

Plains ISD

2005/2006

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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PLAINS INDEPENDENT SCHOOL DISTRICT P.O. BOX 479 PLAINS, TEXAS 79355

PLAINS INDEPENDENT SCHOOL DISTRICT STUDENT HANDBOOK

We welcome you as a member of the student body of Plains Independent School District. May your experiences here be pleasant and profitable. This Student Handbook is planned to be a guideline for you and your parents. It is not intended to be all-inclusive. Policies and procedures described herein are in keeping with those set by the Plains ISD School Board and are subject to change. With cooperation between the home and the school, we will have a safe and successful school year.

MISSION STATEMENT

The mission of Plains Independent School District is to share responsibility with parents and the community for preparing our students to live and work successfully in the 21st Century.

DISTRICT GOALS

- Goal 1: As a district, Plains Independent School District will facilitate minority learning with educational support, role modeling, and positive encouragement.
- Goal 2: Plains Independent School District will encourage more parental/guardian and community dialogue and participation in the educational process.
- Goal 3: At Plains Independent School District, discipline measures will enhance classroom atmosphere and learning environment.
- Goal 4: At Plains Independent School District, Gifted and Talented students in grades 1-12 will receive instruction in the four core academic areas.
- Goal 5: Plains Independent School District will address the needs of the district's At-Risk students.
- Goal 6: Plains will provide training for personnel to adequately support the educational programs that serve the students.
- Goal 7: At least 80% of all students recommended by the ARD committee or in each special population group enrolled at Plains Independent School District will pass all segments of the SDAII/TAKS test.
- Goal 8: Each campus at Plains ISD will set goals for the AEIS indicators so as to reach or maintain an Exemplary rating by school year 2005-2006.
- Goal 9: Plains Independent School District will offer courses that provide valid training and job skills for the students.

A MESSAGE FROM THE SUPERINTENDENT

Dear Parents and Students,

Plains ISD provides educational opportunities for all students. We have an outstanding facility and staff to support this task. The proof for this claim lies with the outstanding academic accomplishments made in the areas of TAKS scores, UIL academic competition, and the performance of graduating students on the ACT and SAT tests. Students at Plains also receive excellent support in the extracurricular areas of athletics, band, stock shows, and in vocational competition. The staff is committed to providing a quality education for every student at Plains ISD. Please feel free to contact the principals or me should you have concerns about the programs that are offered. Good luck for this upcoming year.

James Haynes, Superintendent

FOREWORD TO STUDENTS

This handbook has been prepared with the hope that it will assist you in the routine matters of the school, in finding your place in our school life, in catching the school spirit, in choosing wisely your course of study, and in planning your future life.

The administrative staff--superintendent and principals--as well as other faculty members, will welcome an opportunity to discuss with you and advise you concerning any problem which may arise. Please feel free to call on us at any time our help is needed.

--The Administrative Staff

FOREWORD TO PARENTS

Your objectives as a parent and the objectives of the school in respect to your son or daughter are the same: to give him or her the best possible guidance toward the realization of his or her highest capacities. To accomplish that goal, full cooperation between home and school is essential.

The following suggestions are intended to help you make the fullest possible contribution to your child's success in school. **REGULAR AND PUNCTUAL ATTENDANCE IS THE GREATEST SINGLE FACTOR IN SCHOOL SUCCESS:** therefore, your first concern should be to see that your son or daughter attends regularly. While there are a few subjects in junior high school or high school in which little or no work is necessary outside of class, the nature of the majority of subjects is such that some work outside of class is necessary for satisfactory progress. You can contribute greatly to your son or daughter's success in school by providing for home study.

If there is anything that you want to know about school, if something has happened at school that worries you or your child, if there is a misunderstanding, if you need more information for any reason, see your child's principal. You may further help the school to serve your child's interests by:

1. Making it your business to know your child's teacher.
2. Writing a full explanation for absences and signing them yourself.
3. Requiring a report card for each course at the end of each reporting period.
4. Studying report cards carefully.
5. Reading this handbook and understanding as fully as possible the operation of the school.

Each of us must accept our share of the responsibility. We invite you, therefore, to join hands with the administrative staff and faculty in achieving the goals of the school.

--The Administrative Staff

Plains Independent School District shall fully comply with the nondiscrimination provisions of all Federal and State laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status or a disability requiring accommodation (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration). Plains Independent School District is an Equal Employment Opportunity/Affirmative Action employer.

PLAINS INDEPENDENT SCHOOL BOARD OF TRUSTEES

Alex Barrientes

Danny Bell

Keith Earnest

Anna Gonzalez

Brad Palmer

Wayne Sisson

Chris Winn

THE AMERICAN CREED

"I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of many sovereign states; a perfect union, and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes."

--William Tyler Page

THE PLEDGE OF ALLEGIANCE TO THE FLAG

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

THE PLEDGE TO THE TEXAS FLAG

"Honor the Texas Flag. I pledge allegiance to thee, Texas, one and indivisible."

ALMA MATER

Dear old Plains High
Grand old Plains High
Champion school of all the West
Loyal just to you, we're faithful and true blue
We always will uphold you as the best
School of Cowboy fame, winners of the game
Fight right on to victory
Fight right to the end and
When we've won it then
Three cheers for grand old Plains High.

FIGHT SONG

Cheer, cheer for ole P.H.S.
Ride 'em Cowboys, we'll do the rest
You bring in the highest score
We ask for this and nothing more
We never stagger, we never fall
We tackle hard, and bring on the ball
Hail ye sons of ole Plains High
We're out for a victory.

TABLE OF CONTENTS

Mission Statement and Goals for Plains Schools.....	2
Message from the Superintendent	2
Foreword to Students and Parents.....	2-3
Plains ISD Board of Trustees	3
Alma Mater and Fight Song.....	4
Offices and Phone Numbers	7
Calendar.....	8
Testing Schedule	9
SECTION I: GENERAL INFORMATION.....	10
1. Announcements	10
2. Assemblies.....	10
3. Attendance.....	10
4. Cafeteria.....	12
5. Counseling	12
6. Distribution of Printed Materials	12
7. Fire and Disaster Drills.....	12
8. Health and Safety.....	12
9. Bacterial Meningitis	13
10. Honor Code.....	13
11. Insurance *****	14
12. Library/Resource Center	14
13. Lockers	14
14. Lost and Found	14
15. Make-up Work and Late Work	14
16. Married Students.....	15
17. Parent/Teacher Conferences	15
18. Pesticides.....	15
19. Pregnant Students	15
20. School Trips	15
21. Sexual Harassment of Students.....	15
22. Special Education	16
23. Gifted and Talented Program	16
24. Telephone	16
25. Textbooks.....	17
26. Transportation/Bus.....	17
27. UIL Participation	17
28. Extracurricular Absences	18
29. Visitors	18
30. Withdrawals.....	18
31. Student Records Statement	18
SECTION II: HIGH SCHOOL INFORMATION	18
1. High School Bell Schedule.....	18
2. Automobiles	19
3. Fundraising	19
4. Extracurricular Activities.....	19
5. Organizations.....	21
6. Academic High School Programs	22
7. Class / Rank.....	23
8. Correspondence Courses	24
9. Examination Exemptions.....	24

10. Grade Classifications	24
11. Grade Reporting.....	25
12. Honor Roll	25
13. Academic Awards.....	25
14. Late Graduation	25
15. Schedule Changes	25
16. Tutorials	25
17. Course Offerings	26
18. Dual-Credit Courses.....	28
19. The Texas Grant.....	30
SECTION III: MIDDLE SCHOOL INFORMATION	31
Mission and Vision Statement	31
1. Middle School Bell Schedule.....	31
2. Closed Campus.....	31
3. Promotion/Retention	32
4. Academic Offerings.....	32
5. Extracurricular Activities	32
6. In-School Suspension	33
7. Alternative Education Program	33
8. Detention.....	34
9. Incomplete Assignments	34
10. Fighting	34
11. Tardies	34
12. Reporting Student Progress	34
13. Tutorials/Reading	34
14. Announcements	35
15. Work for Absent Student	35
SECTION IV: ELEMENTARY SCHOOL INFORMATION	35
1. Absences	35
2. Arrival/Dismissal of Students	35
3. Closed Campus.....	36
4. Grade Reporting.....	36
5. Nurse's Duties	36
6. Parent/Teacher Conferences	36
7. Promotion/Retention	36
8. Swimming Pool	36
9. Telephone	37
10. Tutorials	37
SECTION V: DISCIPLINE MANAGEMENT PLAN	37
1. Content of Approved Program.....	37
2. Student Code of Conduct.....	39
3. Teacher Removal of Student from Class.....	47
4. Suspension	48
5. Emergency Placement or Expulsion	51
6. Hearings, Review	51
7. Alternative Education Programs.....	53
8. Miscellaneous	56
SECTION VI: ELECTRONIC COMMUNICATION AND DATA MANAGEMENT	57
PLAINS ISD PARENT NOTIFICATION.....	59
CONTACT INFORMATION REGARDING SPECIAL EDUCATION	60
LETTER OF RECEIPT FOR STUDENT HANDBOOK	61

PLAINS ISD OFFICES AND TELEPHONE NUMBERS

ADMINISTRATION OFFICES	(806) 456-7401
Mr. James Haynes, Superintendent	
Mrs. Johna DeBusk, Administrative Assistant	
Mr. Bill Butler, Business Manager.....	(806) 456-7483
Mrs. Shari McCravey, Business Office	
Mrs. Elouise St. Romain, Cafeteria	(806) 456-5485
Mr. Keith Whitzel, Maintenance	(806) 456-7401
Mrs. Gay Wilmeth, School Nurse	(806) 456-5660
Mr. Shane McKinzie, Transportation.....	(806) 456-7401
PLAINS SENIOR HIGH SCHOOL.....	(806) 456-7445
Mr. Steven L. O'Quinn, Principal	(806) 456-7498
Mrs. Pam Gail Holley, Principal's Secretary	(806) 456-7445
Mrs. Cindy Davis, Counselor.....	(806) 456-7445
Mr. Georgann Weisgerber, Band Director	(806) 456-7445
Mr. Blake McWhirter, Athletic Director	(806) 456-7445
Mrs. Tege Taylor, Librarian/Resource Center	(806) 456-7490
Mr. Joe Pierce, Agriculture Shop	(806) 456-7445
Gymnasium (Boys' and Girls').....	(806) 456-7445
Mr. Robert Canon, Industrial Arts/District Technologist	(806) 456-7445
Pool	(806) 456-7445
PLAINS JUNIOR HIGH SCHOOL	(806) 456-7490
Mr. Michael Michaleson, Principal	
Mrs. Jonnie Green, Principal's Secretary	
PLAINS ELEMENTARY.....	(806) 456-7438
Mr. Vernon Hise, Principal	
Mrs. Billie Howell, Principal's Secretary	



PLAINS ISD SCHOOL CALENDAR 2005-2006

August

- 8-9 In-service (Comp Days)
- 10 Inservice (District Welcome/Campus Meetings)
- 11 Teacher Workday
- 12 In-service (Brownfield)
- 15 Begin the First Six Weeks

September

- 5 Holiday – Labor Day
- 23 End First Six Weeks (29 days)
- 26 Begin the Second Six Weeks

October

- 10 Holiday – Columbus Day

November

- 4 End Second Six Weeks (29 Days)
- 7 Begin Third Six Weeks
- 23-25 Thanksgiving Holiday

December

- 21 End Third Six Weeks (30 Days)
- End of First Semester (88 Days)
- Students Begin Christmas Holidays (Early Dismissal)

January

- 3 Teacher Work Day
- 4 Begin Fourth Six Weeks
- 26-27 Holiday – Stock Show

February

- 17 End Fourth Six Weeks (31 Days)
- 20 Begin Fifth Six Weeks

March

- 13-17 Spring Break Holiday

April

- 6 End of Fifth Six Weeks (29 Days)
- 7 School Holiday (Weather Day)
- 10 Begin Sixth Six Weeks
- 14 Holiday – Good Friday

May

- 5 School Holiday (Weather Day)
- 25 Early Dismissal – End of Sixth Six Weeks (32 Days)
- End of Second Semester (92 days)
- 26 Graduation
- Teacher Work Day

PLAINS ISD TESTING SCHEDULE 2005-2006

Date of Test	Test Name	Grades Tested
Sept. 14, 2005	ASVAB	11
Sept. 24, 2005	ACT	11, 12
Oct. 12, 2005	PSAT	10, 11
Oct. 18, 2005	Exit ELA (Retest)	12
Oct. 19, 2005	Exit Math (Retest)	12
Oct. 20, 2005	Exit Science (Retest)	12
Oct. 21, 2005	Exit Social studies (Retest)	12
Oct. 22, 2005	ACT	11,12
Dec. 10, 2005	ACT	11, 12
January, 2006	Field Testing TAKS & SDAA II	4,7,9, ELA
Feb. 11, 2006	ACT	11,12
Feb. 21, 2006	TAKS Reading	3, 5, 9
	SDAA Writing	4, 7, 10
	TAKS Writing	4,7,10,11
	TAKS ELA	10, 11
	Exit ELA (Retest)	12
Feb. 22, 2006	Exit Math (Retest)	12
	SDAA Reading/ELA	9, 10
Feb. 23, 2006	TAKS Science (Retest)	12
Feb. 24, 2006	TAKS Social Studies (Retest)	12
March 21, 2006	TELPAS	K – 12
March 23, 2006	TOP	K – 4
March 27, 2006	TOP	5 – 8
March 29, 2006	TOP	9 – 12
April 4, 2006	TAKS Math	5
April 8, 2006	ACT	11, 12
Apr. 18, 2006	SDAA Math	3 – 10
	TAKS Math	3–4,6–8, 10
	Exit ELA (Retest)	12
April 19, 2006	SDAA Reading	3 – 8
	TAKS Reading (Retest)	3, 5
	TAKS Reading	4, 6 – 8
	Exit Math (Retest)	12
April 20, 2006	TAKS Math	9
	Exit Science (Retest)	12
	TAKS Science	5, 8, 10, 11
April 21, 2006	TAKS Social Studies	8, 10, 11
	Exit Social Studies (Retest)	12
May 16, 2006	TAKS Math (Retest)	5
June 10, 2006	ACT	11, 12
June 27, 2006	TAKS Math (Retest)	5
June 28, 2006	TAKS Reading (Retest)	3, 5
July 11, 2006	Exit ELA (Retest)	12
July 12, 2006	Exit Math (Retest)	12
July 13, 2006	Exit Science (Retest)	12
July 14, 2006	Exit Social Studies (Retest)	12

SECTION I: GENERAL INFORMATION

IN THIS SECTION YOU WILL FIND INFORMATION FOR ALL STUDENTS IN PLAINS ISD.

1. ANNOUNCEMENTS

The public address (PA) system is used to make announcements concerning school information and activities. Announcements will be made during a time that will cause the least amount of class disruption and will be kept concise and essential in nature. Please pay attention and be quiet at this time.

2. ASSEMBLIES

Assemblies and special programs are a privilege for students. Students are expected to exhibit appropriate behavior in order for everyone to benefit. Food and drink are not permitted in the auditorium for any reason.

3. ATTENDANCE

College Day: Seniors are allowed one day during their senior year to visit a college. This day will count as an absence but will not be an unexcused absence. You should prearrange this absence with the office at least one week in advance. Work should be turned in prior to the absence or the day you come back.

Excused/Unexcused Absences: If you are absent from class more than ten percent of the time in any one semester, you may be in jeopardy of losing your credits. Absences are not to be viewed as days you are entitled to take but are for personal illness, illness in immediate family, death in immediate family, or prior arrangements approved by the administration. If you have been absent for any reason, you must make up the work you missed within the time limit set by the make-up work policy. Failure to make up work may result in academic penalties.

For students in Kindergarten-Grade 12, absences shall be aggregated on the basis of 90 % of the days the class is offered, whether a semester, a scholastic year, or an alternative time frame. Excused absences will be deemed as those provided under Texas Education Code 21.035. Excused absences are for:

- (1) personal sickness
- (2) sickness or death in the family
- (3) quarantine
- (4) weather or road conditions making travel dangerous
- (5) any other unusual case acceptable by the principal or superintendent of the school in which the child is enrolled.

The reason for an excused absence must be stated in writing and signed by the parent or other person standing in parental relation to the child.

All other absences will be considered unexcused. Assignments missed due to unexcused absences that have been prearranged (see Page 12), or have been approved by the attendance officer (superintendent), will be made up with 100 percent credit. Assignments missed due to other unexcused absences will result in the student receiving no more than 70 percent of the grade earned on all assignments missed during the unexcused absence.

A Saturday morning class will be scheduled for students who need to replace clock hours due to absences over the allowable ten percent in one semester.

Appeal Process: After incurring excessive absences, you may be granted course credit upon recommendation by the local campus principal or Attendance Appeals Committee, if you have fulfilled the required clock hours, completed all assignments required by the teacher, and have exhibited proper behavior.

Student Appeal Form: At the end of the semester if you wish to appeal your case, you must obtain the form "Student Request for Credit Review" from the office, fill it out completely and return the form to your principal who will provide a copy to other members of the Attendance Appeals Committee when it is convened to review the case. The Attendance Appeals Committee shall be composed of one or more of your teachers, the counselor, and your principal. The committee will review the appeal request and determine whether you should be eligible for credit. Some of the items the appeals committee may take into consideration in determining their recommendations are:

- (1) doctor's notes.
- (2) prior arrangements with the school administration.
- (3) extenuating circumstances (UIL conflict, One-Act Play).
- (4) attendance in Clock Hour Class.
- (5) proper behavior.

Options of the Appeals Committee: After review of the case, the Attendance Appeals Committee will make their recommendation:

- (1) grant credit for the course.
- (2) grant credit with stipulations.
- (3) deny credit for the course.

Transfers: If you enter class late because of a transfer from another school district or whatever other reason, you will be allowed absences pro-rated on the basis of days remaining in the semester. If you were previously enrolled, you will have the absences accumulated in the class you transferred from carried forward into the class you enter. If you transfer out of the district and have exceeded the number of absences allowable for credit, you will not receive credit. You may petition for credit by mail or in person with the same opportunities to present your case as any other student. Your transcript, sent to another school district, will reflect no credit due to excessive absences.

