

# Pleasanton High School



## Campus Guidelines

Updated July 2018

The information contained in this document is intended to supplement our PISD Student Handbook and Student Code of Conduct by providing practical information about guidelines we follow across our campus for situations that impact students and staff members on a daily basis. We are providing this information in an effort to support students and families, build trusting relationships and increase the level of transparency and accountability for providing an excellent educational experience for our students.

**Pleasanton High School Mission**

We will ENSURE all students learn at high levels for success in their future, whether that include college, vocational or trade school, military service, or the work force.

This mission is at the heart of everything we do. When making decisions on our campus we first consider our mission and ask ourselves, “what action can we take that will support students to be prepared for life after high school?” We pride ourselves on seeing students as individuals and making decisions/ recommendations that honor the individuality of each student. Simultaneously, we must also create a reliable, effective educational system for 1000 students. This is an awesome and sometimes heavy responsibility we bear as educators. Our hope is that we can work together to support your student, recognizing their uniqueness while honoring the standards and expectations that make serving 1000 students each day possible.

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## Aerie Lab (Credit Recovery)

Aerie Lab provides a computer-based classroom setting where students can regain lost course credit. When a student fails a course or is not awarded credit due to absences they will be required to attend summer school sessions to complete credits before access to Aerie Lab during the following school year. We require students to attend summer school because we provide an immense amount of support to students within the regular school day and school year. A student who does not attend summer school may not have access to Aerie Lab until their senior year. Seniors requiring Aerie Lab are not generally eligible for off periods.

## Attendance

Good attendance is very important and has a direct relationship to student academic success. Our goal for student and adult attendance at Pleasanton High School is 98%. There are incentives and privileges associated with good student attendance. The information contained below is intended to provide a quick reference for how absences are recorded and highlights the most common situations we encounter when dealing with student attendance. For a detailed explanation of all matters related to compulsory attendance law and/or student attendance accounting please see our Student Handbook.

### General Information

Pleasanton High School classes begin at 7:55 a.m. and end at 3:55 p.m. each day. Attendance is taken for every class period of the day. Each class period stands alone when it comes to an absence and a tardy. A student is considered absent if they arrive to school/class 20 minutes or more late. A student is considered tardy if they are not present when the class period begins and repeated tardiness will result in a discipline referral.

Two state laws are in effect for student attendance and full details about these laws can be found in our Student Handbook.

\*Compulsory Attendance: the required presence of school-aged children in school

\*Attendance for Credit or Final Grade: a child's attendance affects the award of a student's final grade or course credit.

### Documentation after an Absence

When a student is absent we require a parent, doctor, or court note to be turned into the attendance clerk in order for the absence to be excused. **A total of 5 parent notes for the school year will be accepted.** We appreciate a parent phone call to notify us of a student absence, but will still require a note upon the student's return to school. A doctor's note is required when a student is absent for more 5 consecutive days. Notes turned in more than 72 hours after an absence may not be accepted.

### Participation in School Related Activity

A high school student shall be allowed in a school year a maximum of 22 extracurricular absences. The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities.

When a student is absent from school for any reason, other than for a documented health care appointment, they will not be allowed to participate in school-related activities on that day or evening or on Saturday if the

absence is on Friday. Documentation of the health care appointment must be turned in to the attendance clerk in order for the student to be eligible to participate in an activity.

### Other Impacts of Student Attendance

To obtain a driver's license, most students will require a Verification of Enrollment (VOE). Students must be currently enrolled, have been awarded credit for each class in the prior semester and maintain a 90% attendance rate to qualify for a VOE.

Student privileges are also tied to student attendance. Students must meet attendance requirements to run for elected honorary positions such as Homecoming Court or Prom King/Queen and to run for officer positions in student organizations such as but not limited to National Honor Society, Student Council, Class Offices, HOSA, Spanish Club, and Art Club. Students who do not maintain a 90% attendance record may be denied membership in student organizations or may have their membership revoked. Students must also maintain good attendance to be eligible for field trips. Students who do not have 90% or better attendance cannot attend field trips offered during the school day.

## **Behavior Expectations (Student Discipline)**

We have great students and staff members at PHS and we are committed to providing an environment that supports learning and ensures respect for each individual that attends school here or works here. As a result of that commitment we expect students to follow the behavior expectations outlined in the Student Code of Conduct and have developed a discipline process that upholds those expectations. The general information below is intended to provide an overview of the behavior expectations on campus and supplements the information contained in the Student Handbook and Student Code of Conduct.

