



SHANNON HIGH SCHOOL

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SHANNON HIGH SCHOOL STUDENT CONTRACT

2016-2017

The primary mission of Shannon High School is to help students who have fallen behind in earning the credits necessary to graduate. We also assist students in passing all sections of the STAAR/EOC. Priority is always given to students who are over the appropriate age for their grade-level, have less than the number of credits necessary to graduate on time, and/or have failed any sections of the STAAR/EOC.

Shannon High School maintains a non-traditional program where classes are offered on a quarter-system schedule. This allows a student to earn credits more quickly, and in a different sequential order than at a traditional high school. However, because of the accelerated nature of the program, a higher standard of attendance, discipline, and attention to academics are required.

Students are admitted to Shannon by way of an application and interview process. This process is used to determine a student's motivation for catching up and continuing toward earning a high school diploma.

Students entering Shannon High School must agree to the guidelines set forth below. If the guidelines stipulated in this contract are not followed, the student will be withdrawn from Shannon without recourse and returned to his/her home campus.

- **ATTENDANCE:** Students may not have more than four absences per quarter. If a student is absent, a parent or legal guardian must call the school that day. Additionally, when the student returns to school, he or she must provide documentation of the reason for the absence. **Failure to call and failure to provide documentation will be considered an unexcused absence.** A student may NC (no-credit) a class or be withdrawn for excessive absences (more than ten absences).
- **TARDIES:** Three tardies equal one unexcused absence.
- **MAKE-UP TIME AND WORK:** Students will be required to make up all work missed due to absences. Students have an amount of time to make up all missed work equal to the number of days missed. (Ex. If a student misses two days, he or she has the first two days when upon return to make up the work.) Work not made up in the appropriate timeframe will receive no-credit or grade. Students will be required to make up time missed if they are in jeopardy of receiving a No Credit in a class. Approval to make up excessive time missed must be granted by the Extenuating Circumstance Committee. Arrangements to make up missed time must be made with individual teachers. Unless specific approval is given, students may not make up time with any other staff member except the teacher of the class for which the time is owed.
- **DISCIPLINE:** Both the facility as well as the students and staff of Shannon are highly visible within the community. There are many district-level offices housed at Shannon which prompts many visitors to be on

our campus frequently. Because of this, we strive to demonstrate a higher level of discipline and mature behavior at all times. Students at Shannon are expected to maintain excellent discipline and conduct at all times. This is especially important in how we treat guests on campus as well as the language used in hallways and classrooms. The use of inappropriate language is unacceptable and will not be tolerated on our campus. Disrespect toward any staff member or other student is unacceptable. Failure to maintain discipline and follow all policies and rules of the administration or any teacher will result in immediate action by administration, including possible withdrawal from Shannon High School. Any Code of Conduct violation that results in a DAEP placement may be considered grounds to dismiss the student from Shannon.

- **BULLYING / HARASSMENT:** Any form of bullying and/or harassment (verbal, physical, or cyber), will be grounds for dismissal from Shannon.
- **REFERRALS TO THE OFFICE:** If any staff member sends a student to the office for any reason (to see the nurse, the assistant principal, the counselor, etc.), and the student does not report as requested, this will be considered grounds for dismissal from Shannon.
- **DRESS CODE:** Shannon High School follows the published Birdville ISD Dress Code. Repeated Dress Code infractions may result in a student being withdrawn from Shannon. In addition to any requirements of the BISD Dress Code, Students attending Shannon are expected to follow specific campus expectations for attire. These include:

Males:

- Must wear jeans or slacks with no holes above the knees. Shorts are allowed. No pajamas.
- Must wear belts, and pants must be worn waist-high with no sagging.
- Shirts and t-shirts must have sleeves.
- Appropriate footwear (no house shoes).

Females:

- Must wear dresses or appropriate jeans/slacks (no holes above the knees), or walking shorts. No pajamas.
- Appropriate footwear (no house shoes).
- Appropriate tops of appropriate length and modesty (no spaghetti straps, sun dresses, etc.)

