



# PREMONT INDEPENDENT SCHOOL DISTRICT

439 SW 4th St.  
Premont, Texas 78375  
361-348-3915

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Superintendent

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## SCHOOL CALENDAR 2008-2009

Aug 4.....	First day for all District administrators
Aug 14.....	New Staff Orientation
Aug 15.....	Teacher Workday
Aug 18-22 .....	In-service/Workday for all District staff
Aug 25.....	First day of 2008-2009 School Year
Nov 27-28 .....	Thanksgiving Holidays
Dec 22-Jan 2 .....	Christmas Holidays
Mar 16-20.....	Spring Break
Apr 10 .....	Good Friday
Apr 13 .....	Easter Monday

## REPORTING PERIODS

Aug 25 - Oct03.....	1 <sup>st</sup> Grading Cycle
Oct 06 - Nov 07.....	2 <sup>nd</sup> Grading Cycle
Nov 10 - Dec 19 .....	3 <sup>rd</sup> Grading Cycle
Jan 05 - Feb 20.....	4 <sup>th</sup> Grading Cycle
Feb 23 - Apr 17 .....	5 <sup>th</sup> Grading Cycle
Apr 20 - May 28.....	6 <sup>th</sup> Grading Cycle

## PREFACE

To Students and Parents:

Welcome to school year 2008-2009. For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. The Premont Independent School District Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I- REQUIRED NOTICES AND INFORMATION FOR PARENTS

Section II- INFORMATION FOR STUDENTS AND PARENTS

Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Premont ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook, at each principal's office, and also on the district website at [www.premontisd.net](http://www.premontisd.net).

The student handbook is designed to be in harmony with Board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the student handbook, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed. Please note that references to alphabetical policy codes are included so that parents can refer to current district policy. A copy of the district's policy manual is available at [www.premontisd.net](http://www.premontisd.net).

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the Student Emergency Care Permit, the Parent Acknowledgement Form, the Release of Student Directory Information Form, and the Acceptable Use of Electronic Communication System Form so we have a record of your choices.

## SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Premont ISD Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### ***STATEMENT OF NONDISCRIMINATION***

In its efforts to promote nondiscrimination, Premont ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational 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.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Serving on the School Health Advisory Council, assisting the district insuring local community values are reflected in health education instruction.
- Attending board meetings to learn more about district operations.

### ***PARENTAL RIGHTS***

#### **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation-funded in whole or in part by the U.S. Department of Education-that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student of the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents .
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

#### **"Opting Out" of Surveys and Activities**

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

### **Limiting the Display of a Student's Artwork and Projects**

As a parent, if you do not want your child's artwork, special projects, photographs, and the like to be displayed on the district's web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### **Accessing Student Records**

You may review your child's student records.

- These records include:
  - Attendance records
  - Test scores
  - Grades
  - Disciplinary records
  - Counseling records
  - Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and Counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child.

### **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

### **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve

placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

### **Requesting Transfers for Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information.
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

### **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14<sup>th</sup> day after the enrollment of your children.

## ***OTHER IMPORTANT INFORMATION FOR PARENTS***

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact Luis Canales, Director of Special Education, 439 SW 4<sup>th</sup> St., Premont, Texas 78332; 361.348.2130 x2015.

### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities*

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Luis Canales at 361.348.3915 x2015.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. Transportation will not be provided to the transferring student.

## **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents-whether married, separated, or divorced-unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Release to any other person or agency-such as a prospective employer or for a scholarship application-will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The district's Custodian of Student Records is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is 439 SW 4<sup>th</sup> St., Premont, TX 78375.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy.

## **Directory Information**

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

### **Directory Information for School-Sponsored Purposes**

The district has not designated a separate list of student information as directory information for school-sponsored purposes. As a result, if you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, or athletic programs.

### **Release of Student Information to Military Recruiters and Institutions of Higher Education**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

**Please note:** Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records--such as teachers' personal notes about a student that are shared only with a substitute teacher--do not have to be made available to the parents or student.

## **Bacterial Meningitis**

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

- A Spanish version of this information regarding bacterial meningitis is available at <http://www.tea.state.tx.us/taa/com m 020802esp .doc>

## SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact your principal or teacher.

### ***ATTENDANCE/FAILURE TO ATTEND SCHOOL (TRUANCY)***

Regular school attendance is essential for a student to make the most of his or her education-to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. After the 3<sup>rd</sup> unexcused absence, a campus notification letter will be mailed to parent(s) informing them of their child's unexcused absences and of the compulsory attendance law.

A court of law may also impose penalties against both the student and his or her parents if a school aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

#### **Attendance for Credit**

In order to be counted in attendance for the day, a student in grades prekindergarten through eight (8) must be in school 10:00 a.m. To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy.

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

### **Procedure for Parent's Notification for a Student Absence**

When a student is absent from school or classes, the parent must telephone the school by 10:00 a.m. to report that the child will not be in school. The parent should give the name & student ID #. The student-upon returning to school-must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. This note will be kept on file.

**Please Note:** Except for a documented health care appointment, a student absent from school for any reason or assigned to In School Suspension (ISS) will not be allowed to participate in school-related activities on that day or evening.

### **Doctor's Note After An Absence for Illness**

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may 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. The physician's/clinic's note will be kept on file.

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus principal's office.

### ***ACADEMIC PROGRAMS***

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices.

### ***A WARDS AND HONORS***

Requirements for awards/honors and organizations are on file at each individual campus. For information, call the school principal or the sponsors for the various organizations.

### ***CAREER AND TECHNOLOGY PROGRAMS***

The district offers several career and technology courses in Agri-Science, Technology, Home Economics, Life Skills, Food & Nutrition, and Welding.

### ***CLASS RANK / TOP TEN PERCENT/HIGHEST RANKING STUDENT***

(See Local Policy)

### ***CLASS SCHEDULES***

Please see the principal or counselor about student schedules and campus procedures.

## **COLLEGE CREDIT COURSES**

High school juniors and seniors who meet these specific eligibility requirements are permitted to enroll in local college courses for dual credit or concurrent credit:

- Have the approval of the high school principal, the high school counselor, and the college admissions official.
- Pass the TAKS Test 10<sup>th</sup> & 11<sup>th</sup> grade. The required TAKS scores are as follows: English Language Arts-2200; Writing-3; Mathematics-2200

Letter grades issued on the college transcript will be translated into numerical grades (A=99; B=89; C=79) and will become part of the student's permanent high school record (transcript). The grades will be calculated into the student's high school grade point average and will count in determining class rank. Interested students should advise their counselor.