Saturday Clock Hour Classes: You will be given the opportunity to make up clock hours missed due to absences that exceed the 90 percent attendance law. This can be accomplished by attending a Saturday Clock Hour Class. The class will meet for five hours on Saturday from 7:30 a.m. to 12:30 p.m. One day of a clock hour class will be equivalent to one school day. If you are attending the clock hour class, you will be required to bring assignments to work on during the complete session. The Saturday Clock Hour Class can also be utilized by administrators as an alternate form of discipline. If you are serving in the Clock Hour Class for violations of school discipline rules, you will not be granted time equivalency for days missed from your regular classroom. You must provide your own transportation to the Saturday Clock Hour Class. Location of the Saturday Clock Hour Class will be announced.

Tuancy: If you are not lawfully exempt or properly excused from school attendance, or if you have a record of excessive absences, your parent will be warned in writing that your attendance must improve immediately. In the event your attendance does not improve, the attendance officer shall file a complaint in the appropriate justice court. If you are absent from school or from any class without permission, you will be considered truant and will be subject to disciplinary action. You are required to attend two Saturday Clock Hour classes for each unexcused absence.

Saturday Clock Hour Class Schedule and Rules:

- (1) Be on time at 7:30 a.m.
- (2) Have school-related books and materials.
- (3) No food.
- (4) No radios.
- (5) No tobacco.
- (6) A five-minute break will be given at approximately 9:15 a.m. and 10:45 a.m. You may not leave the building during the breaks.
- (7) You are expected to do your own work without talking.
- (8) You must sign in and out to receive credit.
- (9) You must follow the dress code.

Hall Passes: If you are out of your classroom during class time, you must have a hall pass signed by your teacher. It must contain the date, time, and reason for being out of class. It is your responsibility to return the hall pass to your teacher.

Leaving Campus: Obtain a pass from the office prior to 8:15 a.m. if you need to leave campus during the school day. You must obtain permission and check out through the office to leave campus for any reason. You must have a note from your parent or guardian stating date, time, and reason for leaving campus. After returning to campus, you must return the pass to the office. It should contain the signature of a person who is able to account for your whereabouts. If you should become ill at school, you may check out to go home after the nurse or secretary has notified your parents that you are ill.

Should you plan to leave during the lunch period and not return for your afternoon classes, your parent must call school to notify the office. If you fail to follow the proper procedure for leaving campus, you will receive an unexcused absence and be subject to disciplinary action. If you are off campus without a proper permit, you will be considered truant.

Prearranged Absences: You are allowed three days per year for prearranged absences. These unexcused absences must be scheduled at least one week in advance. These absences will count as unexcused absences, but students will be allowed to make up assignments either before or after the absence according to the teacher's discretion and full credit for the work will be received. Prearranged absences will not be approved for six-weeks tests, semester tests, or the day before or during TAAS testing.

Tardies: Tardies are usually unexcused. You must obtain a tardy slip from the office each time you are tardy. If you are detained by an emergency, your parents must send a note of explanation. If you are detained by the office or a teacher, you must have an admittance slip from the office to be admitted to class. You are considered tardy if you are not in your seat ready to work when the tardy bell finishes ringing.

4. CAFETERIA

The cafeteria is under the supervision of competent workers who are striving to give the best service possible to the students. All Plains ISD students may eat free of charge in the cafeteria. Breakfast will be served to every student during the school day. Elementary and Middle School students must eat lunch in the cafeteria. High School students may elect to leave campus for lunch if desired. All food, including ice cream and cold drinks, must be consumed in the cafeteria.

5. COUNSELING

The counselor's office is open each day from 7:45 a.m. to 4:00 p.m. to provide assistance with educational decisions, vocational choices, and personal problems. Make an appointment between classes or during the break if you need to see the counselor.

6. DISTRIBUTION OF PRINTED MATERIALS/POSTERS

To distribute printed materials at school or use the school bulletin boards for signs, posters, or advertisements, you must receive prior approval from the principal.

7. FIRE AND DISASTER DRILLS

Fire Drill Signal:

Steady beeping of electronic bell: Follow Exit Plans posted in the classroom and proceed out of the building single file in an orderly manner.

Up and down electronic signal: Return quietly to your classroom.

One bell: Stop immediately and stand quietly.

Disaster/Storm Drill Signal:

Electronic siren sound followed by announcement: Go to the hallway and kneel near the wall, covering your head with your arms. If you are given insufficient notice, take cover under your desk. If you are in the band hall or the gym, you should go to a hallway or inside wall and kneel, covering your head with your arms.

8. HEALTH AND SAFETY

Emergency Medical Treatment:

Parents shall complete an emergency care card each year that includes parental consent for school officials to request medical treatment for the student as provided by law. Parents should also supply other information needed in case of an emergency and update this information as often as necessary.

Immunizations:

Texas laws require immunizations for all persons enrolled in child-care facilities and schools. Questions concerning immunizations requirements should be directed to the school nurse or a family physician.

Medication will not be given to a student unless the student has returned a signed permission form provided by the office. Any prescription medication must be in the original bottle, and must be accompanied by a parent note. All medication will be administered by the school nurse. Over the counter medication will not be given to students without the same parent permission.

Students with live head lice may not remain at school. If live head lice are found, parents will be contacted and the student may not return to school until he has received treatment. Upon returning to school, students should be cleared through the nurse's office before going to the classroom.

Students will be sent to the office or to the nurse only when the teacher or other school personnel deems it necessary. Any student with a temperature exceeding 100 cannot return to the classroom. When returning to school after a contagious illness (such as chicken pox), a student should be cleared through the nurse's office.

Plains ISD complies with the Safe Schools Act and every precaution is taken to prevent student accidents. In the unfortunate event of an accident occurring, the student's supervisor will take proper steps to see that the student receives the first aid needed and that the student receives medical attention if needed. Parents will be notified immediately in this event. An accident report form will be completed by the supervisor at the time of the accident.

9. BACTERIAL MENINGITIS

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 causes 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What Should You do if You Think You or a Friend Might Have Bacterial Meningitis?

Seek prompt medical attention.

For 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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

10. HONOR CODE (CHEATING)

Cheating or copying the work of another student shall result in all involved students receiving a grade of zero (0) for that assignment.

11. INSURANCE (STUDENT ACCIDENT)

Plains ISD student accident insurance coverage is provided by the district for all students. The insurance is designed to pay supplemental benefits for medical expenses that are the result of an accident or injury incurred by a student participating in a regularly scheduled school day or extracurricular activity. Student accident insurance claim forms are available at each campus office and from activity sponsors. Parents should read and complete the claim form carefully to ensure that all service providers are paid in a timely manner.

Plains ISD student accident insurance is a supplemental insurance coverage designed to pay medical expenses that are not covered by a parent's primary health care coverage. Payment is subject to any plan limits or exclusions. If a student is not covered by primary health care in the home or is covered but subject to a high deductible, the student accident insurance will still pay charges incurred due to the injury subject to any plan limits or exclusions. In this case the payment limits would be reached much faster on any given injury. Any charges above these limits or any charges for services otherwise excluded by the insurance company are the parent's responsibility. Information on these plans is provided to students at the beginning of each school year. Information may also be obtained from the student's sponsor, coach, or principal as well as from the school business office.

12. LIBRARY / RESOURCE CENTER

Rules for use of the library include:

1. General and reference works such as dictionaries, encyclopedias, and magazines may be checked out by special permission only.
2. Library books may be checked out for two weeks and may be renewed twice (maximum of six weeks).
3. Books damaged beyond reasonable wear, and lost books, must be paid for by the students.
4. At the request of the teachers, books may be placed "on reserve" and checked out for one hour or overnight.
5. Students are expected to display the same respect for personnel, other students, equipment and furniture that is required in the classroom. No food, drink, or chewing gum is permitted in the Resource Center at any time.
6. Students failing to adhere to policy rules may lose Resource Center privileges.
7. Use of the copy machine is limited to school personnel. There will be a charge of ten cents per copy to students for personal use.

13. LOCKERS

You are assigned a locker. You have the responsibility to keep it clean and have your books and materials arranged in an orderly fashion at all times. You are not permitted to put your books in another locker. Do not share your locker at any time. You will be subject to disciplinary action if you use someone else's locker. You may place a lock on your locker; however, the office must be provided with a key or combination to your lock. Do not keep valuables in your locker. School personnel have the right to search lockers if deemed necessary.

14. LOST AND FOUND

Articles that are found should be turned in to the office. Report lost articles as soon as you miss them. Label your belongings so that they may be identified and returned to you. Lost clothing articles will be taken to the gym offices. Articles will be kept for the remainder of the semester.

15. MAKE-UP WORK AND LATE WORK

Make-up Work

- A. Students who are absent for one (1) to two (2) consecutive days will be given two (2) days to make up missed assignments.
- B. Students who have three (3) to five (5) days of consecutive absences will be given three (3) days in which to make up missed assignments.
- C. For students with more than five (5) days of consecutive absences, make-up assignments will be handled on a case-by-case basis.
- D. Make-up work, which is not turned in on time, will automatically receive a grade of zero (0).
- E. Absences due to extracurricular activities will be treated the same as any other absences.

Late Work

- A. All class work and homework is due when the teacher calls for it. Any work turned in after that time is late.
- B. Late work that is turned in the same day or the following day will receive a grade equal to seventy percent (70%) of the grade originally earned on the assignment.
- C. Late work which is not turned in by the day following the original due date will automatically receive a grade of zero (0).

16. MARRIED STUDENTS

Married students may participate in the total school program with the same responsibilities and rules as any other student.

17. PARENT/TEACHER CONFERENCES

Parents are asked to call the campus office to schedule a conference with a child's teacher. When parents come to school for a conference, they are asked to come by the office and check in. Please do not go to a teacher's room for a conference when children are present or when class is progress. Each parent conference will be documented on a form provided by the school. It is hoped that this careful documentation will ensure that the conference decisions will be carried out for the benefit of the child.

18. PESTICIDES

This school periodically applies pesticides. Information concerning these applications may be obtained from Keith Whitzel at 456-7401.

19. PREGNANT STUDENTS

If you are pregnant, you can continue with the regular education program or you may participate in a special education program. You must submit a medical certification at reasonable periods of time stating that it is medically safe for you to attend class.

20. SCHOOL TRIPS

Many school-sponsored trips will be made during the school year for the many activities in which students of Plains Schools will participate. Parents and students are requested to study the following regulations concerning school-sponsored trips.

1. Students approved to participate in school-related or school-sanctioned activities shall not be counted absent from school; however, school assignments shall be turned in prior to participating in the activity. (See FM)
2. All students should go and should return in school-arranged transportation.
3. Students must take the responsibility of observing all safety rules while riding in school-arranged transportation.
4. Students must meet UIL and House Bill 72 regulations before they will be allowed to go on an extracurricular trip.
5. Students making a school-arranged trip shall be under the supervision of a sponsor and shall be expected to conduct themselves as ladies and gentlemen.
6. Students will be released to parents or guardians at the conclusion of school activities if a proper release is signed by parent or guardian and the parent or guardian has contacted the sponsor in person or by phone. The coach or sponsor will use his or her judgment in each case.
7. Board approval is required for trips not pertaining to academics or athletic programs.
8. Sponsors are responsible for seeing that they have in their possession on the trip a medical release/treatment form signed by the parents for each student making the school trip.

21. SEXUAL HARASSMENT OF STUDENTS

The district believes that every student has the right to attend district schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or the superintendent, who serves as the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the superintendent or designee by following the procedure set out in board policy FNCJ (local). If the resolution by the superintendent or designee is not satisfactory, the student or parent may present the complaint to the board as provided by policy.

22. SPECIAL EDUCATION

Plains ISD provides appropriate special education and related services to eligible children ages 3-12 and visually and auditorially handicapped ages 0-21 free of cost. The ten school districts of the Four County Special Service Cooperative work as a team to provide appropriate programs for each handicapped student. Special education services will allow your child to be with children his/her own age to the maximum extent possible.

As a parent, you have the following rights:

- (1) To request education evaluation if you believe your child is not adequately functioning in school.
- (2) To review educational records on your child maintained by Plains ISD and the Four County Special Education Co-op.
- (3) To participate in decision-making regarding your child's educational program.
- (4) To request a hearing if you disagree with the position of the school or believe that your child is not being appropriately served.
- (5) To have access to local policies and procedures located at the Co-op office or in the administrative offices on each campus.

If you ask to see the educational records we will explain the types and locations of records kept on your child. You have a right to make copies at cost. If you have any questions about items in the records we will provide an explanation. If you wish to ask that information in the records be changed, you may submit a written request.

In the event that your child is referred for possible placement in special education, you will be notified of the referral. Evaluation to determine your child's need for special education services will only be conducted with your permission. You will be invited to attend a meeting to consider the educational needs of your child, following assessment. If it is determined that your child is eligible for special education, he/she will be placed in a special education program only if you give permission.

Should you feel that the assessment is not based on appropriate information, you may request the school district to seek additional information. An independent evaluation may be conducted at the expense of the parent or guardian and the new information will be considered along with information collected by the school district. A list of independent evaluators can be obtained from the Four County Special Education Co-op office.

23. GIFTED AND TALENTED PROGRAM

Plains Independent School District offers a Gifted and Talented Program for students at all three schools in the district. The campus principal is the director for the program at each campus. The principal at each campus should be contacted for information concerning the G/T program for that campus.

24. TELEPHONE

The telephone should be available for calls, both incoming and outgoing, which pertain to school matters. It is requested, therefore, that students do not ask for permission to use the telephone except in case of urgency and that they discourage others from calling them during school hours except for urgent reasons. Messages will be taken in the principal's office and delivered to the student when necessary.

25. TEXTBOOKS

Keep all of your textbooks covered and in good condition. You must pay for lost or damaged books. If your lost book is found before the state deadline, the office will refund your money.

Textbook Fine Guidelines: For minor damage (page frayed, writing in ink in or on book, scratches on cover), fine is \$.25 to \$.50. For moderate damage (part of page torn, one or two pages torn, one corner marred), fine is \$.75 to \$1.00. For heavy damage (corners or cover bent, over three pages torn), fine is \$1.50 to \$3.00. For major damage (over three pages removed, extensive binding damage, major bent cover, ugly or vulgar writing in or on book), fine is the cost of the book. When you pay for the book in the office, bring the name of the book, publisher, and the number.

26. TRANSPORTATION/BUS

When you are riding a school bus to/from school or to/from a school activity, you are under the jurisdiction of the school and subject to the discipline management plan. All buses may be monitored by video camera.

Follow these regulations when you are riding a school bus:

Prior to loading and unloading

- (1) Be on time at the designated stop.
- (2) Stay off the road and avoid fighting while waiting for the bus.
- (3) Wait until the bus stops completely before attempting to enter or leave the bus. Enter and leave the bus in an orderly manner.
- (4) Never enter or leave a bus through the emergency door unless it is an emergency.

While on the bus:

- (1) Keep head, hands, clothing and all other articles inside the bus.
- (2) Assist in keeping the bus safe and sanitary.
- (3) Avoid loud talking, laughter, and unnecessary confusion that diverts the driver's attention and may result in a serious accident.
- (4) Take care of bus equipment. You must pay for any damage you cause.
- (5) Do not leave lunches, books, etc., on the bus.
- (6) Remain seated while the bus is in motion. Horseplay is not permitted around or in the bus.
- (7) Respond to the driver's instructions promptly. The bus driver is in charge and may assign seats.
- (8) Do not bring food or drinks on the bus.
- (9) Do not bring harmful or dangerous articles or weapons on the bus (fireworks, matches, lighters, etc.)
- (10) Do not use, possess or consume tobacco, intoxicating beverages, or narcotics on the bus (including marijuana and hallucinatory drugs).
- (11) Do not bring animals on the bus.
- (12) Do not handle any emergency equipment in the bus.

General rules:

- (1) Ride only the bus to which you are assigned.
- (2) To get off the bus at a different stop, you must bring a signed note from your parent.
- (3) In cases of serious misconduct, endangering the driver or passengers, the driver has the authority to put you off the bus and call for law enforcement assistance. You will be subject to disciplinary action and may lose the privilege of bus service indefinitely.

The school buses at Plains ISD are equipped with on-board video cameras. These cameras are periodically used in discipline cases and for bus driver safety. Only authorized school personnel and parents will be allowed to view these videotapes should a problem arise. Every effort to follow the Family Education and Privacy Rights Act and to protect the rights of out students will be adhered to.

Anyone who has questions should contact Shane McKinzie, transportation director, Plains ISD.

27. UNIVERSITY INTERSCHOLASTIC LEAGUE PARTICIPATION

UIL participation shall be governed by the UNIVERSITY INTERSCHOLASTIC LEAGUE CONSTITUTION and stringently adhered to by the coaching staff, administration, and participating sponsors of Plains Public Schools. If you have any question regarding eligibility or participation, check with the appropriate coach, sponsor, or administrator.

28. EXTRACURRICULAR ABSENCES

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition. Additional absences, to a maximum of three, shall be permitted for competition in any extracurricular activity when a student has a grade point average of at least 76 on the previous report card or three-week progress report in the courses or subjects to be missed. If the student maintains an 85 grade point average in the courses or subjects to be missed, the number of absences increases to four, and if the student's grade point average in the subject to be missed is 92, the number of absences allowed increases to five. (FM Local)

29. VISITORS

Visitors should not be brought to school or accompany you to class. All visitors must check in at the office. No visitor may interrupt a class to speak to a teacher or a student.

30. WITHDRAWALS

You must have a written request from your parent or guardian to withdraw from school. The request should include the date of withdrawal, the reason for withdrawal, and the name and address of the school to be attended. Obtain the withdrawal form from the principal's office. Return all textbooks, uniforms, etc., to your teachers. Secure signatures from the following: cafeteria manager, teachers, librarian, counselor, and principal. The principal's secretary will check you out after all withdrawal procedures have been completed.

31. STUDENT RECORDS STATEMENT

Both federal and state law 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.

The law specifies that certain general information about Plains students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- A student's name, address, telephone number, and date and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student's e-mail address.

Release of any or all directory information regarding a student 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 the child's first day of this school year. [See the acknowledgement from attached to this handbook.]

SECTION II: HIGH SCHOOL INFORMATION PLAINS HIGH SCHOOL COWBOYS AND COWGIRLS

IN THIS SECTION YOU WILL FIND INFORMATION WHICH IS PERTINENT TO STUDENTS IN PLAINS HIGH SCHOOL. PLEASE READ SECTION I: GENERAL INFORMATION FOR INFORMATION THAT APPLIES TO THE DISTRICT AS A WHOLE.