### General Expectations

We expect students to:

- Be engaged in learning as well as activities that help prepare them for the future.
- Be respectful of themselves, their classmates and all adults on campus.
- Be prepared by arriving to class on time and with needed supplies.
- Use appropriate language for a school setting. Profanity does not represent a student, their school or community in a positive light.
- Be in dress code.
- Wear their IDs visibly the entire school day. The ID will be worn on the front of the shirt area at or above the waistline, either on a lanyard or a clip.
- Allow adults to help them.

### Discipline Process

Every staff member is responsible to maintain student discipline. Teachers will establish and enforce clear student behavior expectations in their classrooms. Minor daily distractions will be handled in the classroom. These guidelines will be followed for minor infractions in order to write an office referral:

- a. Redirection of student
- b. Conference with student, one to one
- c. Parent contact
- d. Write referral—teachers will document the interventions used in the classroom when writing the referral.

Major violations of the student code of conduct will be immediately reported to an administrator.

### Assignment of Consequences

Assistant Principals, under the supervision of the Principal, have the authority and responsibility of assigning discipline consequences outside of the classroom setting. We believe that student learning is at the heart of every discipline situation and strive to support the student in making better decisions with the consequences we assign. We firmly believe that students have choice in how they behave—if a student chooses not to follow a behavior expectation then they are also choosing the consequence that will be assigned. A student who does not complete the discipline assigned to them will be subject to additional consequences. The following list (in no particular order) represents the most common consequences assigned when students violate the Student Code of Conduct:

- Conference with the student
- Conference with the parent
- Various forms of restitution
- Verbal or written warning
- Lunch detention
- Thursday after school detention
- In school suspension (ISS)\*
- Out of school suspension (OSS)\*
- District Alternative Education Placement (ROC)\*

\*Removal from the regular classroom setting—parents will be notified by an administrator.

### Discipline impact on participation

Students assigned OSS and ROC are not eligible to participate in extracurricular activities on any day they are assigned such a consequence.

## **Foreign Exchange Students**

Pleasanton High School is fortunate to have foreign exchange students join us each year through various programs. Foreign exchange students must be approved by June 15<sup>th</sup> prior to the school year. Also, each foreign exchange student is enrolled as an 11<sup>th</sup> grader and will participate in junior level activities.

# Grading Policy

## General Information

*Class Credit:* Credit for classes is awarded on a combination 2-semester plan. Year-long courses earn ½ credit per semester for final grades of 70 or above or can earn one (1) credit if the two semester averages equal 70 or above; half-year courses receive ½ credit for each semester with an average of 70 or more.

## ***Calculation of Semester Averages:***

$$\begin{array}{ccccccc} 30\% & + & 30\% & + & 30\% & + & 10\% & = & \text{Semester} \\ & & & & & & & & \text{Grade} \\ \frac{1^{\text{st}} \text{ Six Weeks Average}}{4^{\text{th}} \text{ Six Weeks Average}} & & \frac{2^{\text{nd}} \text{ Six Weeks Average}}{5^{\text{th}} \text{ Six Weeks Average}} & & \frac{3^{\text{rd}} \text{ Six Weeks Average}}{6^{\text{th}} \text{ Six Weeks Average}} & & \text{Semester Exam} & & \text{Grade} \end{array}$$

## Semester Exams

Semester exams will be given in each class both semesters. Semester exams will be cumulative and will assess the most important content in a course. They can be a traditional true/false, multiple choice, short answer and/or essay formatted assessment. In some cases, semester exams may be a cumulative project. *Since semester exams are designed to assess final cumulative knowledge in a course and are given at the end of each semester students are not allowed to re-do the assessment.*

## Semester Exam Exemptions

At the end of the first semester, all students who meet the eligibility requirements may be exempt from elective exams only. At the end of the second semester, all students who meet the eligibility requirements may be exempt from academic core class exams only. There is NO exemption allowed for End of Course (EOC) exams or single semester academic core classes such as Government or Economics.

## *Exam Exemption Eligibility Requirements:*

### *Absences/Grades:*

- No more than 3 absences in the class period per semester with a grade of 90-100
- No more than 2 absences in the class period per semester with a grade of 80-89

\*Any type of absence (except for the two approved college visits, partial day medical absences, and any school related absence) will count against a student's exemption opportunity. For absences, each period stands independently and absences are counted through the exam date.

### *Discipline:*

- No assignment to I.S.S. or Thursday/Saturday School, and/or no suspensions from school, JJDAEP or DAEP placement.