See the counselor for the list of allowable courses for dual credit and recommended courses for concurrent credit. Additional information may also be found on Coastal Bend College's website <http://www.coastalbend.edu/dualcredit>.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy in the district's policy manual. A copy of this policy may be obtained in the principal's office or on the district's website [www.premontisd.net](http://www.premontisd.net).

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff.

## **CONDUCT**

### *Applicability of School Rules*

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior-both on and off campus-and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

### **Detention**

A student may be assigned detention outside of school hours on one or more days if the student violates the *Student Code of Conduct*. The detention will not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. (See *Student Code of Conduct*.)

### **Corporal Punishment**

Corporal punishment-spanking or paddling the student-may be used as a discipline management technique in accordance with the *Student Code of Conduct* and the district policy.

### **Disruptions**

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building .
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

### ***Radios, CD Players, Other Electronic Devices and Games, and Cell Phones***

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, laser pointers, electronic devices or games at school.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices.

### ***Social Events***

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will 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 re-admitted.

### ***CONTAGIOUS DISEASES / CONDITIONS***

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

### ***CORRESPONDENCE COURSES***

The district permits high school students to take correspondence courses-by mail or via the Internet-for credit toward high school graduation. A student may earn a maximum of 2 state required credits through correspondence courses, and may be enrolled in only one correspondence course at a time.

### ***COUNSELING***

#### ***Academic Counseling***

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

#### ***Personal Counseling***

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment as needed.

#### ***Psychological Exams, Tests, or Treatment***

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

### ***CREDIT BY EXAM-If a Student Has Taken the Course***

A student who has previously taken a course or subject-but did not receive credit for it-may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

### ***CREDIT BY EXAM-If a Student Has Not Taken the Course***

A student will be permitted to take an exam to earn credit for an academic course or to advance to a higher grade for which the student has had no prior instruction. If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The dates on which exams are scheduled and the deadlines to register are as follows:

Dates Scheduled:  
Nov. 3-7, 2008  
Mar. 23 – Apr. 3, 2009

Deadline to Register:  
Sep. 12, 2008  
Feb. 6, 2009

A student will earn credit or will be allowed to advance to a higher grade with a passing score of at least 90 on the exam.

The district may honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer and recognize the results of a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education.

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Nonschool Materials ... from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

Each campus has a location designated for approved nonschool materials to be placed for voluntary viewing by students.

A student may appeal a principal's decision in accordance with policy. Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

### **Nonschool Materials ... from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or

organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy or a non-curriculum-related student group meeting held in accordance with policy.
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## ***DRESS AND GROOMING***

### **Dress and Grooming Code**

The district's dress code is established to teach grooming and hygiene, prevent disruption, maintain a safe environment, avoid the concealment of weapons, and teach respect at all levels, instill discipline and pride, and focus on academics. The Standardized Mode of Dress for the Premont Independent School District is to be followed by all campuses during the regular day and at all home school functions. Variations to the Premont Independent School District standard mode of dress will be addressed on the following pages of this document and on special occasions may be declared by the campus administrator/appropriate designee.

Please be informed that the Premont I.S.D. Standard Mode of Dress will be strictly enforced during the school year, which includes summer school. Students will not be allowed to attend classes at any of our campuses if students do not comply with all provisions of the Premont I.S.D. Standard Mode of Dress, at the beginning and throughout the school year. All dress code violations will be dealt with in accordance with the Premont I. S. D. Standard Code of Conduct.

DAEP students will follow other guidelines detailed in the DAEP contract.

#### **The standardized mode of dress includes general dress code guidelines:**

1. Modesty, neatness, cleanliness, and good taste are standards to be followed in dress and appearance.
2. Boys' and girls' hair must be neat and clean. Boys' hair length must not be longer than the top of the shirt collar. Boys' hair must be cut to expose at least half the ear, and to the eyebrow, and extreme hairstyles will not be allowed. **No color variations for boys or girls that are unnatural (bleached out or unnatural colors)**, non-standard haircuts, and styles that cause distractions in the classroom or at extracurricular events will be allowed. Shaving of certain external body areas such as eyebrows are also not permitted due to such practices being gang related.
3. Clothing, tattoos, jewelry and other paraphernalia or other items (backpacks, etc.) glorifying drugs, tobacco, alcohol, gangs, violence, Satanism, or negativism will not be allowed at school or school sponsored activities. All tattoos should be covered at all times.
4. All boys must be clean-shaven at all times. Moustaches and beards are prohibited. Students will not be allowed to leave school to take care of his grooming since they knew beforehand that it was unacceptable. For a fee safety razors and shaving cream will be provided at school.
5. No rips or tears in clothing are permitted. Ragged clothing is not permitted, and all clothing must be properly hemmed.
6. Oversized and undersized clothing in either width or length is not allowed.

## ***SHIRTS***

### **Allowed**

Short or long sleeve "polo style" knit shirt in solid colors (red, white, black or gray are allowed).

The second button down must be buttoned.

Shirts must have a square bottom and be long enough to cover the skin in the midriff or waist area while sitting, standing, bending, leaning or reaching. All shirts must extend to the hip point. □

Small name brand or school logos are acceptable when found in the area below the shoulder.

Long or short sleeve Turtlenecks (red, white, black, or gray) may be worn.

### **Spirit Shirts**

Solid colored button-up shirts (long or short sleeved) in school approved colors (red, white, black or gray) may be worn but must be tucked in.

### **Not Allowed**

Shirts with zippers, snaps, bottomless or Velcro.  
No undershirts, T-shirts or tank tops worn alone.  
Oversized or undersized shirts.

Sleeveless shirts.  
Tight or clinging shirts.

Torn shirts.

Button down shirts or dress shirts are not allowed unless requested by coaches/sponsors as a part of a team identification and pride on game day.

**Black shirts cannot be worn with black jeans or black khakis.**

## ***SWEATSHIRTS/SWEATERS WORN AS SHIRTS***

### **Allowed**

Only solid colored pullover sweaters or sweatshirts (red, white, black or gray).

Only undershirts, polo shirts, or turtlenecks may be worn underneath.