1. PLAINS SENIOR HIGH SCHOOL BELL SCHEDULE

Tuesday through Friday

First Bell: Zero Period	7:21
Zero Period	7:25-8:11
First Bell:	8:11
First Period:	8:15-9:05
Second Period:	9:10-10:01
Tutoring:	10:05-10:45
Reading/U.I.L.:	10:05-10:30
Break:	10:30-10:45
Third Period:	10:50-11:36
Fourth Period:	11:40-12:26

Lunch	12:26-1:01
Fifth Period:	1:05-1:51
Sixth Period:	1:55-2:41
Seventh Period:	2:45-3:31

Monday Only

First Bell: Zero Period	7:21
Zero Period	7:25-8:11
First Bell:	8:11
First Period:	8:15-9:05
Second Period:	9:10-9:56
Reading/Tutoring/U.I.L.:	10:00-10:25
Assembly:	10:30-10:45
Resume Tuesday-Friday Schedule:	10:50

Pep Rally Schedule

Follow Tuesday through	
Friday Schedule until:	10:01
Third Period:	10:05-10:51
Fourth Period:	10:55-11:41
Fifth Period:	11:45-12:31
Lunch	12:31-1:06
Sixth Period:	1:10-1:56
Seventh Period:	2:00-2:46
Pep Rally:	2:50-3:31

2. AUTOMOBILES

Automobiles on school property are in a school zone and drivers should exercise due caution. Pre-school and other children may be present at any time on or near driving areas; motorists should be alert at all times. Students will be expected to follow instructions given concerning school traffic regulations and speed limits.

Students driving automobiles or other vehicles to school will be expected to park in the designated area, clear of the area zoned for buses or visitors.

Students are asked not to sit in cars before school or during the lunch period. The reputation of the school can often be reflected in student's conduct at such times.

After students park cars on campus, they should not move them during the day, with the exception of lunchtime, without a permit from the principal.

3. FUNDRAISING

All school fund-raising activities must be approved by the principal. Each class or organization may have one fundraising project per school year.

Seniors: Fundraising-One fundraising activity selected by the class; disbursements-one Senior Day activity.

Juniors: Fundraising-magazine sales; disbursements-Junior-Senior Banquet and Prom.

Sophomores: Fundraising-one fundraising activity selected by the class; disbursements-funds move up with the class.

Freshmen: Fundraising-One fundraising activity selected by the class; disbursements-funds move up with the class.

Student Council: Fundraising-drink, candy, chip machines, and gymnasium concessions; disbursements-selected by members.

FFA: Fundraising-sausage sale; disbursements-selected by members.

4. EXTRACURRICULAR ACTIVITIES

Extracurricular activities at Plains ISD include athletics, band, UIL academics, One Act Play, stock shows and judging competitions, competitions and trips sponsored by the home economics department, industrial arts competitions, cheerleaders or any other activity where students represent Plains Independent School District.

Athletics:

The coaching staff and the administration in no way condones poor conduct, the use of any type of drug, or use of alcohol by the student athlete, and the uniform of any student who takes part in such will be taken up if deemed necessary. Therefore, the decision has been made to introduce this Athletic Code of Conduct and Rules to address any problems, which might occur in our athletic program. The Athletic Code of Conduct and Rules shall be enforced beginning with the athletic season and ending with the last day of the current scholastic attendance year.

Alcohol/Drug Policy:

Any student who participates in extracurricular activities and is caught by a school official or ticketed by a law enforcement officer and convicted for a drug-or alcohol-related incident off school premises once active participation has begun shall be subject to a penalty in each current area of participation to be determined by coaches, sponsors, and school administrators in communication with parents. The penalty may range from a two-week suspension from activities, not including practice, to suspension for the remainder of the year.

Tobacco Use:

Students in all grades shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions.

Appeals regarding discipline imposed or complaints regarding this policy may be addressed through the procedure outlined in policy FNG (LOCAL) beginning at Level Two.

- (1) Rules of Conduct: The same rules of conduct, dress, language, respect, etc., that apply to the student as listed in the Student Handbook for the regular classroom situation shall apply to the athletic setting. Athletes shall be held responsible for any additional rules of conduct established by the athletic director, coaching staff, administration, and/or the school board, to maintain discipline, order, and safety. All athletes and parents must sign the Athletic Code of Conduct.
- (2) Tobacco Products: House Bill 858 and Education code 21.927 prohibits students from smoking or using tobacco products while under the school's jurisdiction. Therefore, the use of tobacco products in the dressing rooms are prohibited.
- (3) Practice/Game: An individual who will miss a practice or a game is responsible for contacting the extracurricular coach to inform the coach of the absence.

Band: The Cowboy Band has one of the most enviable records among similar high school music organizations in the state, having received wide recognition for outstanding performances. It contributes much to the life of the school and community by giving concerts, playing for assemblies, performing at athletic events, and participating in other programs. The band is organized as a definite class group, and meets during school hours with additional practice periods often held before or after school. Credit is allowed for satisfactory participation.

Drum Major - The position of Drum Major for the Plains Cowboy Band will be selected from prospective students in Grades 9-12. The position has the following requirements:

- (1) The person must possess leadership qualities and capabilities.
- (2) Have a positive attitude.
- (3) Demonstrate responsibility.
- (4) Be able to take initiative when necessary.
- (5) Have attended band camp the summer before.
- (6) Be a proper representative of the band, the school, and the community.
- (7) Maintained a 70 average or better in the previous semester and met all UIL eligibility requirements.

Cheerleaders (High School):

- (1) Cheerleaders are to be passing in all subjects to try out. Campaigning will be limited to the week of the elections. Contestants are limited to five campaign posters. No locker signs will be placed on students' lockers, and no handouts in the form of candy, gum, or any other gifts that are intended to "buy" votes will be allowed.
- (2) Grades: Cheerleaders must meet Texas Education Agency education guidelines, i.e. no pass, no play, for participation in extracurricular activities. Cheerleaders with a failing grade at the end of any grading period will be suspended from the squad pending their raising that grade to passing at the end of the next grading period.

- (3) Citizenship: Cheerleaders are expected to follow guidelines for citizenship outlined in the Student Handbook. Cheerleaders are expected to be leaders in all these areas. You must be able to get along with people, must be willing to follow rules, and you must display lots of enthusiasm. Cheerleaders are expected to uphold acceptable social conduct on and off campus. A cheerleader's every word and action directly reflects on Plains High School and our community.
- (4) Six cheerleaders will be selected as follows: One must be selected from each class (9-12) and the remaining two will be elected at-large from the remaining contestants.
- (5) Cheerleaders will be required to attend all varsity football games, all varsity home basketball games, all varsity district basketball games, all home varsity volleyball games, and all play-off games in any of the three mentioned sports.
- (6) Applicants must try out before the student body. Failure to try out will eliminate the student.
- (7) The school will pay \$750 for uniforms. Cheerleaders will be responsible for any additional uniforms they choose. School-purchased uniforms will be the property of the school at the end of the school year.
- (8) The school will send the cheerleaders to camp and provide the transportation to and from camp.
- (9) The school will provide a reasonable amount of paper, markers, and paint for all signs.
- (10) The school will provide transportation and meals, when applicable, to out-of-town varsity games.
- (11) There will be some summer meetings required during the months of June and August.
- (12) All cheerleaders will be required to wear hair pulled up and no jewelry when in uniform.
- (13) Cheerleaders will abide by above said rules or be subject to possible dismissal.

Eligibility:

You will be permitted to participate in extracurricular activities, subject to the following restrictions:

- (1) During the initial six-weeks' period of the school year, you shall have been promoted into the next grade level or shall have accumulated the required number of units toward graduation. (See grade classification in the academic section of this handbook.)
- (2) During the subsequent six weeks' period, you must have a 70 or above to participate in extracurricular activities the following six weeks' period. Suspension from extracurricular activities goes into effect seven days after the last day of the six weeks' period in which the grade lower than 70 was earned. You will be allowed to participate at the end of any six weeks' period in which you earn a course average of 70 or more.
- (3) You are permitted thirteen absences in any one course for the year to participate in school-related or School-sanctioned activities on or off campus.

Extracurricular Awards:

Awards shall be given in band, baseball, basketball, football, golf, track, tennis, and volleyball. All letters and awards shall be approved by the teacher in charge and turned into the principal for final approval. All jackets must be in school colors. Athletic awards shall be presented to students according to the awards policy found in the Athletic Program manual. The University Interscholastic League prohibits an athlete's receiving more than one major award in a four-year career. Band awards shall be presented to students who participate in any contest beyond district competition.

5. ORGANIZATIONS

Class Organizations: Classes will meet for the purpose of organization and election of officers each spring. Each class will be sponsored by members of the high school faculty. The class officers, in cooperation with the class and faculty sponsors, will be responsible for many of the class activities during the year.

Fellowship of Christian Athletes: Any student in Grades 9-12 may become a member of the Fellowship of Christian Athletes.

Future Farmers of America: Members of the Future Farmers of America must have completed or be currently enrolled in a vocational agriculture course.

Future Homemakers of America: Members of the Future Homemakers of America must have completed or be currently enrolled in a home economics course.

National Honor Society: Membership in the National Honor Society is a privilege, not a right, based on the four criteria of scholarship, character, service, and leadership. The National Honor Society has a membership limited to the senior, junior, and sophomore classes, as determined by the four criteria. Selection is made by a faculty committee appointed by the principal. In the selection of members, scholarship is based upon the records while the other three factors, leadership, character, and service, are judged by a majority vote of the faculty committee on all eligible persons. Students must have a 90.00 average to be considered for this society. Students who have taken remedial courses will not be eligible for membership. A student may be dismissed from the organization for not maintaining NHS standards.

Student Council: Membership is composed of elected officers, class presidents and class representatives, and work-on members. The Student Council is an integral part of planned student activities both social and educational. Responsibilities include operating high school basketball concessions, daily break time concessions, leading assemblies and morning announcements and sponsoring service projects which include food drives, drug and safety education, and the Santa Hotline. The Council also contributes to building school spirit and promoting school loyalty among the student body, and is the student body's voice to both the administration and board of trustees.

6. ACADEMIC HIGH SCHOOL PROGRAMS

DISTINGUISHED ACHIEVEMENT PROGRAM

English	4 credit units
Mathematics (a)	3 credit units
Science	3 credit units
Other Language (b)	3 credit units
U.S. History	1 credit unit
World History	1 credit unit
World Geography	1 credit unit
Government	1/2 credit unit
Economics	1/2 credit unit
Physical Education (c)	1 1/2 credit units
Health	1/2 credit unit
Computer (Technology Applications)	1 credit unit
Fine Arts	1 credit unit
Speech	1/2 credit unit
Electives	<u>3 1/2 credit units</u>
TOTAL	25 credit units

RECOMMENDED HIGH SCHOOL PROGRAM

English	4 credit units
Mathematics (a)	3 credit units
Science (b)	3 credit units
Other Language (c)	2 credit units
U.S. History	1 credit unit
World History	1 credit unit
World Geography	1 credit unit
Government	1/2 credit unit
Economics	1/2 credit unit
Physical Education (d)	1 1/2 credit units
Health	1/2 credit unit
Computer (Technology Applications)	1 credit unit
Fine Arts	1 credit unit

Speech	1/2 credit unit
Electives	<u>4 1/2 credit units</u>
TOTAL	25 credit units

- (a) Required courses are Algebra I, Geometry, and Algebra II.
- (b) One credit must be a biology credit (Biology, AP Biology, or IB Biology). Must choose the remaining two credits from the following areas. Not more than one credit may be chosen from each of the areas to satisfy this requirement. Integrated Physics and Chemistry; Chemistry, AP Chemistry, or IB Chemistry; Physics, Principles of Technology I, AP Physics, or IB Physics (Students are encouraged to take courses in biology, chemistry, and physics.)
- (c) Credits must be in the same language.
- (d) Three semesters of athletics will fulfill the Physical Education requirements.

MINIMUM PROGRAM

English	4 credit units
U.S. History	1 credit unit
World History or World Geography	1 credit unit
Government	1/2 credit unit
Economics	1/2 credit unit
Mathematics	3 credit units
Science	2 credit units
Physical Education	1 1/2 credit units
Health	1/2 credit unit
Computer (Technology Applications)	1 credit unit
Science/Social Studies Elective	1 credit unit
Speech	1/2 credit unit
Electives	<u>8 1/2 credit units</u>
TOTAL	25 credit units

THE SEMESTER PLAN

Plains High School operates on the two semester per academic year plan for scheduling of courses. Most courses are designed for the complete year due to the nature and depth of the course. Some courses are designed for one semester in length and these courses are noted in the course offering portion of this handbook.

GENERAL ACADEMIC INFORMATION

You are required to take three semesters of physical education in sequence during your freshman and sophomore years; however, you may substitute marching band for the physical education requirement. Band students may choose to participate in both activities and will receive credit in both. If you present a doctor's statement regarding a condition, which makes physical education inadvisable, physical education will not be required.

****State Law now requires that students automatically work toward the fulfillment of the Recommended High School Program. All students will be scheduled into the Recommended High School Program, unless there is a written request to do otherwise by the parent or guardian.**

7. CLASS RANK/GRADUATION HONORS/PARTICIPATION IN COMMENCEMENT EXERCISES

Class Rank:

Your class rank is determined by your grade point average considering all grades except blanket and/or subjectively- awarded grades: athletics, band, correspondence courses, credit by exam, library skills aide and teacher's aide, physical education, radio, and TAAS remediation.

Graduation Honors:

You must meet all standards of citizenship and behavior to receive graduation honors. Grades for all four years of high school based on class rank above will be used to determine your average. Blanket and subjectively-graded courses will not be considered. You must have been enrolled in Plains High

School your junior and senior years and the balance in a fully accredited high school. If you have the highest scholastic average, you will be declared the valedictorian; and if you have the second highest average, you will be the salutatorian. Should either the valedictorian or salutatorian positions be tied, then high school grades will be averaged by numerical position to break the tie. Should all high school grades be tied, then the same procedure will be used by going backward to lower grades.

Honor graduates will be selected at the end of the fifth six weeks' grading period.

Participation in Commencement Exercises:

Students who have satisfactorily completed all coursework requirements for graduation but have failed to meet applicable exit-level testing requirements shall be allowed to participate in commencement activities and ceremonies. Students who have not satisfactorily completed all coursework requirements will not be allowed to participate in commencement activities and ceremonies.

8 CORRESPONDENCE COURSES

You may earn a maximum of two units of credit by correspondence in Grades 9-12. These credits may be applied toward graduation and may be earned from the University of Texas at Austin or Texas Tech University or other institutions of higher learning approved by the commissioner of education.

9. EXAMINATION EXEMPTIONS FOR STUDENTS

Students in Grades 9-12 may be exempted from taking final examinations if they meet the following criteria:

1. a 90 semester average in a class and no more than three (3) absences in that class for the semester.
2. an 85 semester average in a class and no more than two (2) absences in that class for the semester.
3. an 80 semester average in a class and no more than one (1) absence in that class for the semester.
4. in Grades 9-10, exemptions are limited to three (3) final exams per semester, as applicable. Freshmen may be exempt from English, social studies, and one elective. Sophomores may be exempt from English, health/speech, and one elective.
5. juniors and seniors who meet the exemptions criteria may be exempt in all classes.
6. the student must have no more than three (3) absences in the class during the semester.
7. if a student has an unexcused absence, his/her right for exemption in that class is forfeited.
8. if a student is assigned to ISS for any length of time, his/her right for exemption in any class is forfeited.

GRADE POINT VALUES

LEVEL	100-90	89-80	79-70	69-60	59-50
1	10.0-9.0	8.9-8.0	7.9-7.0	6.9-6.0	5.9-5.0
2	8.9-8.0	7.9-7.0	6.9-6.0	5.9-5.0	4.9-4.0
3	7.9-7.0	6.9-6.0	5.9-5.0	4.9-4.0	3.9-3.0
4	6.9-6.0	5.9-5.0	4.9-4.0	3.9-3.0	2.9-2.0
5	No grade for credit				

10. GRADE CLASSIFICATION

Your grade classification will be determined at the beginning of each school year. Once you have begun the new school year, your classification will remain the same throughout the year. If you are a junior who can show that in all probability you will graduate with the senior class, you may reclassify as a senior at the end of the first semester. Classification is determined as follows:

Freshman	0 or more credits
Sophomore	5 or more credits
Junior	11 or more credits
Senior	18 or more credits

11. GRADE REPORTING

Conduct Grades:

E-Excellent: You have an excellent attitude, are very cooperative, and seldom have to be corrected. You conform to all school rules and regulations and contribute to the class-learning situation.

S-Satisfactory: Your behavior is generally acceptable. Occasionally you need to be called down.

N-Needs Improvement: You must be called down repeatedly. Your conduct is not conducive to a good learning situation.

U-Unsatisfactory: You are consistently uncooperative and have an unsatisfactory attitude. You are unwilling to conform to school rules and regulations. Your parents will be contacted. Usually you have been sent to the office.

Progress Reports:

You will receive a progress report or notice of concern following the end of the third week of each six week's grading period for each class in which you have a 75 or below.

Six Weeks' Grades:

You will receive a report card the Thursday following each six week's grading period. The report card will contain the scholastic grades, conduct grades, and attendance for each subject. Your six week's exam grade should count no more than 1/7 of the six weeks' grade. Numeric grades are as follows:

90 - 100	Exceptionally high achievement
80 - 89	Above average achievement
70 - 79	Average achievement
Below 70	Failing

Semester Grades:

Semester grades will be determined by considering each of the six weeks' grades as 2/7 and the semester exam as 1/7 of the grade. The yearly grade is determined by averaging the two semester grades.

12. HONOR ROLLS

The "A" honor roll is composed of any student who takes six separate subjects, on grade level, makes all "A's" and satisfactory or above in conduct at the end of each grading period. The "B" honor roll is composed of any student who takes six separate subjects, on grade level, and who makes a combination of "A's" and only one "B" and satisfactory or above in conduct at the end of each grading period. Blanket grades will not be considered.

13. ACADEMIC AWARDS

Any student advancing beyond district level of competition in any UIL literary event will be eligible to receive a letter jacket from Plains High School. A student may receive only one major award during his high school years.

A junior student may receive a letter award for participation in regularly-scheduled UIL activities upon recommendation of sponsor and principal.

Outstanding achievement by students in junior high and high school will be recognized and awards will be given to those students at an annual awards program.