\*Students who qualify for an exemption but receive a discipline referral before the scheduled semester exam will have their exemption revoked. In such an instance, the student will be required to take all semester exams.

### **Calculation of Six Week Averages:**

- **40% Formative Assessments** (Daily/Minor): A minimum of 8 formative grades will be given each grading period. They may include, but are not limited to, class work, labs, quizzes, writing assignments, vocabulary assignments/assessments, and homework.
- **60% Summative Assessments** (Test/Major): A minimum of 3 summative grades will be given each grading period. They may include, but are not limited to, tests, common assessments, projects, final writing products, final lab reports, and performance based assignments such as a speech or presentation.

**\* Dual Credit and College Prep will follow the grading guidelines established by the partner college.**

*Maximum Weight of a Grade:* When calculating a six-week average, no single assignment/assessment grade may count more than 20% of the total average regardless of the grade category.

*Minimum/Maximum Grade Reported:* Grades for assignments/ assessments will reflect relative mastery of intended TEKS objectives. Teachers are not required to give a minimum grade that does not reflect the student's mastery. The actual grade earned on any assignment/ assessment may exceed 100%; however, the calculated average on a progress report and/or report card may not exceed 100%.

*Incomplete Six Weeks Average:* A student receiving an incomplete ("I") for a missed assessment has one week to convert the incomplete grade to an earned grade. In rare instances, a student that has missed a large number of assignments or instruction, the time may be extended. The teacher must communicate to the student the exact nature of the missing assignment(s) and the time limitation for completing the work as required by U.I.L.

*Late Work:* Assignments intended to be completed outside of class time are considered late work if submitted after the due date. Teachers are expected to work with students to turn in late work. Late work may be subject to a daily point deduction, but the actual percent (%) mastery will be noted in the teacher's gradebook. Work submitted after the due date may not be given the opportunity to redo the assignment. The following table represents the maximum penalty that may be imposed for turning in late work:

<b>Days Late</b>	<b>Point Deduction</b>	<b>Calculation Examples</b>
1	-10 points	100 records as 90 (100 - 10 = 90)
2	-20 points	100 records as 80 (100 - 20 = 80)
3	-30 points	100 records as 70 (100 - 30 = 70)
4 or more	No credit given	Grade of zero (0)

\*Only school days will be considered when assessing a penalty.

*Reassessment Policy (Redo Work):* It is the intention to honor student learning through our reassessment policy. Re-teaching and re-assessment are appropriate for all instructional objectives assessed and recorded in the gradebook each six weeks. It should be a continuous and ongoing component of every course. *It is expected that students will have additional instruction, in a form prescribed by the teacher, before reassessing for any assignment or test.* Semester exams cannot be re-done. All students will have the opportunity to re-

assess for every summative (test/major) assessment within two weeks of receiving their grade. The teacher is required to provide this opportunity for all students scoring below 70% on a summative grade. The original and reassessment grade must be documented in the teacher's gradebook. Only the higher of the two grades will be placed in the gradebook when averaging grades.

## **Parking on Campus**

Students who drive to school and park on school property must be licensed and have a visible parking permit displayed on their vehicle. Parking permit applications can be obtained in the front office.

## **Principal's Honor Graduates**

This is an honor recognized at graduation each year. In order to qualify for this honor a student must:

- have a cumulative GPA of 90 or above at the time of the final ranking;
- have been enrolled in at least five credits per year not including student aide periods;
- have at least five advanced academic or above courses; and
- have earned a performance acknowledgement as part of the foundation with endorsement graduation plan.

## **Schedule Changes**

Course selection and master schedule planning begins in January for the following school year. A great deal of planning and effort goes in to ensuring that students select the correct courses each spring because development of the master schedule is based on student course selections. Students and parents are given an opportunity to review and change the course selections in April for the following school year. *Schedule changes in August and once school begins will be completed if an error has been made or if a student obtained credit over the summer that requires a change to the course selections.*

## **School of Choice (SOC)**

School of Choice is an alternative high school setting designed to prevent dropouts and support students facing uncommon and extenuating life circumstances. Students who want to be considered for admittance to SOC must be currently enrolled and complete an application which can be obtained from a counselor or administrator. Generally, students must be 16 years of age and have completed their sophomore year of high school before being considered for acceptance to this program. Beginning with the 2018-19 school year, student who attend and graduate from SOC will celebrate their graduation at a ceremony separate from Pleasanton High School.