Small name brand or school logos are acceptable (P.H.S., P.J.H.S., etc.)

Pullover sweatshirts with/without hoods can be worn.(solid red, white, black or gray only)

### **Not Allowed**

Oversized or undersized sweatshirts.

Tight or clinging sweatshirts.

Torn sweatshirts.

HOODS not to be worn

## **COATS/JACKETS**

### **Allowed**

The length of dress or winter coats must not exceed the area of the mid-calf. (For example jackets, sweaters, etc...)

Jackets, Coats or Sweaters with buttons, snaps, velcro or zippers only may be worn in any color.

### **Not Allowed**

Trench coats, Western coats (for example dusters) or coats that are beyond the mid-calf or that have many pockets are not allowed.

Shirttail jackets are not allowed. Shirts are not to be worn as jackets.

Hoods cannot be worn in class or indoors.

## **PANTS**

### **Allowed**

Solid color, 4 Pocket, Straight legged, boot cut khaki, black slacks (ex. Dockers, Hunt Club, Old Navy, etc.) or blue or black denim jeans

All must be neatly hemmed.

Must be worn at the normal waist level. No low rising or hip hugger pants.

Must not drag to the floor.

Small name brand logos are acceptable.

Pre-K through 4<sup>th</sup> grade only can wear sweat pants or wind pants (red, white, black or gray)

Solid khaki colored, black khakis capris, or Jean capris at the midcalf.

### **Not Allowed**

Wide pocket, oversized or undersized, bell-bottomed, flared, cargo, baggy, wide leg, clam digger, or carpenter pants.

### **Overalls and coveralls**

Wind pants, warm-ups, jogging or sweat pants of any make (nylon, fleece, knit, etc.)

EXCEPTION: Wind pants; warm-ups, etc. can be worn at extra-curricular activities if students abide by all other dress code stipulations. They can be worn with a coordinated polo shirt, sweatshirt, or T-shirt.

Torn pants or un-hemmed pants.

No pants with loops or extra pockets.

No adornments (glitter, beads, on pants, ribbon stripes, etc.)

Black pants cannot be worn with black shirts.

### **Allowed**

Pre-K thru 5<sup>th</sup> ONLY: Solid colored khaki made shorts (khaki colored or black) or denim shorts (blue or black) with 4 pockets, straight legs.

Items no shorter than the width of a dollar bill above the knee while sitting, standing, leaning, or bending.

All must be neatly hemmed.

Jr. High and High School:

Shorts may be worn on special occasions with administrative approval only.

At outdoor athletic activities, khaki 4 pocket straight legged shorts (khaki colored or black, or blue or black denim) no shorter than the width of a dollar bill above the knee while sitting, standing, bending, or leaning may be worn with a coordinated polo shirt, sweatshirt, or T-shirt.

### **Not Allowed**

Wide pocket, oversized or undersized, cargo, baggy, wide leg, carpenter, cut-off, rolled up, gym, beach, spandex, biker, or boxer type shorts.

Overall or coverall type shorts.

Warm-up, jogging, sweats, or wind type shorts.

Torn shorts or un-hemmed shorts.

No shorts with loops or extra pockets.

## **SHORTS**

### **Allowed**

Jumpers (Khaki colored or black) may be worn with appropriate polo shirts or coordinated turtlenecks.

These dress items can be no shorter than the width of a dollar bill above the knee while sitting, standing, bending, leaning or reaching.

### **Not Allowed**

Undersized jumpers.

Torn jumpers.

## ***SKIRTS***

### **Allowed**

Skirts (khaki or black colored, blue or black denim) can be worn.

Skirts can be no shorter than the width of a dollar bill, above the knee, while sitting, standing, bending, or leaning.

The slits on skirts can be no higher than the width of a dollar bill, above the knee, while sitting, standing, bending, or leaning.

### **Not Allowed**

Over or undersized skirts.

Torn skirts.

## ***BELTS***

### **Allowed**

Not required. If worn, however, they must be worn as designed, and be entirely laced through all loops when shirts are tucked in.

Belts must be the appropriate waist size.

### **Not Allowed**

Belts that extend 6 inches or more beyond the belt buckle.

Belts made with items that could be used, as weapons will not be allowed.  
Chain-like belts.

## ***SHOES***

### **Allowed**

Tennis, athletic shoes, loafers, flats, lace-up style shoes, boots, and sandals with a back strap can be worn.

All shoes must be fastened at all times.

### **Not Allowed**

Boots worn outside the pant legs.

Strapless shoes (slaps, slides, flip flops, sandals)  
Steel-toed shoes or boots or other footwear that has this type of reinforcement (safety reasons).  
Spiked footwear.

## ***HEAD GEAR***

### **Allowed**

Ribbons, bows, barrettes, etc.

### **Not Allowed**

Bandanas, hats, caps, bandana scarves, etc., cannot be worn in school buildings or at indoor extracurricular activities at home or away from home.

EXCEPTION: Hats or caps can be worn at outdoor extracurricular activities. Caps must be worn in normal cap position.

## ***SUNGLASSES***

### **Allowed**

Physician prescribed; used only during an emergency period of time.

### **Not Allowed**

## ***TATTOOS***

### **Allowed**

Existing tattoos must be covered at all times even while participating in extracurricular practice or competition.

### **Not Allowed**

Temporary tattoos.

## ***BODY PIERCING***

Allowed  
Female ears only.

Not Allowed  
Neither boys nor girls may wear rings, pins, etc. that are attached through body piercing or by other means on other body parts.  
Boy's earrings with or without band aids or any type of coverage.  
Boys or girls piercing of brow, nose, lip, tongue, bellybutton, etc. with or without a band aid for coverage.

## ***JEWELRY***

Allowed  
Earrings (female students only) 2 per ear only on the earlobe.

Not Allowed  
Earrings on male students.

Spiked or stud collars, wristbands, etc.

Wallet chains or other chains that could be used as weapons.

The school is strongly recommending that expensive jewelry or heirlooms not be worn or brought to school. The school is not responsible for such items. The school is strongly discouraging that such items be brought to school.

Not allowed earrings on male students regardless of coverage or not.

## ***GANG PARAPHERNALIA***

Allowed  
None

Not Allowed  
Any item that suggests gang affiliation will not be permissible.