14. LATE GRADUATION

If you are unable to meet the graduation requirements in the spring but meet requirements prior to the following September 1, you may receive your diploma from the principal's office.

15. SCHEDULE CHANGES

High school students have one week to change their schedules following the beginning of each semester. The principal will determine the necessity of the change, and all changes must be approved by the principal. Schedule changes are based on class size and students' needs.

16. TUTORING/READING

If you make a 75 or below on your progress report or report card, you are required to attend tutoring on the specified day below for the next three weeks or until your next progress report or report card is issued. If you do not have tutoring during the Tutoring/Reading period, you will be in the library, the auditorium or in voluntary tutoring. In the library, you are to be working on research or checking out a book to read. In the auditorium, you are to read silently or work on written homework.

Monday	Social studies
Tuesday	Science
Wednesday	Math
Thursday	English
Friday	Electives

Explanation of Course Numbers

All course numbers will be a three-digit number. By looking at the course number, you can determine the first year this course can be taken, the length of the course, and its weighted grade point value. Courses beginning with the number 1 can be taken by any student in high school. Courses beginning with the number 2 can be taken by sophomores, juniors, and seniors. Courses beginning with the number 3 can be taken by juniors and seniors. Courses beginning with the number 4 are reserved for seniors, unless approved through the administration. The middle digit of a course number indicates the number of half units received for that course. The last digit of a course number indicates the grade point level.

Level 1--Honors

Level 2-Academic

Level 3-Introductory

Level 4-Modified (Special Education)

Level 5-No grade point credit

Example:

421-Senior course, 2 half unit value, Honors level.

122-First year course, 2 half unit value, Academic level.

223-Second year course, 2 half unit value, Introductory level.

314-Third year course, 1 half unit value, no grade point level.

17. COURSE OFFERINGS

<i>COURSE NUMBER</i>	<i>SUBJECT</i>	<i>GRADE LEVEL</i>	<i>PREREQUISITE</i>
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BUSINESS EDUCATION

122	Accounting	9-12	None
221	Accounting II	10-12	Accounting I
122	BCIS I	9-12	None
221	BCIS II	10-12	BCIS I
121	Introductory Computer Programming	9-12	None
122	Office Systems	9-12	None

ENGLISH-LANGUAGE ARTS

124	Modified Language Arts	9-12	None
121	Adv. Placement English I	9	None
122	English I	9	None
221	Adv. Placement English II	10	English I
222	English II	10	English I
321	Adv. Placement English III	11	English II
322	English III	11	English II
421	Adv. Placement English IV	12	English III
422	English IV	12	English III
122	Speech	9-12	None
115	Theatre Arts I, II,III, IV	9-12	None
122	Art I	9-12	None

COURSE NUMBER	SUBJECT	GRADE LEVEL	PREREQUISITE
222	Art II	10-12	Art I
125	Band I,II,III,IV	9-12	None
125	Journalism/Yearbook	9-12	Sponsor Approval
<u>FOREIGN LANGUAGES</u>			
122	Spanish I	9-12	None
222	Spanish II	10-12	Spanish I
321	Spanish III	11-12	Spanish II
421	Spanish IV	12	Spanish III
<u>HEALTH AND PHYSICAL EDUCATION</u>			
112	Health	9-12	None
125	Physical Education	9-12	None
<u>INDUSTRIAL ARTS</u>			
122	Technology Systems 1/2 to 1 unit	9-12	None
122	Production Systems 1/2 to 1 unit	9-12	None
222	Manufacturing Systems 1/2 to 1 unit	10-12	None
222	Research & Development 1/2 to 1 unit	10-12	None
122	Manufacturing Graphics	9-12	None
121	Manufacturing Graphics II	10-12	Manufacturing Graphics I
122	Cisco Networking I	9-12	None
222	Cisco Networking II	10-12	Cisco Networking I
122	Computer Repair	9-12	None
<u>MATHEMATICS</u>			
124	Modified Math	9-12	None
122	Algebra I	9-12	None
222	Algebra II	10-12	Algebra I, I-IV
122	Geometry	9-12	Algebra I, I-IV
321	Pre-Calculus	11	Algebra II, Geometry
322	Math Models	11	Algebra I, Geometry
421	Calculus	12	Pre-Calculus
<u>SCIENCE</u>			
122	Physical Science	9-12	None
122	Biology	9-12	None
222	Chemistry	10-12	Physical Science Algebra I
321	AP Biology	11-12	Biology
321	Physics	11-12	Approval
321	AP Chemistry	11-12	Chemistry
<u>SOCIAL STUDIES</u>			
122	World History	9-12	None
122	World Geography	9-12	None

122	U.S. History	9-12	None
<i>COURSE NUMBER</i>	<i>SUBJECT</i>	<i>GRADE LEVEL</i>	<i>PREREQUISITE</i>
412	Government	12	None
412	Economics	12	None

HOMEMAKING EDUCATION

122	Comprehensive Home Economics-1/2 to 1 unit	9-12	None
212	Food Science & Nutrition 1/2 unit	10-12	None
212	Apparel 1/2 unit	10-12	None
212	Individual & Family Life 1/2 unit	10-12	None
212	Management 1/2 unit	10-12	None

AGRICULTURE SCIENCE

112	Wildlife & Range Management	10-12	None
112	Introduction to World Ag Science & Technology 1/2 unit	9-12	None
112	Applied Ag Science & Technology-1/2 unit	9-12	None
212	Animal & Plant Production-1/2 unit	10-12	None
212	Introduction to Ag Mechanics-1/2 units	10-12	None
212	Ag Metal Fabrication Technology-1/2 units	10-12	None
212	Ag Business Management & Marketing 1/2 unit	10-12	None
442	Ag Power & Machinery 1 to 2 units	12	None

MISCELLANEOUS COURSES

115	Drivers Education	9-12	15 years of age
115	Resource Center Courses	9-12	None
125	Radio	12	None

18. DUAL-CREDIT COURSES

Guidelines and Regulations

Student Requirements

- I. Available to juniors beginning in the fall of their junior year and all seniors if all other requirements are met.
- II. Must have passed TASP or have been exempted from TASP because of TAAS performance, ACT or SAT scores, or must have passed an alternative assessment that could be substituted for TASP (the MAPS test).
- III. Must be passing all high school subjects prior to registering for the course.
- IV. The student requesting dual credit will be responsible for making a formal request **in writing two weeks prior to the beginning of the course.** The request must be presented to the high school principal and should include a syllabus of the course for analysis.

- V. Prior approval for dual credit will be based on an analysis of the college course syllabus by the high school principal and a high school teacher from the same teaching field to determine if the course being offered meets the requirements for the particular subject as described in the TEKS for high school students.
- VI. Prior approval from the college must be given for high school AP courses that are used to earn college credit.
- VII. The high school principal and superintendent must make a decision to allow dual credit at least one week prior to the beginning of the course.
- VIII. The student will be responsible for the payment of all college fees, tuition, books, and transportation.

Dual-Credit Information

- I. Students may take college courses for college credit providing they meet the college guidelines. To receive high school credit for a college course the student must have prior approval from the high school principal and the superintendent.
- II. Dual-credit courses can be offered in the following ways:
 - A. Instruction by a college professor over the Interactive Video Network (ITV):
 - 1. After regular school hours
 - 2. Before regular school hours
 - 3. During regular school hours, if scheduling can accommodate
 - B. Instruction by a college professor at:
 - 1. The Plains High School campus
 - 2. An alternative site
 - 3. The college campus
 - C. Instruction during a Plains High School AP class by a Master Degreed teacher with at least 18 graduate hours in the subject being taught.
 - D. The instruction could be available during regular fall and spring semesters or during summer school. (Summer school class sites could be: Plains High School ITV lab, a college campus, or an alternative site.)
- III. Dual credit can be earned in the following ways:
 - A. High school credit for a college course
 - B. College credit for a high school AP course taught by a qualified high school teacher

Pre-planning

- I. Plains ISD will work with the colleges providing the instruction to determine minimum and maximum class sizes.
- II. Plains ISD will work with the colleges providing the instruction to determine personnel needed to monitor and operate the ITV lab.
- III. The counselor will announce ITV and high school AP courses available for college and high school credit as soon as course offerings are determined and scheduling can be addressed.
- IV. It will be the student's responsibility to determine college courses available at the college or alternate sites.
- V. ITV course availability during the regular school day will be based on scheduling compatibility between the high school and the college.

Grading

- I. The numerical grade earned by the student for the college course will be the same grade that is reported for the high school course.
- II. Students taking a college course will receive semester grades only. The student or parent will have to contact the college professor for progress reports. (Students participating in extracurricular activities will be responsible for obtaining progress reports from their college professors every three weeks to comply with UIL participation guidelines concerning student eligibility based on passing grades. The district will provide a form but the responsibility for obtaining

the information will lie with the student. Any student failing to provide documentation will not be allowed to participate in extracurricular activities until the grade documentation is presented to the principal.)

- III. For purposes of class ranking, the college course for which high school credit is given will receive Level 2 Academic course credit for the high school course for which it is substituted.
- IV. **Plains ISD will not guarantee the transferability of any college grade earned while attending Plains High School.**
- V. A maximum of two college courses per semester or two college courses during the summer session can be taken for dual credit.

These guidelines do not prohibit Plains High School students from taking college courses whenever a course is available and wherever that course is available as long as the course does not conflict with the high school schedule. This does not mean that every college course taken will earn high school credit as well. The student and parent should understand that courses will be offered over the ITV or at school when scheduling will accommodate and when qualified personnel are available. Any questions about these guidelines should be directed to the superintendent or high school principal.

19. THE TEXAS GRANT

State law requires that senior students be notified of the opportunity to have grant money available to them to help pay for college expenses.

Texas Grant Program purpose: To provide grant aid to financially needy students who are academically prepared to handle college-level course work.

Who Can Apply? Individuals who:

- * Are Texas residents
- * Register for the Selective Service or are exempt from this requirement
- * Completed the **Recommended High School Curriculum** or a higher level curriculum in high school
- * Receive their first award in this grant program within 16 months of high school graduation
- * Show financial need
- * Graduated from public or accredited high school in 1998 or later
- * Enroll in college on at least a $\frac{3}{4}$ time basis (unless granted a hardship waiver)
- * Have not been convicted of a felony or a crime involving a controlled substance

Where May The Awards Be Used? Only in-state (Texas) colleges or universities may participate in the program. Both public and private, non-profit colleges or universities may participate in the program.

How Much Can Be Awarded? The award amount depends on the number of hours taken by the student and the type of institution the student attends. In general, it is an amount equal to the student's tuition and required fees. (For 2001-2002, approximately \$1,344 per semester for public university students; \$582 per semester for community college students, and \$861 per semester for technical college students, based on enrollment of 12 hours per semester).

How Large is the Program? The following are statistics for the 1999-00 academic year:

Type of Institution	Average Award	Number of Awards
Public University	\$2,322	6,163
Community Colleges	\$815	3,258
Technical Colleges	\$1,459	129
Private, non-profit Colleges	\$2,047	1,305

How Can I Apply? Complete the Free Application for Federal Student Aid (FAFSA). Contact your college financial aid office for additional instructions.

Where Can I Get Additional Information? Talk to the counselor or the counselor at the college that you are expecting to attend. On the internet go to: www.collegefortexans.com or call 1-877-782-7322.

SECTION III: MIDDLE SCHOOL INFORMATION

TEA recommends that grade levels 5-8 be called Middle Schools. We plan to continue to use both Plains Middle School and Plains Junior High to recognize the students in these grade levels. Academically and officially we will be Plains Middle School. For spirit and traditional reasons, we will also be known as:

PLAINS JUNIOR HIGH SCHOOL WRANGLERS

IN THIS SECTION YOU WILL FIND INFORMATION PERTINENT TO STUDENTS OF PLAINS MIDDLE SCHOOL. PLEASE READ **SECTION I: GENERAL INFORMATION, SECTION V: DISCIPLINE, AND SECTION VI: ELECTRONIC COMMUNICATION**, FOR INFORMATION THAT APPLIES TO THE DISTRICT AS A WHOLE.

Mission Statement

Plains Middle School is committed to providing a socially, emotionally, and physically safe learning environment in which all students can successfully realize academic, extracurricular and social endeavors and become responsible citizens. We will share responsibility with parents and the community for preparing our students to live and work successfully in the 21st century.

Vision Statement

We, at Plains Middle School, value a supportive atmosphere in which every student has a sense of belonging and school pride, and develops compassion, empathy and respect for self and others. In order to challenge all students to think critically, we are committed to identifying and demonstrating the best instructional practices, and providing students with the curriculum, assessment, support, and time they need to achieve and maintain high academic standards. We will continue to offer a broad range of extracurricular experiences that meet the interests of all students. Through effective communication, we will involve and seek the support of parents and other members of the community as partners in the education of all students.

1. PLAINS MIDDLE SCHOOL BELL SCHEDULE

Monday through Friday

First Bell:	8:11
First Period:	8:15-9:05
Second Period:	9:10-10:00
Third Period:	10:04-10:50
Fourth Period:	10:54-11:40
Lunch:	11:40-12:10
Fifth Period:	12:15-1:01
Sixth Period:	1:05-1:51
Seventh Period:	1:55-2:41
Eighth Period:	2:45-3:31

Pep Rally Schedule-Thursday

Pep rallies will be held in the commons area from 7:45-8:10 a.m. on Thursday mornings for home and away games. Students will be notified in advance if there are any changes from this schedule. The pep rally for Junior High Spirit Week will be held on the Thursday afternoon of Spirit Week from 2:45 to 3:31 p.m. in the junior high gym.

Pep Rally Schedule-Friday

Classes will be on regular schedule except for last period.

2. CLOSED CAMPUS/RELEASE OF STUDENTS FROM SCHOOL

Students shall report to the office before leaving school during the scheduled school day. Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office that has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should

go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and he/she will be released to you at that time. Only parents or designated persons with a note from the parents may check students out of school during the day. This is for your child's safety. Students may not leave campus during the day unless the above requirements are met. If parents wish for children to go home for lunch, arrangements must be made for the parents or other designated adults to pick them up. If your child returns to school, the parent must sign them back in. **For attendance purposes, a student must attend 24 minutes of the beginning of class to be counted as present for that class.**

3. PROMOTION / RETENTION

Students are promoted from one grade to the next based on their mastery of the knowledge and skills that will let them be successful at the next grade level. To be promoted from one grade level to the next, the state of Texas requires that a middle school student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects: language arts (including Reading Improvement if it is required to be taken), mathematics, social studies, and science. Districts are encouraged not to require a student to repeat any course in which an average of 70 or above was maintained for the year. Campus assignment shall be at the discretion of the district in the event the student neither passes nor fails all courses in the eighth grade.

A student needing to attend summer school to make up work in order that he/she may be placed in the next grade must attend an accredited summer school. Plains Middle School **may** offer a summer school program as an alternative to retention. To be eligible to attend summer school, a student must not have failed more than two academic subjects, and should not have attained lower than a 65 average in one of the two subjects. A successful completion of this program could permit the promotion of a student to the next grade. A student failing one subject may be recommended by the teacher or principal to attend summer school in order for that student to be more successful in that course the following year.

4. MIDDLE SCHOOL ACADEMIC OFFERINGS

Fifth Grade Class Offerings

- | | |
|---------------|-----------------------|
| 1. Math | 5. Physical Education |
| 2. Science | 6. Band |
| 3. English | 7. Reading |
| 4. US History | 8. Tutorials |

Seventh Grade Class Offerings

- | | |
|---------------------|----------------|
| 1. Math/Pre-Algebra | 5. Athletics |
| 2. Science | 6. Band |
| 3. English | 7. Keyboarding |
| 4. Texas History | 8. Tutorials |

Sixth Grade Class Offerings

- | | |
|--------------------|-----------------------|
| 1. Math | 5. Physical Education |
| 2. Science | 6. Band |
| 3. English | 7. Reading |
| 4. World Geography | 8. Tutorials |

Eighth Grade Class Offerings

- | | |
|----------------------------------|-------------------|
| 1. Pre-Algebra/Algebra I | 7. Band/TAKS Rem. |
| 2. English | 8. Tutorials |
| 3. Gen. Sci. / Int. Phys.& Chem. | |
| 4. US History | |
| 5. Computer Technology | |
| 6. Athletics | |

5. MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in at least one extracurricular activity during the year. This will allow you to be a part of something bigger than yourself while making a significant contribution to **your school**. Involvement in extracurricular activities has been found to be one of the single best ways to teach LEADERSHIP and CHARACTER. You and Plains ISD will both be the better for it when you choose to be actively involved.

Eligibility:

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any academic class or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however.

Cheerleaders

- (1) Each spring, a total of six cheerleaders will be selected from the next year's seventh and/or eighth grade class. The squad will be made up of six students...2 from 7th, 2 from 8th, and 2 elected. Each candidate will be required to go through the tryout procedure.

- (2) Cheerleaders are to be passing in all subjects to try out.
- (3) Grades: Cheerleaders must meet Texas Education Agency education guidelines, i.e., no pass, no play, for participation in extracurricular activities. Cheerleaders with a failing grade at the end of any grading period will be suspended from the squad pending their raising that grade to passing at the end of the next grading period.
- (4) Citizenship: Cheerleaders are expected to follow guidelines for citizenship outlined in the Student Handbook. Cheerleaders are expected to be leaders in all these areas. You must be able to get along with people, must be willing to follow rules, and you must display lots of enthusiasm. Cheerleaders are expected to uphold acceptable social conduct on and off campus. A cheerleader's every word and action directly reflects on Plains Junior High School and our community.
- (5) The school will provide a reasonable amount of papers, markers, and paint for all signs.
- (6) Cheerleaders will abide by above rules and the cheerleading contract.

Alcohol/Drug Policy:

Any student who participates in extracurricular activities and is caught by a school official or ticketed by a law enforcement officer and convicted for a drug-or alcohol-related incident off school premises once active participation has begun shall be subject to a penalty in each current area of participation to be determined by coaches, sponsors, and school administrators in communication with parents. The penalty may range from a two-week suspension from activities, not including practice, to suspension for the remainder of the year.

Appeals regarding discipline imposed or complaints regarding this policy may be addressed through the procedure outlined in policy FNG(LOCAL) beginning at Level Two.

