit.

TEXTBOOKS / INSTRUCTIONAL MATERIALS

A student is responsible for all textbooks issued during the school year. Fines for damaged or lost books are paid in the finance office in Building 1. Failure to pay for lost books may result in forfeiture of the right to use school textbooks and materials. Unpaid fines may result in failure to receive transcripts and/or tickets to the commencement ceremonies. Unpaid fines may also result in loss of exemption for final exams.

Uniforms and school provided materials are considered instructional materials and must be returned by the student in re-issuable condition by the end of the school year or the student must pay for the damaged or missing items.

TRANSCRIPTS

The registrar's office is located in Building 1 and provides transcripts for students. Information regarding transcripts, as of July 2022, is currently in process. Please check back as information will be updated. Transcripts contain all course grades from 9th-present grade and the student's GPA.. Announcements regarding transcript procedures will be available throughout the year in the announcements and e News.

GUIDANCE AND COUNSELING

The Plano East Counseling Department strives to provide a caring atmosphere that encourages personal growth and integrity, and assists all students in realizing a successful educational experience in preparation for graduation and beyond. The counselors provide many services to their students such as college admissions, financial aid, career opportunities, social emotional guidance, plans for graduation, etc. In addition, the counselors work closely with parents, teachers, and administrators on a daily basis.

We encourage you to join your counselor's Google classroom, follow us on twitter, Instagram, and Remind 101. You can also request an appointment online to see your counselor by using the QR code on the posters throughout the school. The counseling office is located in building 2 inside the cafeteria.

HEALTH SERVICES

The clinic is located in Building 1 and is staffed by a nurse who is available in case of illness or an accident. All prescription medication must be kept in the clinic and administered by the nurse. No other medication is dispensed in the clinic. If you have special health-related needs (i.e. diabetes, allergies, seizures, and etc.), see the nurse. Students must meet state immunization requirements and provide immunization records as requested. If you need to see the nurse during a class period, your teacher will issue you a pass to visit the nurse. During class time, the nurse will not see you without a pass from your teacher.

CAFETERIA

The cafeteria contains a hot lunch line and snack bar during both lunch periods. Breakfast items are available before school. Students who use the cafeteria are expected to throw away their trash and leave tables clean. Off-campus lunch is allowed for students with parent permission. Forms for reduced or free lunch need to be filed every year. In the mornings, the cafeteria lines will close from 8:55 AM to 9:05 AM.

LIBRARY MEDIA CENTER

Students may check out books, magazines, and graphing calculators from the Plano East library. Computers, printers, and a copier are available for student use. Computers are for academic use only. Online Research Databases are available from home, but you will need to come by the library to get a password.

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

Get more information from our website: tinyurl.com/pwshlibrary

NEWS AND INFORMATION

The East Side Update. is a video produced several times throughout the week giving updates about news and information for the student body.

The East News Flash is an eNews publication which also contains student news, may be subscribed to via the PISD webpage, <http://www.pisd.edu> Go to the website index, eNews listserv, and follow instructions to register. They can also be found at this site: <https://www.smores.com/u/roberteppler>

Students can also follow us on **Twitter @EastPanthers1** and **Instagram at @EastPanthers1**.

STUDENT SENATE

Student Senate represents the student body through elected members. The Executive Board, consisting of officers, committee chairpersons and committee co-chairpersons sponsors a variety of school activities and community service projects.

SENIOR CLASS OFFICERS

Senior class officers are elected in the spring of their junior year. Students are voted by their class and a simply majority vote determines the positions. There six positions in the senior class officers: President, Vice President, Secretary, Public Relations, Treasurer, Historian.

DISTRIBUTION OF MATERIALS

[Policy FNAA \(Local\)](#) creates opportunities for students to exchange materials while remaining non-disruptive to the educational process during non instructional times. Students, adults, or any organizational representatives who wish to distribute informational materials must do so using the online distribution system found at this site: <https://www.pisd.edu/distribution> .