\*\*Anything not specified above that is deemed inappropriate by the administration is subject to disciplinary action.

**\*\*It is understood that all groups representing the school and a school organization are expected to look their best in public. Therefore, a coach, director, or sponsor may require members to wear ties or dress in a more formal or appropriate manner that still follows the standard mode of dress guidelines as stipulated above. ( Red, black, or white colors at the coach's discretion)**

\*\*P.H.S. STUDENTS WEARING A P.H.S. TEAM UNIFORM ON THE FIELD, COURT, ETC. MUST WEAR IT APPROPRIATELY WHILE COMPETING IN PRESEASON AND DISTRICT GAMES. FOR EXAMPLE, BASKETBALL, BASEBALL, VOLLEYBALL, OR ANY UNIFORM SHIRTS OR TOPS THAT ARE WORN TUCKED IN FOR COMPETITION NEED TO BE TUCKED IN BEFORE THE GAME BEGINS AND UNTIL PARTICIPANTS REMOVE THEMSELVES FROM THE AREA OF COMPETITION. ALSO, GROOMING PRACTICES (SHAVING, ETC.) NEED TO BE REQUIRED OF STUDENTS REPRESENTING THE SCHOOL IN EXTRACURRICULAR ACTIVITIES. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IS A PRIVILEGE, NOT A RIGHT AND THEREFORE, COACHES AND SPONSORS MAY REQUIRE HIGHER STANDARDS AS A PART OF THEIR PROGRAM.

## ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)--a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class-other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language identified as honors or advanced by either the State Board of Education or by the local board of trustees-may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP)

may not participate for at least three school weeks.

- An ineligible student may practice or rehearse.
- A student shall be allowed a maximum of 25 absences in a school year for all extracurricular activities, whether UIL activities or any other activities approved by the board.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

A student shall not become a member or promise to become a member of any organization composed wholly or in part of students of public schools below the rank of college or junior college which seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified under the rules of the school to fill the special aims of the organization. Disciplinary action shall be taken if students are found to be members or supporters of these groups.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior-including consequences for misbehavior-that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

### **Cheerleading Eligibility-Grades 7-12**

- Grade requirement of 70 in all course work.
- Satisfactory recommendation from the principal.
- Candidate must be a full-time registered student in PISD for the six weeks period prior to the try-out date. Candidate must attend the cheerleading clinic on all scheduled days.
- All required forms must be turned in to the cheerleader sponsor on the Friday before the first day of the clinic.

For more detailed information see Premont High School Cheerleading Handbook.

### **Offices and Elections**

For information about student offices and elections, contact the program sponsor for guidelines.

### ***FEES***

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities. Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc. Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district. Personal apparel used in extracurricular activities that becomes the property of the student. Parking fees and student identification cards.
- Fees for lost, damaged, or damaged library books.
- Fees for optional courses offered for credit that require use of facilities not available on district premises. Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

### ***FUND-RAISING***

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event.

### ***GRADE CLASSIFICATION***

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Students who entered ninth grade in 2006-2007 or earlier are classified according to the following number of credits earned toward graduation:

Grade 10 (Sophomore) = 5 Credits    Grade II (Junior) = 10 Credits    Grade 12 (Senior) = 15 Credits

Students who entered ninth grade in 2007-2008 and thereafter are classified according to the following number of credits earned toward graduation:

Grade 10 (Sophomore) = 6 Credits    Grade II (Junior) = 12 Credits    Grade 12 (Senior) = 19 Credits

### **GRADING GUIDELINES**

In grades 1-12, the district shall report achievement to parents as numerical grades:

90-100	A	Excellent Progress
80-89	B	Good Progress
70-79	C	Satisfactory Progress
0-69	F	Failing

A student's actual grade will be recorded in the grade book. A 50 shall be recorded on report cards and in the permanent record for any average numerical grade that is lower than 50.

The district has established instructional objectives that relate to the essential knowledge and skills for grade level subjects or courses. These objectives address the skills needed for successful performance in the next grade or course in a sequence of courses. Assignments, tests, projects, classroom activities, and other instructional activities are designed so that the student's performance and grades indicate the level of mastery of the designated district objectives. The student's mastery level of the Texas Essential Knowledge and Skills and other district objectives shall be the major factor in determining the grade for a subject or course. I

Points will not be deducted from grades because of student disciplinary infractions.

Pre-AP and AP (Advanced Placement) classes will have a more rigorous grading policy. The grading policy for each course will be distributed by each Pre-AP and AP teacher.

#### **Re-teaching**

Re-teaching is defined as another presentation of content, usually to provide an additional opportunity for a student to learn. Teachers shall re-teach students who have not demonstrated mastery on the instructional objectives of the curriculum.

#### **Re-assessment**

Semester, final, and six weeks examinations are exempt from reassessment procedures. Re-assessment for summative and/or other forms of mastery-level (major) assessments will occur upon student failure. When the student has been re-taught through tutoring by the teacher, he will be re-assessed and will receive the higher of the two scores. Re-assessment must occur within five (5) school days except under extenuating circumstances as determined by the teacher or principal.

If the majority (over half) of the class fails to demonstrate mastery on a summative and/or other form of a mastery-level (major) assessment (except semester, final, and six weeks examination), the teacher shall re-teach and re-assess the entire class and take the higher of the two scores for each student. A student may not be re-assessed more than one time for any summative and/or other form of mastery-level (major) assessment except with the specific authorization by the teacher or principal.

Each school (and its departments, if appropriate) shall determine and communicate to students and parents its particular grading guidelines within these district guidelines. Elementary and intermediate schools, grades PK-8, will not administer semester tests or final exams. Unit tests and benchmark tests may be administered at any appropriate time in a grading period.

#### **Grading, Grades 7-12**

A minimum of ten grades shall be recorded and averaged for each six weeks' period.

In determining a six weeks' average, grades may include, but are not limited to, major tests, quizzes, projects, daily class work, participation and group work. No single grade may count more than 20% of a six weeks' average.

Six weeks' tests will be optional at each secondary campus.

Semester exams shall be given to all students at the secondary level. The semester exam shall be comprised of not more than 20% of the semester grade. The average of the three six week period grades shall be counted as the remaining 80% of the semester grade.

#### **Special Education Grading**

Standards of mastery for special education students will be determined by the ARD committee. Grades will be determined after appropriate modifications in the regular classroom. Grades may include, but not be limited to: academic work, participation, completion, and attendance.