6. IN-SCHOOL SUSPENSION

- ISS will be held in the room in back of the boy's high school gym.
- Student will report at 8:10 a.m. and will stay until 3:31 p.m. Failure to report on time will result in an additional day in ISS.
- Student will not have contact with other students while in ISS.
- Regular education personnel will make assignments and grade student work. Full credit will be given for work done.
- Student is responsible for finishing all assigned work. Not finishing will result in additional day(s) in ISS.
- Student must bring all books and writing material with them.
- Student will be given a list of rules to follow while in ISS. Student who does not follow all rules will be assigned additional day(s) in ISS. If this does not correct behavior, student may be suspended or expelled from school.
- Student assigned **may** still participate in/attend any school sponsored or school related activities, unless specifically told otherwise by the principal.

7. ALTERNATIVE EDUCATION PROGRAM

- AEP will be held in the room in back of the boy's high school gym.
- Student will report at 8:10 a.m. and will stay until 3:31 p.m. Failure to report on time will result in additional day(s) in AEP.
- Student will not have contact with other students while in AEP.
- Regular education personnel will make assignments and grade student work. Full credit will be given for work done.
- Student is responsible for finishing all assigned work. Not finishing will result in additional day(s) in AEP.
- Student must bring all books and writing material with them.
- Student will be given a list of rules to follow while in AEP. Student who does not follow all rules will be assigned additional day(s) in AEP. If this does not correct behavior, student may be suspended or expelled from school.
- Student assigned **may not** participate in/attend any school sponsored or school related activities.

8. DETENTION

- Student assigned to detention will be under the direct supervision of a regular education employee.
- Student will report to a designated room immediately after school. Detention will be from 3:35 p.m. until 4:30 p.m. Failure to report on time will result in an extra day of detention the following day and/or ISS.
- Failure to show up for detention unless the student is sick or excused by the Principal will result in the student being assigned the next two days of detention or ISS, at the discretion of the principal. Missed time in any school-sponsored or school-related activities due to time spent in detention will be made up according to person in charge.

9. INCOMPLETE ASSIGNMENTS

- Student will attend after school study hall for an assignment that is incomplete or not turned in on the day assignment is due. After school study hall will take place from 3:35 – 4:30 p.m. The student will call home to inform the parents that he/she will be staying after school for failure to complete a daily assignment. A student will only be able to receive up to 70% credit for the completed work.
- Student may be required to attend after school study hall for any assignment more than one day late if teacher chooses to assign them. The student will only be able to receive 70% credit for this work. The student could remain in after school study hall for extra day(s) until assignment has been completed satisfactorily according to teacher.
- The teacher has the option to not require a student to attend extra day(s) of after school study hall for assignments more than one day late. In this case, all late work will be handled as stated in the Student Handbook under **MAKE-UP WORK AND LATE WORK**.

10. FIGHTING

- First offense... three (3) days AEP and parent conference
- Second offense... five (5) days AEP and parent conference
- Third offense... ten (10) days AEP and parent conference
- Fourth offense... suspension and/or twenty (20) days AEP
- Fifth offense... recommendation for expulsion from school for rest of semester/school year

11. TARDIES

- Student is allowed a total of six (6) per semester
- 7th and 8th tardy will result in one (1) swat or one (1) day detention... student will choose
- 9th tardy and beyond will result in one (1) day ISS for each

Any other discipline problem that takes place will be handled as stated in the Student Handbook.

12. REPORTING STUDENT PROGRESS

Each student will receive a progress report or notice of concern, through the mail, following the end of the third week of each six-week grading period for each class in which a 74 or below has been earned. These should be returned to the teacher of that class, with the parents' signature, by the date shown, confirming they are aware of their child's grade. Failure to do so will result in after school detention or lunch duty.

Each student will receive a report card the Thursday following each six-week grading period. The report card will contain the grade and absences for each class. If a student receives a six-week grade of less than 70 in any class, the parent will be requested to schedule a conference with the teacher of that class. All report cards should be signed by the parent and returned to their homeroom teacher (2nd period) by the date shown on the report card. Failure to do so will result in school detention.

13. TUTORIALS / TAKS REMEDIATION

A student who makes a 74 or below on his/her progress report or report card will be required to attend tutoring for that class for the next three weeks or until released by the teacher. If a student is not required to attend tutoring, he/she will go to their homeroom teacher. **In all cases, students will be working on homework, reading silently, or preparing for a UIL event.** Each student will check in to his/her

homeroom class, and then will be allowed to sign out in order to go to another class for help. A student must sign out of one class before going to another, and will designate which class he/she is moving to.

Plains Middle School may offer an extended day program the second semester that will be held after school from 3:35 – 4:40 p.m. The purpose of the extended day program is to reduce and/or eliminate student failure by giving a student extra needed help in their classes and/or standardized testing. This is a pro-active approach for a student at risk of not passing. A student will be required to attend for failing a class the first semester and/or the third six weeks. A student will also be required to attend if he/she did not pass any portion of the TAKS test from the previous year. If at any time after a three-week or six week reporting period, a student makes a 69 or below in one of the subjects listed, he/she will be required to attend this program. He/she will be required to attend for at least a three-week period. If a student has a passing grade, and the teacher feels the student no longer needs the extra help, he/she will be released. This could possibly affect practice time for a student involved in extra curricular activities.

14. ANNOUNCEMENTS

Your 2nd period class will be considered your homeroom class. Announcements will take place in the first five minutes of 8th period. All will stand for a moment of silence, the Pledge of Allegiance, then we will have our announcements which will then be followed by a daily message to help build character (by encouraging ethical thinking), self-esteem (by motivating students to do their personal best), and community (by inspiring students to contribute to the world around them while honoring the diversity that makes our country great).

15. PICKING UP WORK FOR A STUDENT WHO IS ABSENT

If a student is going to be absent and the parent would like to arrange for his/her class work to be picked up for that day, the parent should call the office by 9:00 that morning. His/her homework assignments may be picked up between 3:00 and 3:30 that afternoon. Parents are highly encouraged to do this so that your child does not fall behind in his/her schoolwork.

SECTION IV: ELEMENTARY SCHOOL INFORMATION PLAINS ELEMENTARY SCHOOL ROPERS

IN THIS SECTION YOU WILL FIND INFORMATION PERTINENT TO STUDENTS OF PLAINS ELEMENTARY SCHOOL. PLEASE READ **SECTION I: GENERAL INFORMATION, SECTION V: DISCIPLINE, AND SECTION VI: TECHNOLOGY USAGE** FOR INFORMATION THAT APPLIES TO THE DISTRICT AS A WHOLE.

1. ABSENCES

School begins at 8:10 a.m. each day. Students arriving after 8:15 will be counted tardy. Excessive tardies will require administrative action. Attendance will be taken each day at 9:45 a.m. Any child who is not present at that time will be considered absent for the entire day. Upon returning to school, the student must bring a note including the date and a reason for the absence. If a note is not provided within three days, the absence will be considered unexcused. (For additional information, please refer to the general section of the handbook.)

Students who are present at 9:45AM each day of the six weeks will be recognized as having outstanding attendance. However, a student must attend class all day every day to be considered as perfect attendance. If a doctor's note is provided, the child will not be counted absent for the day of the doctor's visit.

2. ARRIVAL/DISMISSAL OF STUDENTS

A.M. ARRIVAL – Students who arrive at school before 8:15 a.m. should stay in the cafeteria until they are dismissed to their classroom. Every child will be served breakfast with their class each morning.

P.M. DISMISSAL -Pre-K should be picked up at 11:10 in the cafeteria for the morning class and at 2:40 at the West gate or the afternoon class. Kindergarten will be ready at 3:10 p.m. First through third grade students will be dismissed at 3:20 p.m. and fourth grade students will be released at 3:31 p.m.

PEP RALLIES - The elementary students are invited to attend the high school pep rallies during football season. Many of these will last past the normal release time for the students. If you do not wish for your child to attend, please check them out of school before 2:30 p.m. on these days. After the pep rally, the students will return, with their teachers, to the elementary school for dismissal. **YOU MAY PICK UP YOUR CHILD FROM THE PEP RALLY ONLY AFTER MAKING ARRANGEMENTS, IN PERSON, WITH YOUR CHILD'S TEACHER!**

BUS STUDENTS AND THOSE WHO WALK HOME - Students who ride a bus will be taken to a holding room to wait for the bus driver. Children who are to meet an older brother or sister must also wait in the holding room until 3:31 p.m. They will not be allowed to go to the other campuses or wait outside of the building until after this time.

Please make arrangements to pick up your child at these times. Elementary children may feel abandoned or forgotten easily! Forgetfulness or tardiness on the part of the parent may be interpreted as a lack of caring by the child. Please let the school know if you are going to be late.

3. CLOSED CAMPUS

Parents and visitors should check in at the office before going to a child's room during school hours. Please do not go directly to your child's room without an appointment. Students may not leave the campus during the scheduled school day. If they must leave, please check them out through the office. Anyone other than the child's parent, or their designee, must have written permission to check the child out of school. Please send a signed note if your child is to go home with someone else!

4. GRADE REPORTING

Report cards are scheduled to be mailed or hand-delivered by the students on the Thursday following the end of a six-week grading period. At the end of each three-week grading period, a notice will be sent to the parent of any child who is failing, or in danger of failing, a particular subject. Please use this opportunity to contact your child's teacher about suggestions for ways to help your child be successful.

5. NURSE'S DUTIES

NO MEDICINE MAY BE GIVEN TO ANY STUDENT UNLESS THE STUDENT HAS RETURNED A SIGNED PERMISSION FROM THE PARENT OR LEGAL GUARDIAN. Any over-the-counter drugs (Tylenol, Advil, etc., must be provided to the nurse in the original container) Prescription medicines must be in the original bottle with the child's name and directions for use printed clearly on the label. The school nurse, or her designee, will dispense all medications at school.

Students with live head lice may not stay at school. If live head lice are detected, the parents will be notified and the student will not be allowed back in school until he or she has received treatment to kill the lice. Upon returning to school, the school nurse must clear the student to return to class.

Students must be referred to the nurse by their teachers or other school personnel. They should not go to the nurse's office without permission. Any student with a temperature over 100° F may not return to class. Any student returning to school after having a contagious disease (like Chicken Pox) must be cleared through the school nurse.

6. PARENT/TEACHER CONFERENCES

The teachers of Plains Elementary School are encouraged to keep parents well informed of their student's progress. Please call ahead to make arrangements to visit with your child's teacher. **WE ASK THAT YOU DO NOT GO TO THE TEACHER'S ROOM TO TALK WHILE THEY ARE CONDUCTING CLASS.** This type of disruption is not fair to the teacher, or to the children in the room.

7. PROMOTION/RETENTION

Students are promoted on the basis of academic achievement. To be advanced to the next grade, a student shall attain for the year an overall average of 70 or above, which is derived by averaging the final numerical grade for language arts, mathematics, science, and social studies. In addition, the student must maintain an average of 70 or above in both language arts and mathematics for the second semester. State regulations now require that all third grade students pass the Reading portion of the TAKS exam to be promoted to the fourth grade.

NO student shall be retained more than one time in grades K-4. In an exceptional case, with the approval of a committee consisting of at least the student's teacher, or teachers, two administrators, one of whom shall be assigned above the campus level, and permission of the parent, a second retention in grades K-4 may be allowed.

8. SWIMMING POOL

All students at Plains Elementary School will be encouraged to learn to swim. They should keep a swimming suit at school for this purpose. Towels are provided by the school. Students will be scheduled for the pool during their regular PE period. Most of the students will swim at least one time per week. Parents are encouraged to come to the swimming classes to watch their child. Please make prior arrangements with the swimming coach to avoid coming on a day that your child is not swimming. Note: The students will not go swimming from Thanksgiving break until the first of March. The pool will not be heated during the winter months as a way to help lower operating expenses.

9. TELEPHONE

A telephone is provided in each teacher's room for communication and school-related business. *PLEASE DO NOT ASK FOR YOUR CALL TO BE TRANSFERRED TO THEIR ROOM DURING CLASSROOM INSTRUCTION TIME EXCEPT IN AN EMERGENCY.* Each teacher has a designated period during the school day for conferences. Leave a name and number with the school secretary and the teacher will contact you as soon as possible. Students should use the phone in the office when necessary.

10. TUTORIALS

Tutorial sessions will provide intensive instruction in language arts, science, mathematics, and/or social studies. Students who are having trouble in these areas may be required to attend.

SECTION V: DISCIPLINE MANAGEMENT PLAN

This plan is keyed to TEA's checklist for approving discipline management plans. The numbers in brackets specify the requirement fulfilled by that item.

1 CONTENT OF APPROVED PROGRAM

COMMUNITY INVOLVEMENT

Representatives from all segments of the local education community were involved in developing and reviewing the district's discipline management plan. Selected teachers, administrators, students, and parents from each campus, forming a committee of ten, were requested to review the plan submitted here. After their comments and suggestions were considered and incorporated, the district held one public information session so that all interested parents, students, administrators, and teachers had the opportunity to be aware of the content of the plan. Information describing the plan was made available to news media in the community.

The Discipline Management Plan was placed on the agenda for the January 13, 1986, board meeting. At a duly called board meeting on January 13, 1986, the board adopted the discipline management plan as submitted here.

CAMPUS DISCIPLINE PERSON [TEA 6]

The campus discipline person(s) on each campus shall be the principal. Duties shall include the authority to:

1. Assess and implement the campus discipline management plan.
2. Remove a student from campus for compelling non-disciplinary reasons or pending a hearing.
3. Refer students to school-community guidance centers, if available.
4. Remove students to alternative education programs.
5. Suspend a student for not more than six school days in a semester. The Board of Trustees is authorized to expel students.
6. The board delegates the authority to expel students to the superintendent. FOD (Local)

RIGHTS AND RESPONSIBILITIES OF STUDENTS [TEA 7]

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired according to Plains ISD dress code.
4. Exhibiting respect toward others.
5. Conducting themselves in a responsible manner.

6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the code of student conduct.
8. Obeying all school rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

RIGHTS AND RESPONSIBILITIES OF PARENTS [TEA 7]

Throughout this plan, “parents” includes single parent, legal guardian, or person having lawful control of the student.

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and obey the rules.
3. Be sure their child attends school regularly and promptly report and explain absences and tardies to the school.
4. Encourage and lead the child to develop proper study habits.
5. Participate in meaningful parent-teacher conferences to discuss their child’s school progress and welfare.
6. Attend parent training workshops for the home reinforcement of study skills and specific curriculum objectives.
7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Be sure their child is appropriately dressed at school and school-related activities.
10. Discuss report cards and school assignments with their child.
11. Bring to the attention of school authorities any learning problem or condition that may relate to their child’s education.
12. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
13. Cooperate with school administrators and teachers.
14. Be sure their child attends school tutorials when required or as the need arises.
15. Submit a signed statement that they understand and consent to the responsibilities outlined in this plan.
16. Control their child. Under family code 33.01, a student’s parent is legally liable for property damage proximately caused by (a) the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or (b) the willful or malicious conduct of a student who is at least 12, but under 18 years of age.

RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS:

Administrators have the responsibility to:

1. Respond to discipline problems referred to them by teachers.
2. Promote effective training and discipline of all students.
3. Encourage parent communication with the school, including participation in required parent-teacher conferences.
4. Provide appropriate assistance to students in learning mature self-discipline.
5. Assume responsibility and instructional leadership for discipline and for evaluation of the Discipline Management Plan.
6. Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.

RIGHTS AND RESPONSIBILITIES OF TEACHERS:

Teachers have the responsibility to:

1. Use discipline management techniques developed in the district's Discipline Management Plan.
2. Ensure good student discipline by being in regular attendance and on time.
3. Be prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
4. Comply with district and school policies, rules, and regulations, and directives.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Teach to the standards of performance required by the district.
7. Establish rapport and an effective working relationship with parents, students, and other staff members.
8. Teach students to strive toward self-discipline.
9. Encourage good work habits that will lead to the accomplishment of personal goals.
10. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

PARENT-TEACHER CONFERENCES [TEA 8]

Description of procedures for required parent/teacher conferences is as follows:

1. One or more conferences shall be held during each school year between a teacher and the parents of a student if the student is not maintaining passing grades or achieving the expected level of performance or presents some other problem to the teacher or in any case the teacher considers necessary.
2. Attempts will be made to contact parents at home or at work to arrange a parent conference on the school campus. If these attempts do not succeed, the conference may be conducted by telephone. As a last resort, parents will be notified by mail.
3. Documentation includes: record of parent/teacher conferences, telephone log, notices of conferences and Student Code of Conduct.

PARENT TRAINING WORKSHOPS

Parent training workshops for home reinforcement of study skills and specific curriculum objectives shall be based on interest as indicated by parents in the community.

SCHOLASTIC PENALTIES [TEA 10]

A student suspended from his or her regular classes will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time designated by the make-up policy. A grade adjustment may be imposed on work made up for a period of suspension according to board policy.

Students who are expelled will not receive credit for work missed during expulsion. Handicapped students will receive educational services during expulsion as determined by the Admission, Review, and Dismissal committee.

Students shall receive full credit for assignments completed in an alternative education program, including in-school suspension.

2. STUDENT CODE OF CONDUCT [TEA 11]

JURISDICTION:

The district's rules of conduct and discipline are established to achieve and maintain order in the schools. Persistent or repeated violations of the rules of conduct may result in increasingly serious penalties.

The district has jurisdiction over its students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

Specific board policies that address student conduct are referenced at the end of the following headings:

DRESS CODES:

Purpose: The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

General Guidelines: Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

- (1) Hats, caps, and sunglasses will not be worn inside the building. These items should be kept inside the student's locker at all times so as not to cause a problem.
- (2) Clothing should be long enough to cover the body adequately and conform to a standard of modesty when the student is sitting, standing, stooping, or bending. Shorts should be loose-fitting and mid-thigh length. No spaghetti straps on tops, no sleeveless shirts on boys.
- (3) Clothing will be prohibited that exhibits emblems, pictures, or writings that are:
 - a. lewd, offensive, vulgar, or obscene.
 - b. advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibitive substance.
- (4) Students shall be clean-shaven. Mustaches will be the only facial hair permitted. Hair should be kept neat, clean, and of moderate style and/or length. Boys may not put hair into a ponytail.
- (5) No pierced jewelry for boys. (No piercing other than ears for girls.)
- (6) No sagging pants.

Violations: If the principal determines that a student's grooming or dress violates the dress code, the student shall be given an opportunity to correct the problem. If no correction occurs, the students shall be assigned to in-school suspension for the remainder of the day, or until the problem is corrected.

VANDALISM AND DAMAGE TO SCHOOL PROPERTY: [FNCB]

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district or district schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost textbooks.