- **USE OF TECHNOLOGY:** The appropriate use of technology to enhance learning is highly encouraged and supported at Shannon. We ask that students apply all technology in an appropriate manner, follow acceptable social norms, and refrain from accessing any sites or using any applications which are commonly held to be inappropriate for a school setting. All students should be familiar with BISD acceptable use and protocols in the use of technology. Additional specifics of the campus rules for technology include:
 - Phones, including all electronic devices, may not be used during class periods without specific permission from the teachers.
 - All electronic devices must be kept turned off on mute/vibrate and stored in purses, backpacks, or pockets during class times unless the teacher gives permission for them to be used.
 - Access to social sites (or any other sites designated off limits by the teacher) during instructional time is not allowed. Students may access appropriate social sites only with specific teacher permission.
 - **Every teacher has the right to control the use of all technology in their classroom. This includes the right to confiscate any device used in violation of school/class rules. Any devices confiscated for longer than a class period, at teacher discretion, will be turned over to campus administration for final disposition.**

- **CLOSED CAMPUS:** Shannon High School is a closed campus. For safety and security purposes, students may not leave campus during school hours for errands, lunch or to go to any vehicle. Under federal guidelines, no food from off-campus sources may be brought into the cafeteria. We are not allowed to serve or provide access to competitive foods during meal periods in areas where reimbursable meals are served and/or consumed.
- **EARLY DISMISSALS:** Students must sign-out for early dismissals. For safety purposes, this applies to all students regardless of their age. Early dismissals are obtained from the office. Students who sign out for early dismissal **may not** return to campus on that day without checking back in with the front office.
- **SCHOOL DAY:** The school day begins at 7:30 a.m. and ends at 3:30 p.m. Most students attend five class periods, which run from 7:30am until 2:30pm. A sixth period is available from 2:30pm until 3:30 pm each day for students who wish to attend tutorials or Credit Recovery sessions.
- **TRANSPORTATION:** Enrollment in Shannon High School is optional. By choosing to attend this program, the student understands that the District offers no transportation to Shannon. All students are responsible for arranging their own transportation to and from school. Shuttle busses may be provided but are not guaranteed.
- **VEHICLES AND PARKING:** Students who drive cars to school are not allowed to return to their cars until they are dismissed at the end of all classes. Students may not go into the parking areas during school hours for any reason, including breaks, unless they have permission from the principal or assistant principal. Students may park by in the designated coliseum parking lot, located on the southeast side of the coliseum, east of the Shannon High School building. A parking permit is required to park on-campus. Students who violate parking policies will lose their parking privileges.
- **BREAKFAST:** Students who eat breakfast at school must do so before 7:15 am. Any students wishing to eat breakfast on-campus should arrange their transportation to arrive by at least 7:00 in order to have adequate time to eat and arrive in class by 7:30am.
- **GRADES/COURSES:** Students must pass three out of four courses per quarter to guarantee continued enrollment at Shannon. Any two or more consecutive NC's or failures may result in dismissal.
- **SENIOR CREDITS/ATTENDANCE:** Students whose credits qualify them as seniors must take a full load each quarter at Shannon. Classes cannot be spread out over the year. Example: a senior who needs seven classes must take 4 one quarter and three the next (they cannot take 2, 2, 2, and 1 spread over four quarters). If a senior drops or fails a class during the fourth quarter, they forfeit graduating that academic year and must reapply for admission in the Fall term of the next year.
- **STAAR/EOC TESTING:** The primary mission of Shannon is to help students who are behind in credits catch up as quickly as possible. This is why we operate on an accelerated nine-week quarter system. However, it is important to realize that nine weeks is a short period to prepare for STAAR/EOC tests. Therefore, it is critical that students approach all testing with a serious attitude and use every opportunity provided to prepare for the tests. Opportunities offered may include after-school tutoring, Saturday School sessions, and/or individual help upon request. Targeted prep classes will be scheduled and required by all students who have not passed sections of the EOC exam. Students who fail any section of the STAAR/EOC tests and who have not demonstrated a serious effort or have not attended or taken advantage of extra preparatory assistance from the Shannon staff will be withdrawn from Shannon and returned to their home campus where the eighteen-week semester will offer greater time to prepare for STAAR/EOC. Students

who have made a strong “good-faith effort” to prepare for all testing, and yet still fail any section, will be allowed to remain at Shannon.