## **GRADUATION**

### **Requirements for a diploma**

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test. See "Student Guide to Graduation" available on TEA's website at [http://www.tea.state.tx.us/studentassessment/resources/grad/grad\\_broch.pdf](http://www.tea.state.tx.us/studentassessment/resources/grad/grad_broch.pdf).

Upon the parent's request, a posthumous diploma must be issued to a student who dies while enrolled in the 12th grade in the district, provided the student was on track to complete academic requirements for graduation by the end of the school year (school year includes any summer school session). The district would not be required to issue a posthumous diploma if the student was convicted of a Title 5 felony offense or adjudicated in another manner for having engaged in such a felony.

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement (Advanced) Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator.

Current students who entered the 9<sup>th</sup> grade beginning in 2004-2005, 2005-2006, and 2006-2007 school years must meet the following credit requirements for graduation:

Minimum Program	24 credits
Recommended Program	24 credits
Distinguished Achievement (Advanced) Program	24 credits

Beginning with the 2007-2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

Minimum Program	24 credits
Recommended Program	26 credits
Distinguished Achievement (Advanced) Program	26 credits

Grade classification is determined by the number of credits a student has earned upon registration at the beginning of the fall semester. Even though a student might change status during the school year, the student's classification will not change until the end of the school year. A student who fails a required class should conference with his or her counselor to obtain information about programs provided, such as evening school, Saturday school, or summer school, in order to ensure graduation with his or her class.

All credits for graduation shall be earned in grades 9- 12. Credits are earned by making a grade of 70 or above in each semester of a course. No student's grade in any course shall exceed 100. All Premont High School graduates are awarded the same diploma.

Students who transfer into Premont High School, whether they are from out of state, from another public school in Texas, or are a foreign exchange student, must complete all state and local requirements to be eligible to graduate. Units of credit required but not completed by students prior to enrolling in a Texas school district may be satisfied through advanced placement examinations such as, Texas Tech University or University of Texas Credit by Examination/Correspondence Courses. Semester grades and correspondence units transferred to Premont ISD will be recorded as received.

See the school counselor for current information regarding all graduation programs.

### **Certificates of Coursework completion.**

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

### **Graduation Activities**

Graduation activities will include:

- Baccalaureate-held the Sunday before graduation.

### **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation-such as the purchase of invitations, senior ring, cap and gown, and senior picture-both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

### **State Scholarships and Grants**

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy.]

### ***HARASSMENT***

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and

offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, or disability. Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office, in the superintendent's office and the district's web site [www.premontisd.net](http://www.premontisd.net).

Examples of prohibited discrimination may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

### **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

### **Investigation of Reported Harassment**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district.

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by policy.

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy.

## ***HEALTH-RELATED MATTERS***

### **Physical Activity for Students in Elementary and Middle School**

In accordance with policies, the district will ensure that students in kindergarten through grade 5 engage in at least 30 minutes of physical activity per day or 135 minutes per week. The district offers physical education 55 minutes daily to intermediate students and 50 minutes daily to middle school students. To meet district requirements some exceptions may apply, however, in middle school when students are allowed to substitute band in lieu of P. E. For additional information on the district's requirements and programs regarding elementary, intermediate, and middle school student physical activity requirements, please see the principal.

### **School Health Advisory Council**

The School Health Advisory Council (SHAC) is a local school health advisory council established to assist the district. During the preceding school year, the district's SHAC held one meeting.

### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the teacher or principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Vending Machines**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines.

## **Other Health-Related Matters**

### **Tobacco Prohibited**

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities.

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the administration office.

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the principal.

## ***HOMELESS STUDENTS***

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Roy Vega, at 361-348-3915 x2005.

## ***HOMEWORK***

Homework and grading policies are available at each campus. Please contact the teacher or principal for a copy of these guidelines.

## ***IMMUNIZATION***

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only an official form issued by the Texas Department of State Health Services, Immunization Branch, 1100 West 49<sup>th</sup> Street, Austin, TX 78756, can be honored by the district. The form must be notarized and submitted to the principal or nurse within 90 days of notarization. Each child in the family must have a separate form.

The required immunizations are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition. [For further information, see policy FF AB(LÉGAL) and the Department of State Health Services web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.

## ***LAW ENFORCEMENT AGENCIES***

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments**

The district provides alternatives for a student to complete work or regain credit lost because of absences. All students shall be permitted to make up assignments, projects, and tests after absences. For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. Under normal circumstances, a student shall complete make-up work within five school days after the make-up work is assigned. Under extenuating circumstances, the teacher or principal may extend the make-up period. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Since course credit is awarded on a semester basis in grades 9-12, all make-up work from the last reporting period of a semester shall be completed by the end of that semester. Under extenuating circumstances, the teacher or principal may extend the make-up period for a semester course.

Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

The district shall not impose a grade penalty for make-up work after an absence due to suspension.

### **DAEP or In-school Suspension Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. School law provides that if summer school is the method made available, compulsory attendance applies.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school.

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

## ***MEDICINE AT SCHOOL***

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request. Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.

- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. The student may keep the medication and device in his or her possession rather than giving it to the nurse or other designated district employee.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

### **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

### ***PHYSICAL EXAMINATIONS / HEALTH SCREENINGS***

Physical examinations may be required in order to participate in some extracurricular activities. For further information, contact the sponsor of the activity.

### ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

### ***PRAYER***

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

### ***PROMOTION AND RETENTION***

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, at certain grade levels a student-with limited exceptions-will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- Beginning with the 2007-2008 school year, in order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students-some with disabilities and some with limited English proficiency-may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the principal or counselor and policy.]

### ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student may not sign himself or herself out of school.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. If sent home, the student will not be allowed to participate in school-related activities on that day or evening.

### ***REPORT CARDS / PROGRESS REPORTS AND CONFERENCES***

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks. Reports on student progress are submitted to parents through a variety of approaches: parent-teacher conferences, telephone conferences, and report cards.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in English language arts, mathematics, science, or social studies is unsatisfactory - near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. The board's decision is not subject to appeal.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with policy.

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 5 days. Progress Reports,

### **Grades PK and K**

Achievement or progress in prekindergarten and kindergarten shall be formally reported to parents utilizing student performance portfolios during parent conferences.