HAZING [FNCC]

Hazing means any intentional, knowing, or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that adversely affects the mental or physical health or the safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in a district school, or that may reasonably be expected to cause a student to leave the organization or the school rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code. Students shall have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing and failure to report known hazing can result in criminal penalties, as well as school discipline. [Education Code 4.51 et seq., as added by S.B.24]

STUDENTS' RIGHTS

It is the belief of the Plains ISD that the students in this school should represent youth of integrity and high moral character and should be treated accordingly. Each student should respect the rights and privileges of other students, as well as those of the teachers and administration. There should be a mutual respect by all administrators and other personnel of the rights and privileges of the students. It is with this premise that the following rules of conduct are established. The district does not anticipate bad conduct on anyone's part, but in order to have an effective school system and to prepare and instruct students in learning to live in society, rules of discipline and conduct are necessary.

END OF YEAR OFFENSES

If a student commits a violation of the rules during the last six weeks of the school year which would justify removal or expulsion for a period of time longer than left in the year, such removal or expulsion may be carried to the following year. If the student is a graduating senior, he/she may be denied the privilege of participating in graduation ceremonies and/or the right to receive honors or awards.

AWARDS AND HONORS CONDITIONED

Any award or honor, including honors conferrable upon graduation, or at a time subsequent to determination that the awards will be conferred, is conditioned upon the student complying with all rules and regulations of the district.

TOBACCO USE

Students in all grades shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions.

DRUG/ALCOHOL USE

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering or behavior-altering drugs.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. "Under the influence" means a student's faculties are noticeably impaired but the student need not be legally intoxicated. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this rule. A student who uses a drug authorized by a licensed physician through a prescription specially for that student's use shall not be considered to have violated this rule.

WEAPONS

A student shall not go on the school premises with a firearm, explosive weapon, or illegal knife, unless pursuant to written regulations or written authorization of the district. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use the firearm, explosive, weapon, or illegal knife.

Students are also prohibited from bringing to school or a school-related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compass, and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to:

1. Fireworks of any kind.
2. Clubs or night sticks.
3. Razors.
4. Metallic knuckles.

5. Chains.
6. Guns or firearms.
7. Any other object, including knives, used in a way that threatens to inflict bodily injury on another person.

The possession or use of articles not generally considered weapons may be prohibited when, in the principal's or designee's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.

ASSAULTS

Students are prohibited from assaulting anyone on school property or at any school-related event. An assault is defined as

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

DISRUPTION OF CLASSES

For purpose of this rule, "school property" includes the public school campuses or school grounds upon which any public school is located, and any grounds used by district schools for assemblies or other school-related activities, and "public property" includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted on school property or on public property within 500 feet of school property to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities.

Conduct that disrupts the educational activities of a school include

1. Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.
4. Entrance into a classroom, without consent of either the principal or teacher, and/or acts of misconduct and/or use of loud or profane language causing disruption of class activities.

DISRUPTION OF LAWFUL ASSEMBLY

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the district. Disruptive activity means

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative education, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration.
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school.
6. Interfering with the normal activity, occupancy, or use of any school bus engaged in the transportation of students to and from school-sponsored activities by exhibiting or using or threatening to exhibit or use a firearm.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Conduct by students, either in or out of class, that for any reason --whatever because of time, place, or manner of behavior--materially disrupts class work or involves substantial disorder or invasion of the rights of other students or other employees at school or school-related activities is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

PUBLICATIONS

School-Sponsored Publications: The district's professional employees shall exercise editorial control over style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate pedagogical concerns. The district may refuse to disseminate or sponsor student speech that:

1. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order.
2. Is inappropriate for the level of maturity of the readers.
3. Does not meet the standards of the professional employees who supervise the production of the publication.
4. Associates the school with any position other than neutrality on matters of political controversy.

Non-School Publication: Distribution of written materials may be restricted, subject to the following guidelines:

1. Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports a forecast that disruption will likely result directly from the distribution.
2. Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
3. Content of the materials to be distributed shall conform to the following standards.
 - a. Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.
 - b. Material may not be forbidden if the portions or specific language objected to may also be found in material that is made available to students through school facilities, i.e., the school library or readings assigned by teachers.
 - c. Libelous material may be prohibited from distribution.
 - d. Publications that criticize board members or school officials or advocate violation of school rules May be prohibited when there is evidence that reasonably supports a forecast that material and Substantial disruption of normal school operations will result from publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
 - e. Hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned. Only material that could reasonably support a forecast of material and substantial disruption of normal school operation is affected by this restriction.

Prior Review: All written material over which the school does not exercise editorial control that is intended for distribution to students shall be submitted for prior review according to the following procedures:

1. Material shall be submitted to the building principal or designee for review.
2. The principal or designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four hour period shall be interpreted as disapproval.
3. The student may appeal disapproval to the superintendent, who shall decide the appeal within three days of its receipt. Failure of the superintendent to act within the three-day period shall be interpreted as disapproval.
4. If the request to distribute material is initiated by a student, disapproval may be appealed to the board under FNG and FNG (LOCAL), beginning at Level Three. If the request to distribute material was initiated by someone other than a student, disapproval may be appealed to the board under GF and GF (LOCAL), beginning at Level Three.

SECRET SOCIETIES

Students shall not become members or promise to become members 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 such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.

PROHIBITED ACTIVITIES [FNC]

In addition to the actions prohibited in the policies listed above, students at school or school-related activities are prohibited from:

1. Cheating or copying work of another student.
2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage property.
3. Leaving school grounds or events/activities without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.
6. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by other students or district employees.
10. Engaging in misconduct, as defined by district policies and regulations, on school buses.
11. Fighting
12. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate substantial disruptions of the school program or incite violence.
14. Engaging in offensive conduct of a sexual nature, whether verbal or physical which may include requests for sexual favors or other intimidating sexual conduct directed toward another student.
15. Possessing or using fireworks or explosives.
16. Exhibiting inappropriate physical familiarities disruptive to other students or to the educational environment. Disruptive behavior going to and from school. Community residents have a right to privacy, private property, and freedom from abusive behavior. On the way to and from school, students shall not loiter, litter, trespass, abuse, or create a nuisance for residents of the community. While the district does not assume responsibility for the acts of students to and from school, the district may take disciplinary action if the circumstances warrant. The district has a responsibility to cooperate with the law enforcement agencies to which law violators affecting community members are reported.
17. Engaging in any other conduct that disrupts the school environment or educational process.
18. Students shall not possess a paging device while on school property or while attending a school-sponsored activity on or off school property, unless the student is in attendance in the capacity of an active member of a volunteer fire-fighting organization. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A person who discovers a student in possession of a paging device in violation of this policy shall report the violation to the principal, who shall order a peace officer or appropriate school employee to confiscate the device, which is forfeited to the district. [Education Code 21.309]

ATTENDANCE

Excused/Unexcused Absences: If you are absent from class more than ten percent of the time in any one semester, you may be in jeopardy of losing your credits. Absences are not to be viewed as days you are entitled to take but are for personal illness, illness in immediate family, death in immediate family, or prior arrangements approved by the administration. If you have been absent for any reason, you must make up the work you missed within the time limit set by the make-up work policy. Failure to make up work may result in academic penalties.

For students in Kindergarten-Grade 12, absences shall be aggregated on the basis of 90% of the days the class is offered, whether a semester, a scholastic year, or an alternative time frame. Excused absences will be deemed as those provided under Texas Education Code 21.035. Excused absences are for:

- (1) personal sickness
- (2) sickness or death in the family
- (3) quarantine
- (4) weather or road conditions making travel dangerous
- (5) any other unusual case acceptable by the principal or superintendent of the school in which the child is enrolled.

The reason for an excused absence must be stated in writing and signed by the parent or other person standing in parental relation to the child.

All other absences will be considered unexcused. Assignments missed due to unexcused absences that have been prearranged (see Page 12), or have been approved by the attendance officer (superintendent), will be made up with 100 percent credit. Assignments missed due to other unexcused absences will result in the student receiving no more than 70 percent of the grade on all assignments missed during the unexcused absence.

A Saturday morning class will be scheduled for students who need to replace clock hours due to absences over the allowable ten percent in one semester.

Compulsory Attendance [TEC 21.032]: Students who are at least six years of age, or who have been previously enrolled in first grade, but who have not completed the academic year in which the 17th birthday occurred shall attend school or have an excused absence for at least 170 days of the regular school year. Students enrolled in pre-kindergarten or kindergarten shall attend class or have an excused absence for a minimum of 90 percent of the days during each semester in which the student is enrolled.

Exemption [TEC 21.032]: Students who meet one or more of the following conditions shall be exempt from compulsory attendance requirements:

1. The student is at least 17 years of age and has been issued a high school equivalency certificate.
2. The student attends a private or parochial school that includes in its course a study of good citizenship.
3. The student is handicapped as defined in Education Code 21.503 and cannot be appropriately served by the district.
4. The student has a temporary and remedial physical or mental condition that renders attendance infeasible and has a certification from a qualified physician that specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence needed for remedial treatment.
5. The student has been expelled in accordance with legal requirements. [FOD]

Student Absences [FDD]: Student absences shall be listed and make-up or remedial work shall be required from students with excessive absences. [19 TAC 75.2 (f)]

Any student not already exempted from the compulsory attendance law may nevertheless be excused for temporary absence resulting from personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the superintendent, or to the teacher or principal of the school in which the student is enrolled. [Education Code 21.035 (b)]

The reason for an excused absence must be stated in writing and signed by the parent or other person standing in parental relation to the student. The district may investigate any case in which an excused absence is requested. [Education Code 21.035 (c)]

A student shall not be given credit for a class if he has been in attendance fewer than 90 percent of the days in a semester, unless an attendance committee appointed by the board gives credit because there were extenuating circumstances for the absences. The board shall establish alternative ways for students to make up work or regain credit lost because of absences.

GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES [FO]

When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 - a. Seriousness of the offense.
 - b. Student's age.
 - c. Frequency of misconduct.
 - d. Student's attitude.
 - e. Potential effect of the misconduct on the school environment.

DISCIPLINE MANAGEMENT TECHNIQUES [FO]

Discipline management techniques are always available when assessing penalties for violation of the code of conduct, regardless of the offense. Discipline management techniques shall include:

1. Counseling by teachers, special services, or administrative personnel.
2. Parent-teacher conferences.
3. Cooling-off or time-out.
4. Behavioral contracts.
5. Assigned school duties other than class tasks.
6. Verbal correction.
7. Withdrawal of privileges, including participation in extracurricular activities and honorary positions.
8. Sending the student to the office or other assigned areas.
9. Detention.
10. Corporal punishment.
11. Probation.
12. Rewards or demerits.
13. Referral to outside agency or authority.
14. Temporary confiscation of items that disrupt the educational process.
15. Grade penalties for unexcused absences.
16. Removal to an alternative education program. [FOA]

Each handicapped student's individual education plan (IEP) shall address the student's specialized needs on discipline, including which of the discipline management techniques can appropriately be used with the student.

CATEGORIES OF OFFENSES [TEA 13]

SERIOUS FIRST OFFENSES

1. Assaulting a teacher or other individual. [FNCH]
2. Selling, giving, or delivering to another person, possessing or using, or being under the influence of:
 - a. Marijuana or a controlled substance, as defined by the Texas Controlled Substance Act or by 21 USC 801 Et Seq.
 - b. A dangerous drug, as defined by Article 4476-14, VATS.

- c. Abusable glue or aerosol paint as defined by Article 4476-15, VATS or volatile chemical as defined 4476-13A, VATS.
 - d. An alcoholic beverage, as defined by the Alcohol Beverage Code, or committing a serious act or offense while under the influence of alcohol.
3. Possessing a firearm, an illegal knife, a club, or other weapon listed as a prohibited weapon under Penal code 46.06.
 4. Committing arson, as defined by Penal Code 28.02.
 5. Engaging in conduct that constitutes felony criminal mischief, as defined by Penal Code 28.03.
 6. Vandalism.
 7. Robbery or theft.
 8. Extortion, coercion, or blackmail.
 9. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
 10. Verbal abuse, i.e., name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence.
 11. Insubordination.
 12. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other employees.
 13. Fighting.
 14. Hazing. [FNCC]
 15. Any other conduct that disrupts the school environment or educational process and that meets the criteria for incorrigible conduct.
 16. Engaging in offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct directed toward another student.

MINOR OFFENSES

Any violation of the code of conduct that is not listed as a serious first offense or other serious offense is considered a minor offense.

PERSISTENT OFFENSES

The district defines “persistent” to be two or more violations of the code in general or repeated occurrences of the same violation.

STUDENT HANDBOOK

A student handbook containing policies and regulations on the rights and responsibilities of students, the code of student conduct, and student discipline shall be distributed to all students and parents, teachers, and administrators, at the beginning of the school year. It shall also be provided to new professional employees, newly enrolled students, and any parent on request. Changes during the year shall be published and distributed during the next semester, but no later than the beginning of the next school year. Each student and parent annually shall sign a statement that they have received and read the student handbook and code of conduct and acknowledge the responsibilities outlined there.

3. TEACHER REMOVAL OF STUDENT FROM CLASS

Discretionary Teacher Removal Of Student To Office (Routine Offenses): A teacher may send a student to the principal’s office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with this student code of conduct.

Discretionary Teacher Removal Of Student From Class (Serious Disruptive Behavior): A teacher may remove a student:

- (1) who has been documented by the teacher to repeatedly interfere with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn; or

- (2) whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class under this provision, the principal may place the student into another appropriate classroom, into in-school suspension, or into an alternative education program. The principal may not return the student to the teacher's class without the teacher's consent unless the campus Placement Review Committee determines that such placement is the best or only alternative available. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activity.

Mandatory Teacher Removal Of Student From Class (Extremely Serious Disruptive Behavior): A teacher must remove from class and send to the principal for placement in an alternative education program or for expulsion, as appropriate, a student who engages in conduct described below for "EXPULSION FOR SERIOUS OFFENSES" and for mandatory "REMOVAL FOR CERTAIN CONDUCT". The student may not be returned to that teacher's class without the teacher's consent unless the campus Placement Review Committee determines that such placement is the best or only alternative available.

PLACEMENT REVIEW COMMITTEE

Role of Committee: Each campus shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the District regarding re-admission of expelled students. The teacher refusing to re-admit the student may not serve on the committee.

Selection of Committee Members: Members shall be appointed as follows:

- (1) the campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member; and
- (2) the principal shall choose one member from the professional staff of a campus.

PLACEMENT OF STUDENTS WITH DISABILITIES

For Students With Disabilities, Alternate Education Programs Are For Disciplinary (Not Educational) Placements: The placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal committee. "Placement" in this code refers to any change in a student's IEP lasting more than ten consecutive school days. A student with a disability who receives special education services may not be placed in alternative education programs solely for educational purposes if the student does not also meet the criteria for alternative placement under the "Mandatory Student Removal To An Alternate Education Program" section below under REMOVAL FOR CERTAIN CONDUCT or the "Mandatory Student Expulsion" below under EXPULSION FOR SERIOUS OFFENSES.

4. SUSPENSION

The principal or other appropriate administrator may suspend a student who engages in conduct for which the student may be placed in an alternative education program. A suspension may not exceed three school days. No formal hearing or prior notice to parents is required prior to a principal or designee suspending a student. Prior to making a suspension decision, the principal or designee shall orally notify the student of the charge and the basis of the accusation, and give the student an opportunity to explain his/her side of the events. The principal or designee shall duly notify the parents or guardians of the suspension.

REMOVAL FOR CERTAIN CONDUCT

Mandatory Student Removal To An Alternate Education Program: A student shall be removed from class and placed in an alternative education program if the student engages in conduct punishable as a felony, or commits the following on school property or while attending a school-sponsored or school-related activity on or off school property:

- (1) engages in conduct that contains the elements of the offense of assault under Section 22.01(a)(1), Penal Code, or terroristic threat under Section 22.07, Penal Code;
- (2) sells, gives, or delivers to another person or possesses or uses or is under the influence of:
 - (A) marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.; or
 - (B) a dangerous drug, as defined by Chapter 483, Health And Safety Code;

NOTE: A student engaging in conduct under this subsection (2) that would be punishable as a felony shall be expelled.

- (3) sells, gives, or delivers to another person an alcoholic beverage as defined by Section 1.04, Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;

NOTE: A student engaging in conduct under this subsection (2) that would be punishable as a felony shall be expelled.

- (4) engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint under Sections 485.031 through 485.035, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code; or
- (5) engages in conduct that contains the elements of the offense of public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08, Penal Code. The terms of a placement under this section must prohibit the student from attending or participating in a school-sponsored or school-related activity.

Mandatory Student Removal To Alternate Education Program For Retaliation Against An Employee:

A student shall be removed from class and placed in an alternative education program if the student engages in conduct that contains the elements of the offense of retaliation under Section 36.06, Penal Code, against any school employee. The terms of a placement under this provision must prohibit the student from attending or participating in a school-sponsored or school-related activity. [NOTE: As set forth below, notwithstanding any provision to the contrary, a student shall be expelled if the student engages in conduct that contains the elements of any offense listed in the "Mandatory Student Expulsion" reasons below, against any employee in retaliation for or as a result of the employee's employment with a school district.]

Discretionary Student Removal To Alternate Education Program: A student may be removed from class and placed in an alternative education program if the student engages in any of the following conduct:

- (1) Pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang, as defined in Texas Education 37.121.

It is discretionary with the principal or designee whether a student removed to an alternate education program under this provision shall be prohibited from attending or participating in a school-sponsored or school-related activity.

Transferring Students' AEP Placements May Be Continued: If a student placed in an alternative education program in a sending school district enrolls in the District before the expiration of the period of placement, the District may continue the alternative education program placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement.

Students Shall Be In Supervised Settings, Other Than Students Who Are Expelled or Suspended: The District shall not place a student, other than a student who is suspended or expelled, in an unsupervised setting as a result of conduct for which a student may be placed in an alternative education program.

Students With Disabilities: Notwithstanding any of the above provisions on REMOVAL FOR CERTAIN CONDUCT, the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal committee. "Placement" in this code refers to any change in a student's IEP lasting more than ten consecutive school days.