- **INSTRUCTIONAL INTERVENTIONS:** Periodic meetings to discuss a student’s progress and the need to implement appropriate additional efforts and interventions may be necessary. Both the students and parents/guardians must agree to attend, participate, and follow-through with any recommendations made at that time.
- **TEST ATTENDANCE:** Testing participation rates are extremely important. Any student who is absent on the day STAAR/EOC is administered - and is also absent on the make-up days - without a verifiable medical excuse or court documentation, will forfeit his or her place at Shannon and be returned to the home campus.
- **TEST PREP CLASS:** At the discretion of the Shannon counselor and administration, a student with a history of failing any State Mandated Tests will be required to attend a Test Prep Class for one quarter. This class may or may not be offered for credit depending on the academic record of the student. Any student recommended for the Test Prep Class who chooses not to attend or participate in the class will forfeit their enrollment at Shannon.
- **Advisory Period:** We require all students to attend and participate in advisory classes. This is a class designed to help students track their attendance, grades, and progress toward graduation. No credit is earned for attending advisory class, but it is a REQUIRED class and failure to attend and actively participate will result in a student losing the privilege of attending Shannon.
- **CREDIT RECOVERY SESSIONS:** When a student enrolls at Shannon High School, the counselor evaluates the student’s transcript and works with the him or her to develop a graduation plan. On occasion, a student may qualify to recover credit(s) for classes failed in previous semesters. Approval to recover credits is based on three factors: 1) the student failed a class with a grade not less than 55; 2) the failure was NOT due to attendance; and 3) the student has passed the appropriate section of EOC as related to the failed course. If a student is allowed to recover any credit(s): a) The student must complete the credit recovery course within the quarter they are approved, and at least 5 days before the final day of that quarter; and b) The student must attend credit recovery sessions a minimum of three days per week for no less than one hour per session (minimum 3 hours per week). Failure to meet the deadline for completion or failure to attend the minimum number of sessions will result in a loss of the credit recovery option during regular school hours. The student may re-capture the credit by enrolling in a regular class or must meet with administration to gain approval for an extension.
- **IDENTIFICATION BADGES:** All Shannon students and staff are issued identification badges for a \$5.00 fee. Students are required to wear an identification badge in plain sight while on campus. Identification badges are both a form of security identification as well as an important component of the campus discipline plan. Identification badges entitle students to certain privileges which are identified in each class and on campus. Failure to display an identification badge will result in a loss of specified privileges and possibly more severe consequences. There is a \$10 charge to replace lost badges. Repeated loss of an identification badge will result in a student being withdrawn from Shannon.
- **PAY-IT-FORWARD COMMUNITY SERVICE PROGRAM:** Students are required to perform 5 hours of Community Service each nine-week quarter. Community Service credit can be earned by participating in opportunities offered on-campus (Blood Drives, United Way Drive, canned good drives, Student Mentoring, etc.) or through participation in approved off-campus activities (involvement in service clubs, religious organizations, and school sponsored service projects one Saturday each quarter, etc.). Students may receive Community Service Forms from their advisory teachers or from the Office.

Forms are kept on file in the Main Office and students may check their times there. No more than ten hours may be earned in one quarter with five hours being applied to the next quarter.

NOTHING IN THIS CONTRACT CHANGES, MODIFIES, OR SUPERCEDES ANY RULES, POLICIES, AND/OR PROCEDURES PUBLISHED IN THE BISD STUDENT CODE OF CONDUCT.

Your signature indicates you have read the guidelines, understand, and agree to abide by them:

Student: _____ Date: _____

Parent/Guardian*: _____ Date: _____

*Required if student is less than 18 years old.