### **Special Education Progress Reports**

Progress on the student's Individual Education Plan (IEP) will be included with the 6 weeks report card.

## **Conferences**

Students and parents may expect teachers to request a conference if the student is not maintaining passing grades or achieving the expected level of performance, or if the student presents any other problem to the teacher. Each year, conferences with parents are scheduled to discuss student performance and progress. Teachers in grades PK-2 will schedule three conferences per year and teachers in grades 3-6 will schedule two conferences per year. Teachers in grades 7-12 shall have a conference with parents once per year. Parents are requested to follow these procedures upon arrival at school:

1. Check in at the office and identify yourself.
2. Ask for the teacher and conference location.
3. Proceed with the conference.
4. Check out with the office when the conference is completed.

A parent may request a joint conference with the principal and the teacher after the initial parent-teacher conference.

## **SAFETY**

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child. Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic activities, the district, under state law, cannot pay for medical expenses associated with a student's injury.

## **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Fire Drill Bells**

- 3 bells leave the building
- 1 bell halt; stand at attention
- 2 bells return to the classroom

### **Tornado Drill Bells**

- 1 continuous bell move quietly but quickly to the designated locations
- 2 bells return to the classroom

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an Emergency Care Permit located at the front of this handbook. Parents should keep emergency care information filed at school up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

In the event of an emergency requiring schools to close down or in emergency situations at schools, please tune in to your local radio stations KOPY 92.1 FM or 1070 AM, or KUKA 105.9 FM or any of the Corpus Christi TV Stations for information and instructions.

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher

Education Assessment [THEA]).

Premont High School offers a variety of college entrance/placement examinations: ACT, PSAT, and Advanced Placement.

### **SCHOOL BOUNDARIES (ZONES)**

Students are required to attend the school within their school attendance zone grades PK-12.

### **SCHOOL FACILITIES**

#### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

#### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

#### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the *Student Code of Conduct*.

#### **Telephones**

The telephones in the office are business telephones and are to be used for school business and emergencies only. Students will not be called out of class for a telephone call except in emergencies.

#### **Cafeteria Services**

The district participates in the National School Meal Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the principal or call the Food Service office at 361-348-3915 x2009 to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

The cafeteria provides a selection of breakfasts, hot lunches, and other foods to students and staff.

#### **Library**

The libraries in the Premont ISD system are open to provide students and staff with the educational materials that are vital to enrich their academic experience. The librarians check out books for a two-week period. Fines are not given for overdue items, but the student takes the responsibility to turn the book in on time or renew the book to charge out more materials. A student must have a pass during the school day to enter the library and should check in with the librarian when entering.

## ***SEARCHES***

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Lockers and desks are subject to blanket searches or inspections by district administrators. Searches or inspections may be conducted at any time and without notice.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Students shall not place or keep in a desk or locker any article or material prohibited by law, district policy, or the Student Code of Conduct.

The parent will be notified if any prohibited items are found in the student's desk or locker.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle (including borrowed vehicles approved through the office) and must make certain that it is locked and that the keys are not given to others. Students are not to loiter in parking lots.

A high school student parking on campus must obtain a student-parking permit. These permit forms are available from the school office. The first parking permit will cost the student \$5.00. During the year, replacements or additional permits will cost \$1.00 each. In order for a student to receive a parking permit, the student and his/her parent must visit the assistant principal to fill out and sign a waiver. The student must show both a current Texas driver's license and proof of insurance.

A student must agree to abide by all rules and regulations for driving and parking on campus. A student driving a vehicle on campus is subject to the district drug-testing policy. Violations of any regulations concerning the use of an auto may result in a student's permit being revoked. A student found parking in incorrect areas will be given one warning. Future parking violations will result in the vehicle being towed at the student's expense.

A student driving a car belonging to school personnel must park in the student parking lot. A student found parking his or her car in the teachers' parking lot will receive major disciplinary action.

Bicycles do not need a parking permit. Bicycles should be parked in a bicycle rack in the designated area of each campus. Skateboards, skates, and roller blades are not allowed at school.

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol.

At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials. Such visits to schools shall be unannounced.

### **Metal Detectors**

Students shall be notified at the beginning of each school year that they are subject to metal detector searches upon reasonable suspicion

### **Drug Testing**

A student having a vehicle on campus is subject to the district drug testing policy.

### ***SPECIAL PROGRAMS***

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the principal or counselor.

### ***STEROIDS***

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Students participating in UIL athletic competition may be subject to random steroid testing.

### ***STUDENT SPEAKERS***

The 80th Texas Legislature recently passed House Bill 3678, which requires school districts to adopt local policy on student expression that go into effect the 2007-08 school year. This new law addresses four general areas: freedom of religious expression, student speakers, religious expression in class assignments, and freedom of association. The district will adopt local policy that establishes public forums whenever a student is "to publicly speak."

### ***SUMMER SCHOOL***

The district offers a tuition-free summer school program for students in K-12 needing additional instruction. Premont High School offers additional classes, as needed, for advancement. For additional information on classes available and fees required, contact the high school principal.

### ***TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3-11
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

### ***TARDINESS***

A student is tardy after the tardy bell rings. It is the responsibility of the parent/guardian to make sure that the student is on time each day for instruction. Once on campus, it is the student's responsibility to be on time for all classes.

In grades K-8, the student is considered tardy after 8:00 a.m. Grades 9-12, the student is considered tardy each period that he is not in the classroom when the tardy bell rings but arrives to class within the first 10 minutes after the tardy bell. If a student is 11 minutes late, he/she will be counted absent for that period. Repeated instances of tardiness will result in disciplinary action.

## ***TEXTBOOKS***

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

## ***TRANSPORTATION***

### **School Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent, or the parent presents before the scheduled trip. a written request that the student be released to another adult designated by the parent.

### **Buses and other school vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Under some circumstances, such as student safety, the district may permit students who live within two miles of the school to use school transportation. A fee may be charged for this service.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate and alternate pickup or drop-off location, contact the principal.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Any student who violates that code or the established rules of conduct while on school transportation may be denied transportation services and will be disciplined in accordance with the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home. Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses. Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a district van or passenger car, seat belts must be fastened at all times.