EXPULSION FOR SERIOUS OFFENSES

Mandatory Student Expulsion: A student shall be expelled from a school if the student, on school property or while attending a school-sponsored or school-related activity on or off of school property:

- (1) uses, exhibits, or possesses:
 - (A) a firearm as defined by Section 46.01(3), Penal Code;
 - (B) an illegal knife as defined by Section 46.01(6), Penal Code, or by local policy;
 - (C) a club as defined by Section 46.01(1), Penal Code; or
 - (D) a weapon listed as a prohibited weapon under Section 46.05, Penal Code;

- (2) engages in conduct that contains the elements of the offense of:
 - (A) aggravated assault under Section 22.02, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
 - (B) arson under Section 28.02, Penal Code;
 - (C) murder under Section 19.02, Penal Code, capital murder under Section 19.03, Penal Code, or criminal attempt, under Section 15.01, Penal Code, to commit murder or capital murder;
 - (D) indecency with a child under Section 21.11, Penal Code; or
 - (E) aggravated kidnapping under Section 20.04, Penal Code; or
- (3) engages in the following conduct, if the conduct is punishable as a felony:
 - (A) sells, gives, or delivers to another person or possesses or uses or is under the influence of:
 - (i) marijuana or a controlled substance, as defined by Chapter 81, Health and Safety Code, or by 21 U.S.C. Section 801 et.seq.; or
 - (ii) a dangerous drug, as defined by Chapter 483, Health and Safety Code;
 - (B) sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.

Mandatory Student Expulsion For Retaliation Against An Employee: A student shall be expelled if the student engages in conduct that contains the elements of any offense listed in the “Mandatory Student Expulsion” reasons above, against any employee in retaliation for or as a result of the employee’s employment with a school district.

Discretionary Student Expulsion: A student may be expelled if the student, after being placed in an alternative education program for disciplinary reasons, continues to engage in serious or persistent misbehavior that violates the district’s student code of conduct.

Mandatory Federal Requirements For Student Expulsion For Firearms: In accordance with federal law, a local educational agency, including a school district, home-rule school district, or open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school. The student must be expelled from the student’s regular campus for a period of at least one year, except that:

- (1) the superintendent or chief administrative officer of the school district or of the other local educational agency, as defined by 20 U.S.C. Section 2891, may modify the length of the expulsion in the case of an individual student; and
- (2) the district or other local educational agency may provide educational services to the expelled student in an alternative education program as provided by Section 37.008.

The District shall report to the Texas Education Agency the number of students expelled under this federal provision each year, the names of the schools from which the students are expelled, and the types of weapons involved.

Discretionary Student Expulsion For Felony Criminal Mischief: A student who engages in conduct that contains the elements of the offense of criminal mischief under Section 28.03, Penal Code, may be expelled at the district’s discretion if the conduct is punishable as a felony under that section. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.

Teacher Notice Of Student Expulsion Offenses And Confidentiality: The District shall inform each teacher of the conduct of a student who has engaged in any violation listed in this EXPULSION section. A teacher shall keep the information received confidential. The State Board for Educator Certification may revoke or suspend the certification of a teacher who intentionally violates this subsection.

Students With Disabilities: Notwithstanding any of the above provisions on EXPULSION, the placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal committee. “Placement” in this code refers to any change in a student’s IEP lasting more than ten consecutive schools days.

5. EMERGENCY PLACEMENT OR EXPULSION

Emergency AEP Removal: The principal or the principal's designee may order the immediate placement of a student in the alternative program if the principal or the principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

Emergency Expulsion: The principal or the principal's designee may order the immediate expulsion of a student if the principal or the principal's designee reasonably believes that action is necessary to protect persons or property from imminent harm.

Notice Of Reasons Required At Time of Emergency Action: At the time of an emergency placement or expulsion, the student shall be given oral notice of the reason for the action. Within a reasonable time after the emergency placement or expulsion, the student shall be accorded the appropriate due process as required under the HEARINGS section below.

Special Education Students: If the student subject to the emergency placement or expulsion is a student with disabilities who receives special education services, the term of the student's emergency placement or expulsion is subject to the requirements of 20 U.S.C. Section 1415(e)(3) and 34 CFR 300.513.

6. HEARINGS, REVIEW

I. SHORT-TERM ALTERNATE EDUCATION PLACEMENT: NO HEARING

General Rule: No Hearing Required For Student Placement In Alternate Education Program. Except as set forth below, no formal hearing or prior notice to parents is required prior to a principal or designee assigning student to a supervised alternate education program placement. Prior to making the assignment, the principal or designee shall orally notify the student of the charge and the basis of the accusation, and give the student an opportunity to explain his/her side of the events. The principal or designee shall deliver to the student and the student's parent or guardian a copy of the order placing the student in an alternative education program. The principal or designee shall set a term for a student's placement in an alternative education program.

II. HEARINGS REQUIRED FOR CERTAIN TYPES OF ALTERNATE EDUCATION PLACEMENTS

Hearings For Student Placement In Alternate Education Program Pursuant To Teacher Disciplinary Removals: Not later than the third class day after the day on which a student is removed by a teacher from class under the provision (above) for "Discretionary Teacher Removal Of Student From Class (Serious Disruptive Behavior)" or "Mandatory Teacher Removal Of Student From Class (Extremely Serious Disruptive Behavior)," the school principal shall schedule a hearing among the principal or the principal's designee, a parent or guardian of the student, the teacher removing the student from class, and the student. The student may not be returned to the regular classroom pending the hearing. Following the hearing, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall order the placement of the student as provided by that "Removal By Teacher" section for a period consistent with the student code of conduct. Pending the hearing, unless the student is removed under the EMERGENCY PLACEMENT OR EXPULSION provisions below, the student may be suspended for up to three days or placed in the District's ISS center or some alternative arrangement.

Hearings For Student Placement In Alternate Education Program Beyond The End Of The Next Grading Period: If a student's placement in an alternative education program is to extend beyond the end of the next grading period, a student's parent or guardian is entitled to notice of and an opportunity to participate in a proceeding before the board of trustees of the school district or the board's designee, as provided by policy of the board of trustees of the district. The board has designated the superintendent to conduct the hearing and make a decision under this section. Any decision of the board's designee under this subsection may be appealed to the board of trustees. Pending the hearing, unless the student is removed under the EMERGENCY PLACEMENT OR EXPULSION provisions below, the student may be suspended for up to three days or placed in the District's ISS center or some alternative arrangement.

Before it may place a student in an alternative education program for a period that extends beyond the end of the school year, the board or the board's designee must determine that:

- (1) the student's presence in the regular classroom program or at the student's regular campus presents a danger of physical harm to the student or to another individual; or
- (2) the student has engaged in serious or persistent misbehavior that violates the district's student code of conduct.

Parent To Receive Written Notice Of Student's Placement In AEP: The board's designee shall deliver to the student and the student's parent or guardian a copy of the order placing the student in an alternative education program.

Length Of AEP Placements To Be Set By Board Or Designee: The board or the board's designee shall set a term for a student's placement in an alternative education program.

120-Day Review Of AEP Placements: A student placed in an alternative education program shall be provided a review of the student's status by the board's designee at intervals not to exceed 120 days. At the review, the student or the student's parent or guardian must 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 the teacher who removed the student without that teacher's consent. The teacher may not be coerced to consent.

III. EXPULSION HEARINGS AND APPEALS

Expulsion Hearings: Before a student may be expelled, the board or the board's designee must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. The board has designated the superintendent to conduct the hearing and make a decision under this section.

At the hearing, the student must be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district.

Pending the hearing, unless the student is removed under the EMERGENCY PLACEMENT OR EXPULSION provisions below, the student may be suspended for up to three days or removed to an AEP placement or some alternative arrangement.

Expulsion Appeals: If the decision to expel a student is made by the board's designee, the decision may be appealed to the board. The decision of the board may be appealed by trial de novo to a district court of the county in which the school district's central administrative office is located.

Parent To Receive Written Notice of Student's Expulsion: The board or the board's designee shall deliver to the student and the student's parent or guardian a copy of the order placing the student in an alternative education program expelling the student. After a school district notifies the parents or guardians of a student that the student has been expelled, the parent or guardian shall provide adequate supervision of the student during the period of expulsion.

COURT INVOLVEMENT

Notice To Juvenile Court of Expulsion and Certain Types of AEP Hearings: Not later than the second business day after the date a hearing is held under the above "HEARINGS" section, the District's Board of Trustees, or its designee, shall deliver a copy of the order placing a student in an alternative education program or expelling a student and any information required under Section 52.04, Family Code, to the authorized officer of the juvenile court in the county in which the student resides, for appropriate review or juvenile court action as authorized by law.

Placement of Student Pending Court Disposition: If a student is expelled, on the recommendation of the campus Placement Review Committee or on the District's own initiative, the District may re-admit the student while the student is completing any court disposition requirements the court imposes. After the student has successfully completed any court disposition requirements the court imposes, if the student meets the requirements for admission into the public schools established by law, the District may not refuse to admit the student, but the District may place the student in the alternative education program. Notwithstanding any provision to the contrary relating to Placement Review Committee decision-making authority, in this instance the student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

Expulsion Orders Provided To Receiving School Districts: If the District has expelled a student, and the expelled student enrolls in another school district, the District shall provide to the other school district in which the student enrolls, at the same time other records of the student are provided, a copy of the expulsion order and the referral to the authorized officer of the juvenile court.

COURT-RELATED CHILDREN-LIAISON OFFICERS

Liaison Officer. The District shall appoint at least one educator to act as liaison officer for court-related children who are enrolled in the district. The liaison officer shall provide counseling and services for each court-related child and the child's parents to establish or reestablish normal attendance and progress of the child in the school. The District's appointed liaison is Arlon Alexander.

REPORTS TO LOCAL LAW ENFORCEMENT

Notification To Law Enforcement Authorities: The District's principal, or a person designated by the principal, shall notify any school district police department and the police department of the municipality in which the school is located or, if the school is not in a municipality, the sheriff of the county in which the school is located if the principal has reasonable grounds to believe that any of the following activities occur in school, on school property, or at a school-sponsored or school-related activity on or off school property, whether or not the activity is investigated by school security officers:

- (1) conduct that may constitute an offense listed under Section 8(c), Article 42.18, Code of Criminal Procedure;
- (2) deadly conduct under Section 22.05, Penal Code;
- (3) a terroristic threat under Section 22.07, Penal Code;
- (4) the use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana under Chapter 481, Health and Safety Code;
- (5) the possession of any of the weapons or devices listed under Sections 46.01(1)-(14) or Section 46.01(16), Penal Code; or
- (6) conduct that may constitute a criminal offense under Section 71.02, Penal Code.

Form of Notice Required: The District's principal or designee who makes a notification under this section shall include the name and address of each student the person believes may have participated in the activity.

A notification is not required if the District's principal or designee reasonably believes that the activity does not constitute a criminal offense. The principal may designate a school employee who is under the supervision of the principal to make the reports.

Additional Notice To Employees: The person who makes the notification required under Subsection (a) shall also notify each instructional or support employee of the school who has regular contact with a student whose conduct is the subject of the notice.

DESTRUCTION OF CERTAIN RECORDS FROM LAW ENFORCEMENTS OFFICERS

Information received by the District from law enforcement authorities under Article 15.27, Code of Criminal Procedure, may not be attached to the permanent academic file of the student who is the subject of the report. The District shall destroy the information at the end of the school year in which the report was filed.

7. ALTERNATIVE EDUCATION PROGRAMS

AEP Requirements: The District shall provide an alternative education program that:

- (1) is provided in a setting other than a student's regular classroom;
- (2) is located on or off of a regular school campus;
- (3) provides for the students who are assigned to the alternative education program to be separated from students who are not assigned to the program;
- (4) focuses on English language arts, mathematics, science, history, and self-discipline;
- (5) provides for students' educational and behavioral needs; and
- (6) provides supervision and counseling.

In-school suspension: A special room has been designated as the in-school suspension room where a teacher or principal is on duty. In this setting, the student receives assignments/instruction in each course to the extent possible, with little or no opportunities for social interaction with peers. Supervised breaks for restroom and water privileges are provided morning and afternoon, and lunch is brought in to students. The object of the program is to discourage misbehavior. The minimum stay shall be one-half of a school day; maximum, not to exceed the end of the semester. Lack of cooperation by the student may increase the length of the stay.

Reassignment to Classes: A student may be reassigned to a different class if necessary. The reassignment will be the same course of study providing either a different instructor or a different peer group. The purpose of this type of removal is to provide the student with a different educational surrounding to prevent a potentially dangerous or explosive situation. Reassignment may result in placement at alternative school.

Home-Based Instruction: In severe situations, a pupil may be given his/her assignments to complete at home, under the supervision of the district's diagnostician and an assigned teacher. The student shall receive an excused absence for this removal and reasonable opportunities to complete assignments, including the use of school resources if it is impossible to complete assignments without them. Home-based assignments shall not exceed six consecutive school days in any one semester, except when provided during an expulsion or pending an expulsion hearing.

Each handicapped student's IEP shall indicate which of these programs can appropriately be used. If none of these options are appropriate, the IEP shall specify what disciplinary measures can be used for offenses that would normally warrant as assignment to an alternative education program.

Student Assignment Options: The District's alternative education program, in its discretion, may provide for a student's transfer to:

- (1) a different campus;
- (2) a school-community guidance center; or
- (3) a community-based alternative school.

An off-campus alternative education program is not subject to a requirement imposed by this title, other than a limitation on liability, a reporting requirement, or a requirement imposed by this chapter or by Chapter 39. Additionally, in its discretion, the District may provide an alternative education program jointly with one or more other districts.

Cooperation With Governmental Agencies: The District shall cooperate with government agencies and community organizations that provide services in the district to students placed in an alternative education program.

ADA Accounting: A student removed to an alternative education program is counted in computing the average daily attendance of students in the district for the student's time in actual attendance in the program.

Funding Of AEP: The District shall allocate to an alternative education program the same expenditure per student attending the alternative education program, including federal, state, and local funds, that would be allocated to the student's school if the student were attending the student's regularly assigned education program, including a special education program.

Limitation On Unsupervised Discipline Placements: The District may not place a student, other than a student SUSPENDED or EXPELLED, as provided above, in an unsupervised setting as a result of conduct for which a student may be placed in an alternative education program.

Assistance of ESC On Request: On request of the District, its regional education service center may provide it with information on developing an alternative education program that takes into consideration the District's size, wealth, and existing facilities in determining the program best suited to the District.

Notification To Receiving Districts Of A Student's AEP Removal: If a student placed in an alternative education program enrolls in another school district before the expiration of the period of placement, the board of trustees of the district requiring the placement shall provide to the district in which the student enrolls, at the same time other records of the student are provided, a copy of the placement order. The district in which the student enrolls may continue the alternative education program placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement.

Discretionary Education/Support Services: In the District's discretion, and subject to such services being approved, funded, or available, a program of educational and support services may be provided to a student and the student's parents when the offense involves drugs or alcohol as specified under the REMOVAL or EXPULSION sections above.

JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (Less Populated Counties)

Juvenile Justice Alternative Education Program For Counties With Less Than 125,000 Population: The juvenile board of a county with a population of 125,000 or less may develop a juvenile justice alternative education program. A juvenile justice alternative education program in a county with a population of 125,000 or less is not required to be approved by the Texas Juvenile Probation Commission. If a student is found to have engaged in conduct described by Section 37.007 and the student is found by a juvenile court to have engaged in delinquent conduct under Title 3, Family Code, the juvenile court shall:

- (1) require the juvenile justice alternative education program in the county, if any, in which the conduct occurred to provide educational services to the student; and
- (2) order the student to attend the program from the date of adjudication.

A juvenile justice alternative education program may be provided in a facility owned by a school district. A school district may provide personnel and services for a juvenile justice alternative education program under a contract with the juvenile board.

For purposes of accountability under Chapter 39 and the Foundation School Program, a student enrolled in a juvenile justice alternative education program is reported as if the student were enrolled at the student's assigned campus in the student's regularly assigned education program, including a special education program.

A student transferred to a juvenile justice alternative education program must participate in the program for the full period ordered by the juvenile court unless the student's school district agrees to accept the student before the date ordered by the juvenile court. The juvenile court may not order a period of transfer under this section that exceeds the term of any probation ordered by the juvenile court. A student who engages in expellable conduct before the date on which a juvenile justice alternative education program for the county in which the student resides begins operation shall be expelled for a period not to exceed one year.

JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (High Population Counties)

Juvenile Justice Alternative Education Program For Counties With Populations Greater Than 125,000: The juvenile board of a county with a population greater than 125,000 shall develop a juvenile justice alternative education program, subject to the approval of the Texas Juvenile Probation Commission.

If a student is found to have engaged in conduct described by Section 37.007 and the student is found by a juvenile court to have engaged in delinquent conduct under Title 3, Family Code, the juvenile court shall:

- (1) require the juvenile justice alternative education program in the county in which the conduct occurred to provide educational services to the student; and
- (2) order the student to attend the program from the date of adjudication.

A juvenile justice alternative education program shall adopt a student code of conduct in accordance with Section 37.001.

A juvenile justice alternative education program must focus on English language arts, mathematics, science, history, and self-discipline. Each program shall administer assessment instruments under Subchapter B, Chapter 39, and shall offer a high school equivalency program.

A juvenile justice alternative education program may be provided in a facility owned by a school district. A school district may provide personnel and services for a juvenile justice alternative education program under a contract with the juvenile board.

A juvenile justice alternative education program must operate at least:

- (1) seven hours per day; and
- (2) 180 days per year.

A juvenile justice alternative education program shall be subject to a written operating policy developed by the local juvenile justice board and submitted to the Texas Juvenile Probation Commission for review and comment. A juvenile justice alternative education program is not subject to a requirement imposed by this title, other than a reporting requirement or a requirement imposed by this chapter or by Chapter 39.

For purposes of accountability under Chapter 39 and the Foundation School Program, a student enrolled in a juvenile justice alternative education program is reported as if the student were enrolled at the student's assigned campus in the student's regularly assigned education program, including a special education program.

A student transferred to a juvenile justice alternative education program must participate in the program for the full period ordered by the juvenile court unless the student's school district agrees to accept the student before the date ordered by the juvenile court. The juvenile court may not order a period of transfer under this section that exceeds the term of any probation ordered by the juvenile court.

A juvenile board in a county with a population greater than 125,000 shall establish a juvenile justice alternative education program not later than September 1, 1996. A student who engages in conduct described by Section 37.007 before the date on which a juvenile justice alternative education program for the county in which the student resides begins operation shall be expelled for a period not to exceed one year.