Video cameras may be used in district vehicles to promote compliance with the rules of conduct. Videotapes are protected student records subject to the provisions in board policies.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

When a student violates the rules of conduct on school transportation, a conference with the principal, the student, the driver, and the parent(s) may be required. Consequences may be as follows:

- The principal may suspend the student's bus-riding privileges. If so, the parents will be notified prior to the time the suspension takes effect.
- In severe cases of disorderly conduct, the principal may, at his/her discretion, and after parents have been informed, suspend the student from bus privileges without prior offense. An example of such

behavior would be destruction of school property. The principal may also use his/her discretion in administering additional punishment deemed necessary when dealing with obvious and severe cases of disorderly conduct, such as fighting on the bus.

Disciplinary sanctions and changes in transportation for a student with disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

### ***VANDALISM***

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and for years to come-littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

### ***VIDEO CAMERAS***

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

### ***VISITORS TO THE SCHOOL***

#### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. A visitor may be asked to show a government-issued form of identification containing the visitor's photograph. For security and safety purposes, the district may store information on visitors and may use the Department of Public Safety database in order to verify whether the visitor is a registered sex offender.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors Participating in Special Programs for Students on High School Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### ***WITHDRAWING FROM SCHOOL***

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

# **DISTRICT ELECTRONIC COMMUNICATION AND DATA MANGEMENT**

## **DISTRICT POLICY AND ADMINISTRATIVE REGULATIONS STUDENT AGREEMENT FORM**

Dear Parents:

Your child has an opportunity to be given access to the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together.

Inappropriate system use will result in the loss of the privilege to use this educational tool. Please be aware that the Internet is an association of diverse communication and information networks. While the District is required by federal law to use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for us to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable. Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communication system.

Sincerely,

Roy Vega  
Technology Director  
Premont ISD

## **Communication and Data Management Administrative Regulations**

The Superintendent or designee will oversee the District's electronic communications system. The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical and safe use of this resource.

### **CONSENT REQUIREMENT**

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy.

### **FILTERING**

The Superintendent or designee will select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography, weapons, drug use, instructions for performing criminal acts (e.g., bomb making), and on-line gambling.

### **REQUESTS TO DISABLE FILTER**

The Superintendent or designee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes.

### **SYSTEM ACCESS**

Access to the District's electronic communications system will be governed as follows:

1. Students will be granted access to the District's system (Internet and campus network).
2. With the approval of the campus principal, a student may be assigned an Intranet e-mail account.
3. As appropriate and with the approval of the immediate supervisor, District employees will be granted access to the District's system.
4. With approval of the immediate supervisor, District employees may be assigned a District e-mail account.
5. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
6. All users will be required to sign a user agreement annually to be granted access to the District's electronic/communications system (Internet, network, and e-mail).

### **TECHNOLOGY DIRECTOR RESPONSIBILITIES**

The Technology Director or campus designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
2. Ensure that all users of the District's system complete and sign annually an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office ..
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.

4. Ensure that all software loaded on computers in the District44. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety on-line and proper use of the system
6. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Superintendent.
7. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
8. Set limits for data storage within the District's system, as needed.

## **INDIVIDUAL USER RESPONSIBILITIES**

The following standards will apply to all users of the District's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus administrator or Technology Director, as appropriate.
6. Students should never make appointments to meet people whom they meet on-line and should report to a teacher or administrator if they receive any request for such a meeting.
7. System users must purge electronic mail in accordance with established retention guidelines.
8. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
9. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
10. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
11. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
12. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
14. System users may not waste District resources related to electronic communications system.
15. System users may not gain unauthorized access to resources or information.

## **VANDALISM PROHIBITED**

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

## **COMMUNICATION AND DATA MANAGEMENT ADMINISTRATIVE REGULATIONS**

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

### **FORGERY PROIHBITED**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

### **INFORMATION CONTENT THIRD PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

### **PARTICIPATION IN CHAT ROOMS AND NEWS GROUPS**

Participation in chat rooms and newsgroups accessed on the Internet is permissible only for students in grades 7th-12th, under appropriate supervision, and for employees.

### **DISTRICT WEB SITE**

The District will maintain a District web site for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District web site must be directed to the Technology Director. The Technology Director will establish guidelines for the development and format of web pages controlled by the District.

No personally identifiable information regarding a student will be published on a web site controlled by the District without written permission from the student's parent.

No commercial advertising will be permitted on a web site controlled by the District.

### **SCHOOL OR CLASS WEB PAGES**

Schools or classes may publish and link to the District's site web pages that present information about the school or class activities, subject to approval from the Technology Director

### **EXTRACURRICULAR ORGANIZATION WEB PAGES**

With the approval of the Technology Director, extracurricular organizations may establish web pages linked to a campus or District web site; however, all material presented on the web page must relate specifically to organization activities and include only student-produced material. The sponsor of the organization will be responsible for compliance with District rules for maintaining the web page. Web pages of extracurricular organizations must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the District." Any links from the web page of an extracurricular organization to sites outside the District's computer system must receive approval from the District Technology Director.

## **PERSONAL WEB PAGES**

District employees, Trustees, and members of the public will not be permitted to publish personal web pages using District resources.

## **NETWORK ETIQUETTE**

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

## **TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT**

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or Technology Director receives notice of the violation, or on a future date if so specified in the notice.

## **DISCLAIMER**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system.

### ***Purpose***

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code. The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may--or must--result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Premont ISO Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

**Please Note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

### ***School District Authority and Jurisdiction***

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

District administrators conduct routine blanket inspections and searches of lockers.

### ***Reporting Crimes***

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

### ***Revoking Transfers***

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

## ***Standards for Student Conduct***

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.
- 

## **General Conduct Violations**

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Suspension, DAEP Placement, Placement and/or Expulsion for Certain Serious Offenses, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

## ***Disregard for Authority***

Students Shall Not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct on school buses.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

## ***Mistreatment of Others***

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault see DAEP Placement and Expulsion)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or making hit lists. (See glossary for all three terms)
- Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

### ***Property Offenses***

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)
- Deface or damage school property-including textbooks, lockers, furniture, and other equipment-with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

### ***Possession of Prohibited Items Students Shall Not:***

Possess or use:

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- a "look-alike" weapon;
- an air gun or BB gun; ammunition;
- a stun gun;
- a pocketknife or any other small knife; mace or pepper spray;
- pornographic material;
- tobacco products;
- matches or a lighter;
- a laser pointer for other than an approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

### ***Possession of Telecommunication Devices***

Student Shall Not:

- Display, turn on, or use a cellular telephone or other telecommunications device on school property during the school day.

### ***Illegal Prescription and Over the Counter Drugs***

Students Shall Not:

- Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants (see DAEP Placement and Expulsion)
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for "paraphernalia")
- Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event. (See glossary for "abuse")
- Abuse over-the-counter drugs. (See glossary for "abuse")
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for "under the influence")
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### ***Misuse of Computer and the Internet***

Students shall not:

- Violate computer use policies, rules, or agreements signed by the student or the student's parent.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the District's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

### ***Safety Transgressions***

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

### ***Miscellaneous offenses***

Students Shall Not:

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may not constitute violations of the Code.

### ***Discipline Management Techniques***

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

### ***Students with Disabilities***

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### ***Techniques***

The following discipline management techniques may be used-alone or in combination-for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written,
- Cooling-off time or "time-out."
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Detention.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding
- honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- Corporal punishment.
- Out-of-school suspension, as specified in the Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

### ***Notification***

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

### ***Appeals***

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy. A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: [www.premontisd.net](http://www.premontisd.net). Consequences will not be deferred pending the outcome of a grievance.

Removal from the Regular Education Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

### ***Routine Referral***

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

### ***Formal Removal***

A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher may also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident. When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

### ***Returning Student to Classroom***

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

## **Suspension**

### ***Misconduct***

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### ***Process***

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student will have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.

### **Disciplinary Alternative Education Program (DAEP) Placement**

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order placement in a DAEP, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### ***Discretionary Placement: Misconduct That May Result in DAEP Placement***

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

#### **Misconduct Identified in State Law**

In accordance with state law, a student may be placed in a DAEP for anyone of the following offenses:

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary)
- Involvement in criminal street gang activity. (See glossary)
- Any criminal mischief, including a felony.

In accordance with state law, a student may be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief(see glossary) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator may, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### ***Mandatory Placement: Misconduct That Requires DAEP Placement***

A student must be placed in a AEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.0 I (a)( I).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence")

- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  1. The student receives deferred prosecution (see glossary),
  2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

### ***Sexual ASSAULT Campus Assignments***

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

### ***Emergencies***

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

### ***Process***

Removals to a DAEP will be made by the campus principal.

### **Conference**

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

### **Placement Order**

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

### ***Length of Placement***

The duration of a student's placement in a DAEP will be determined by the campus principal.

The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus principal must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

### ***Appeals***

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy. A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: [www.premontisd.net](http://www.premontisd.net).

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

### ***Restrictions during Placement***

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

The district will not provide transportation to students in a DAEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

### ***Placement Review***

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the campus principal at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

### ***Additional Misconduct***

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

### ***Notice of Criminal Proceedings***

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board will make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

### ***Withdrawal during Process***

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### ***Newly Enrolled Students***

The district will continue the DAEP placement of a student who enrolls in the district and was assigned to DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### ***Emergency Placement Procedure***

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

### **Placement and/or Expulsion for Certain Serious Offenses**

This section includes two categories of serious offenses for which the Education Code provides unique procedures and specific consequences.

### ***Registered Sex Offenders***

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

### **Review Committee**

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee will recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

### **Newly Enrolled Student**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

### **Appeal**

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

### ***Certain Felonies***

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as a Title 5 felony offense;
- Have been charged with engaging in conduct defined as a Title 5 felony offense;

- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the District's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

### **Length of Placement**

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

### **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

### ***Expulsion***

In deciding whether to order expulsion, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### ***Discretionary Expulsion: Misconduct That May Result in Expulsion***

#### **Any Location**

A student may be expelled for:

- Engaging in the following, no matter where it takes place:
  - Conduct that contains the elements of assault under Penal Code 22.01 (a)(1) in retaliation against a school employee or volunteer.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.

### **At School, Within 300 Feet, or at School Event**

- Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engaging in conduct that contains the elements of assault under Section 22.01 (a)(1) against an employee or a volunteer.
  - Engaging in deadly conduct. (See glossary)

### **Within 300 Feet of School**

- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson.
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery .
  - Continuous sexual abuse of a young child or children.
  - Felony drug- or alcohol-related offense.
  - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

### **Property of Another District**

- Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### **While in DAEP**

- Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district's Code, while placed in a DAEP.

### ***Mandatory Expulsion: Misconduct That Requires Expulsion***

A student must be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

### **Federal Law**

Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

### **Texas Penal Code**

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
  - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
  - An illegal knife, such as a knife with a blade over 5\_ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary )
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery
  - Manslaughter
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or children.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
  - Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity.

### ***Under Age Ten***

When a student under the age often engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be placed in a DAEP unless the student commits a federal firearm offense.

### ***Emergency***

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.

### ***Process***

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing. Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

### ***Hearing***

A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the superintendent authority to conduct hearings and expel students.

## **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

## **Expulsion Order**

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the superintendent will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

## ***Length of Expulsion***

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

## ***Withdrawal during Process***

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

## ***Additional Misconduct***

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

### ***Restrictions during Expulsion***

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

### ***Newly Enrolled Students***

The district will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

### ***Emergency Expulsion Procedures***

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action.

Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

### ***DAEP Placement of Expelled Students***

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age

# Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

**Armor-piercing ammunition** is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
  - a. Knowing that it is within the limits of an incorporated city or town,
  - b. Knowing that it is insured against damage or destruction,
  - c. Knowing that it is subject to a mortgage or other security interest,
  - d. Knowing that it is located on property belonging to another,
  - e. Knowing that it has located within it property belonging to another, or
  - f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

**Assault** is defined in part by Texas Penal Code 22.01(a)(I) as intentionally, knowingly, or recklessly causing bodily injury to another.

**Bullying** is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To 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
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

**Chemical dispensing device** is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

**Criminal street gang** is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Dating violence** is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

**Discretionary** means that something is left to or regulated by a local decision maker.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Graffiti** are markings with aerosol paint or an indelible pen or marker on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

**Hazing** is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Knuckles** is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Persistent misbehavior** is two or more violations of the Code in general or repeated occurrences of the same violation.

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121 (d) of the Education Code are excepted from this definition.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Serious offenses** include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft. .
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.

- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Switchblade** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

**Terroristic threat** is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

**Title 5 offenses** are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.