FUNDING OF JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAMS

Transfer Of Funds: The school district in which a student is enrolled on the date a juvenile court orders the student to attend a juvenile justice alternative education program shall transfer to the juvenile board in charge of the juvenile justice alternative education program for the portion of the school year for which the juvenile justice alternative education program provides educational services funds equal to the district's average per student expenditure in alternative education programs.

Designated Expenditures: Funds received under this section must be expended on juvenile justice alternative education programs.

Assistance In Identifying Funds: The Office of State-Federal Relations shall assist a local juvenile probation department in identifying additional state or federal funds to assist local juvenile probation departments conducting educational or job training programs within juvenile justice alternative education programs.

COORDINATION BETWEEN SCHOOL DISTRICTS AND JUVENILE BOARDS

The District's board of trustees, or its designee shall at the call of the president of the board of trustees regularly meet with the juvenile board for the county in which the district's central administrative office is located or the juvenile board's designee concerning supervision and rehabilitative services appropriate for expelled students and students assigned to alternative education programs. Matters for discussion shall include service by probation officers at the alternative education program site, recruitment of volunteers to serve as mentors and provide tutoring services, and coordination with other social service agencies.

8. MISCELLANEOUS

INTERROGATIONS AND SEARCHES

School officials may search a student or a student's property with reasonable or probable cause or the student's free and voluntary consent. However, consent obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given. Vehicles on school property are also subject to search.

Areas such as lockers, which are owned and jointly controlled by the district, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function.

Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of the student's person, shall be conducted only if probable cause exists to believe that the student possesses contraband.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

QUESTIONING/ARREST OF STUDENTS [GLA]

The following guidelines apply when law enforcement officers or other lawful authorities desire to question or interview a student at school:

1. The principal shall verify and record the identity of the officer or other lawful authority and request an explanation of the need to question or interview the student at school.
2. Unless the interviewer objects, the principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student.
3. Unless the interviewer objects, the principal or designee shall be present during the questioning or interview.

STUDENTS TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICER

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity and to the best of his or her ability, verify the official's authority to take custody of the student, and then shall deliver over the student. The principal shall immediately notify the superintendent and, unless the officer or other authorized person objects, shall notify the parent or other person having lawful control of the student.

PHYSICAL RESTRAINT

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
5. Restrain an irrational student.

Corporal Punishment: Corporal punishment is permitted in order to preserve an effective educational environment, free from disruption. Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and physical, mental, and emotional condition of the student; the type of instrument to be used; the amount of force to be used; and the part of the body to be struck shall be considered before administering any corporal punishment.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, any previous disciplinary action, the type corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment. Disciplinary records shall be made available to parents or the student, whichever is appropriate.

Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines:

1. The student will be told of the reason corporal punishment is being administered.
2. Corporal punishment may be administered by the school principal, assistant principal, or a teacher.
3. The instrument to be used in administering corporal punishment shall be approved by the principal or designee.
4. When corporal punishment is administered, it shall be done in the presence of one other district professional employee and shall take place in a designated place out of view of other students.

DETENTION

For minor infractions of the code of conduct or other policies and regulations, teachers may detain students after school hours. Before assigning a student to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his version of the incident.

When detention is used, notice shall first be given to the student, who in turn will give notice to the student's parent or legal guardian to inform the parent of the reason for the detention and permit arrangements for the necessary transportation of the student. Except in the case of a student who is eighteen or older, the detention shall not begin until the parent has been notified. The student's parent or guardian, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

All students detained for disciplinary purposes shall be under the direct supervision of the teacher or another member of the professional staff. The principal shall be responsible for seeing that the time that the student spends for disciplinary purposes is used constructively for educational purposes.

SECTION VI: ELECTRONIC COMMUNICATION AND DATA MANAGEMENT ACCEPTABLE USE REGULATIONS

District policy governing the acceptable use of all electronic communication and data management equipment or software can be found in the district policy manual at POLICY CQ (LOCAL).

The superintendent or designee will oversee the District's electronic communications system.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees 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 use of this resource.

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 owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

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

1. With the approval of the immediate supervisor, District employees will be granted access to the District's system.
2. A password will be required for all users of the District's system.
3. A teacher may apply for a class account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students and others.
4. Students completing required course work on the system will have first priority for use of District equipment after school hours.
5. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.
6. System users must purge electronic mail in accordance with established retention guidelines.
7. System users may redistribute copyrighted programs or data only 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.
8. 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.

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

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

Forgery Prohibited: Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail 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 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 knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension 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.

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. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Termination/Revocation of System User Account: The district may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, 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 communications system.

PLAINS ISD PARENT NOTIFICATION

Compliance with P.L. 107-110, Section 1111(h)(6)(A)

To: All Parents
From: Plains Independent School District
Date: August 18, 2003
Subject: Notification to Parents of Teacher Qualifications

As a parent of a student at Plains Independent School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact James Haynes at 806-456-7401.

A: Todos los padres de familia
De: Plains Independent School District
Fecha: August 18, 2003
Materia: Notificación a los padres de familia sobre calificaciones de maestros

Como padre de un alumno en Plains Independent School District, VD. Tiene el derecho de conocer las calificaciones profesionales de los maestros que enseñan a su hijo, y la ley federal requiere que el distrito escolar le facilite esta información oportunamente si Vd. La pide. Específicamente, Vd. Tiene el derecho de pedir la siguiente información acerca de cada uno de los maestros de su hijo:

- Si el maestro satisface las calificaciones y criterios de certificación estatales para los grados y materias que enseña.
- Si el maestro está enseñando bajo condiciones provisionales o de emergencia debido a circunstancias especiales.
- El campo de especialidad del bachillerato del maestro, si el maestro tiene algún título de posgrado, y en tal caso, el campo de material de dicho título o certificación.
- Si papaprofesionales ofrecen servicios a su hijo, y en tal caso, cuáles son sus calificaciones.

Si Vd. Quiere recibir esta información, sírvase comunicar con James Haynes al 806-456-7401.

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.

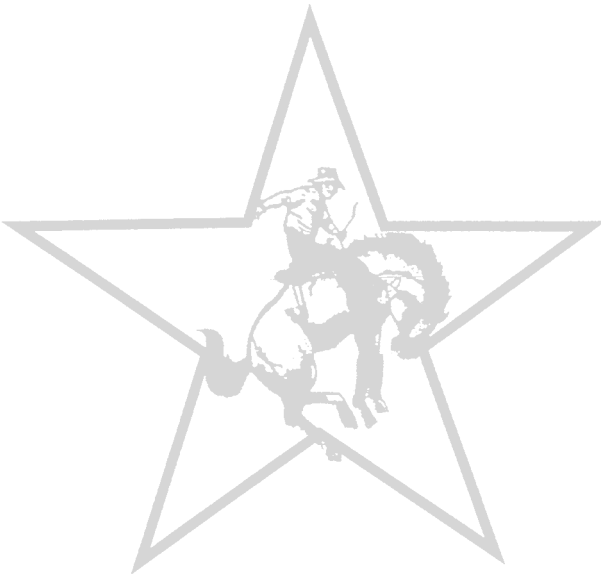
At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must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

Contact Person: Michael Michaleson, Principal, Plains Middle School

Phone Number: 456-7490



PLAINS INDEPENDENT SCHOOL DISTRICT
P.O. BOX 479
PLAINS, TEXAS 79355

Dear Parents:

The attached handbook and Code of Student Conduct describes procedures and regulations which we believe will help your student get the most out of his/ her education and which will ensure that the Plains schools remain a good place to learn.

At the heart of this information are policies passed by our Board of Trustees to guarantee a stable learning environment and the regulations necessary to execute those policies. The basic purpose of this handbook is to provide information vital to you and your student. Much of the text is devoted to defining acceptable patterns of conduct and appropriate consequences for failure to comply with these regulations. The state refers to this as a discipline management program.

Funding for the Plains Independent School District does rely on average daily attendance (ADA). For ADA accounting purposes, attendance is registered during the second period each day (9:00 to 10:00). It will be in the best interest of district taxpayers for you to arrange doctor, dentist, and other necessary appointments at a time of the day other than second period. We ask your cooperation to help our financial situation by encouraging your child to be in school if at all possible.

Your student is required to return to school this page, signed by you and your student. Your signature signifies that you have received this handbook and Student Code of Conduct and understand that students shall be held accountable for their behavior and consequences as outlined in the Student Code of Conduct at school, school sponsored and school related activities, including school sponsored travel. You also understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action. This form is kept in your student's folder. The handbook also contains regulations concerning the use of technology at school. These regulations, taken in total, form the district's acceptable use policy. Your signature on this page also signifies that you understand that the student will be held accountable for improper use of the electronic communications and data that are made available to them and that you have read the information concerning the release of student records.

James Haynes, Superintendent
Plains ISD

Steven L. O'Quinn, Principal
Plains High School

Michael Michaleson, Principal
Plains Middle School

Vernon Hise, Principal
Plains Elementary School

I have received the 2005-2006 Student Handbook for Plains ISD students, which includes the Acceptable Use Policy for Electronic Communications, and understand the responsibilities outlined.

Student's Signature

Grade Classification

Parent's Signature

Date

If this form is not signed and returned by September 1, 2005, it will be assumed that you have read and understood the policies and rules as presented.



SPORTS SCHEDULE

VOLLEYBALL

		10/17/2005	Brownfield (Brownfield) - Junior High, 5:00 PM
8/6/2005	Denver City Mustangs Scrimmage (Denver City) - High School, 2:00 PM	10/18/2005	Whiteface Antelopes District (Home) - Varsity Girls, 5:30 PM
8/9/2005	Brownfield (Brownfield) - High School, 5:35 PM	10/25/2005	TBA Playoff Warm Up (TBA) - Varsity Girls
8/12/2005	TBA Tournament Hosted by Plains/Denver City (Plains) - Varsity Girls	10/29/2005	TBA Playoff Warm Up (TBA) - Varsity Girls
8/13/2005	Tournament Hosted by Plains/Denver City (Plains) - Varsity Girls	11/3/2005	TBA Bi-District Playoff Game (TBA) - Varsity Girls
8/13/2005	Midland Christian (Away) - JV Girls, 11:00 AM	11/7/2005	TBA Area Playoff Game (TBA) - Varsity Girls
8/16/2005	Lubbock Christian (Lubbock Christian High School) - High School, 5:30 PM	11/11/2005	TBA Regional Tournament (Lubbock Christian University) - Varsity Girls
8/20/2005	Lubbock Estacado (Home) - High School, 10:00 AM	11/12/2005	TBA Regional Tournament (Lubbock Christian University) - Varsity Girls
8/26/2005	Tournament (Frenship) - Varsity Girls	11/17/2005	TBA State Tournament (San Marcos) - Varsity Girls
8/27/2005	Tournament (Frenship) - Varsity Girls	11/18/2005	TBA State Tournament (San Marcos) - Varsity Girls
8/29/2005	Tatum Coyotes (Home) - Junior High, 5:30 PM	11/19/2005	TBA State Tournament (San Marcos) - Varsity Girls
8/30/2005	Lubbock Christian Dual Matches with Brownfield (Home) - High School, 4:30 PM		
9/2/2005	Tournament (Bronte) - Varsity Girls		
9/3/2005	Tournament (Bronte) - Varsity Girls		
9/6/2005	Snyder (Home) - High School, 5:00 PM		
9/8/2005	Tournament (Brownfield) - Junior High		
9/8/2005	Lubbock Christian (Lubbock Christian High School) - Junior High, 5:30 PM		
9/9/2005	Tournament (Lamesa) - JV Girls		
9/10/2005	Tournament (Lamesa) - JV Girls		
9/10/2005	Levelland Loboettes (Levelland) - Varsity Girls, 11:50 AM		
9/12/2005	Seminole Indians (Seminole) - Junior High, 4:30 PM		
9/13/2005	Denver City Mustangs (Denver City) - High School, 5:30 PM		
9/17/2005	Tournament (Denver City) - JV Girls		
9/17/2005	Snyder Dual match with Levelland (Snyder) - Varsity Girls, 10:00 AM		
9/19/2005	Denver City Mustangs (Denver City) - Junior High, 5:00 PM		
9/20/2005	Dimmitt Bobcats (Home) - High School, 5:30 PM		
9/24/2005	Snyder (Snyder) - High School, 10:00 AM		
9/26/2005	Shallowater Fillies (Home) - Junior High, 4:30 PM		
9/27/2005	Colorado City (Home) - High School, 5:00 PM		
10/1/2005	Tournament (Denver City) - Junior High		
10/1/2005	Shallowater Fillies (Away) - High School, 10:00 AM		
10/3/2005	Tatum Coyotes CST (Tatum) - Junior High, 5:30 PM		
10/6/2005	Midland Christian (Home) - High School, 5:30 PM		
10/8/2005	Whiteface Antelopes (Home) - Varsity Girls, 10:15 AM		
10/10/2005	Denver City Mustangs (Home) - Junior High, 5:00 PM		
10/11/2005	Whiteface Antelopes District (Away) - Varsity Girls, 5:30 PM		

FOOTBALL

8/13/2005	Lubbock Christian Scrimmage (Lubbock Christian High School) - Varsity Boys, 10:00 AM
8/18/2005	Smyer Bobcats Scrimmage (Smyer) - Varsity Boys, 5:30 PM
8/26/2005	Farwell Steers (Home) - Varsity Boys, 8:00 PM
9/2/2005	Lorenzo Hornets (Away) - Varsity Boys, 7:30 PM
9/8/2005	Sudan Hornets (Away) - Junior High, 5:00 PM
9/9/2005	Sudan Hornets Homecoming (Home) - Varsity Boys, 8:00 PM
9/22/2005	Dimmitt Bobcats (Home) - Junior High, 5:00 PM
9/23/2005	Dimmitt Bobcats (Away) - Varsity Boys, 7:30 PM
9/29/2005	Wink Wildcats (Home) - Junior High, 6:00 PM
9/30/2005	Wink Wildcats (Away) - Varsity Boys, 7:30 PM
10/6/2005	Whiteface Antelopes (Away) - Junior High, 5:50 PM
10/13/2005	Sundown Roughnecks (Home) - Junior High, 5:00 PM
10/14/2005	Sundown Roughnecks (Away) - Varsity Boys, 7:30 PM
10/20/2005	Morton Indians (Away) - Junior High, 5:00 PM
10/21/2005	Morton Indians (Home) - Varsity Boys, 7:30 PM
10/27/2005	Seagraves Eagles (Away) - Junior High, 5:00 PM
10/28/2005	Seagraves Eagles Parent Night (Home) - Varsity Boys, 7:30 PM
11/3/2005	O'Donnell Eagles (Home) - Junior High, 5:00 PM
11/4/2005	O'Donnell Eagles (Away) - Varsity Boys, 7:30 PM

CROSS COUNTRY

8/27/2005 (Brownfield) - JH & HS Boys & Girls
9/3/2005 (Seminole) - JH & HS Boys & Girls
9/10/2005 (Morton) - JH & HS Boys & Girls
9/17/2005 (Olton) - JH & HS Boys & Girls
9/24/2005 (Mae Simmons Park -- Lubbock) - High School
10/1/2005 (Sundown) - JH & HS Boys & Girls
10/8/2005 (Plains) - JH & HS Boys & Girls
10/15/2005 (Levelland) - JH & HS Boys & Girls
10/24/2005 District Meet (Mae Simmons Park -- Lubbock) - JH & HS Boys & Girls
11/5/2005 Regional Meet (Mae Simmons Park -- Lubbock) - High School
11/12/2005 State Meet (Round Rock) - High School

BASKETBALL

11/14/2005 O'Donnell Eagles (Away) - Junior High Boys & Girls, 5:00 PM
11/21/2005 Sundown Roughnecks (Home) - Junior High Boys & Girls, 5:00 PM
11/28/2005 Seagraves Eagles (Away) - Junior High Boys & Girls, 5:00 PM
12/5/2005 Whiteface Antelopes (Away) - Junior High Boys & Girls, 5:00 PM
12/12/2005 Smyer Bobcats (Home) - Junior High Boys & Girls, 5:00 PM
1/6/2006 O'Donnell Eagles District Game (Away) - JV & V Girls, 4:00 PM
1/6/2006 Friona Chieftans (Home) - JV & V Boys, 5:00 PM
1/9/2006 O'Donnell Eagles (Home) - Junior High Boys & Girls, 5:00 PM
1/10/2006 Sundown Roughnecks (Home) - High School, 5:00 PM
1/13/2006 Seagraves Eagles District Game (Away) - High School, 5:00 PM
1/16/2006 Sundown Roughnecks (Away) - Junior High Boys & Girls, 5:00 PM
1/17/2006 Whiteface Antelopes District Game (Away) - High School, 5:00 PM
1/20/2006 Smyer Bobcats District Game (Home) - High School, 5:00 PM

1/23/2006 Seagraves Eagles (Home) - Junior High Boys & Girls, 5:00 PM
1/24/2006 O'Donnell Eagles District Game (Home) - High School, 5:00 PM
1/27/2006 Sundown Roughnecks District Game (Away) - High School, 5:00 PM
1/30/2006 Whiteface Antelopes (Home) - Junior High Boys & Girls, 5:00 PM
1/31/2006 Seagraves Eagles District Game (Home) - High School, 5:00 PM
2/3/2006 Whiteface Antelopes District Game (Home) - High School, 5:00 PM
2/6/2006 Smyer Bobcats (Away) - Junior High Boys & Girls, 5:00 PM
2/7/2006 Smyer Bobcats District Game (Away) - High School, 5:00 PM
2/11/2006 O'Donnell Eagles District Game (Away) - JV & V Boys, 5:00 PM
3/4/2006 State Tournament (Austin) - Varsity Girls

TRACK

3/2/2006 Wrangler Relays (Plains) - Junior High, 3:30 PM
3/23/2006 (Sundown) - Junior High, 3:30 PM
3/31/2006 Cowboy Relays (Plains) - High School
4/4/2006 District Meet (Plains) - Junior High, 3:30 PM
4/6/2006 District Meet (Sundown) - High School
4/7/2006 District Meet (Sundown) - High School, 12:00 PM
4/13/2006 Area Meet (Frenship) - High School

GOLF

4/3/2006 District Meet (Meadowbrook -- Lubbock) - High School

TENNIS

4/10/2006 District Meet (South Plains College -- Levelland) - High School
4/11/2006 District Meet (South Plains College -- Levelland) - High School
5/2/2006 District Tournament (Seagraves) - Junior High

