

Agenda of Regular Meeting

The Board of Trustees Santa Gertrudis ISD

A Regular meeting of the Board of Trustees of Santa Gertrudis ISD will be held July 20, 2022, beginning at 6:30 PM in the SGISD Central Office
Hwy 141-King Ranch
Kingsville, Texas 78363.

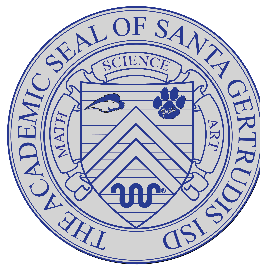
The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. First Order of Business
 - A. Establish a Quorum
 - B. Moment of Silence
 - C. Pledge of Allegiance
2. Comments from Public in Open Forum
3. Announcements/Communications/Presentations
 - A. Principal Reports 3
 - B. Athletic Director Report
 - C. Band Reports
 - D. Superintendent Update
4. Discuss updates in regard to meeting with Cleary Zimmerman Engineers
5. Discuss and take possible action on adopting Board Policy Updates
 - A. Policy Update 119 affecting (LOCAL) policies (see attached list of codes) 4
6. Discuss and take possible action on SGISD 2022-2023 District Handbooks. 29
7. Discuss and take possible action on 2022-2023 Student Code of Conduct 143
8. Review Student Transfer list of 2022-2023 school year
9. Discuss and take possible action on Annual Retainer for Legal Counsel 245
10. Discuss and take possible action on Budget Amendments
11. Consent Agenda Items
 - A. Finance Reports
 - B. Board Minutes for Regular Board Meeting June 15, 2022
 - C. Board Minutes for Special Board Meeting July 6, 2022
12. Discuss and take possible action on Board Resolution to designate an officer responsible for calculating the no-new-revenue tax rate and the voter-approval tax rate.

13. Discuss Preliminary Property Tax Values
14. Discuss Preliminary Tax Rate Compression and Adoption of Tax Rate for Tax Year 2022
15. Discuss and take possible action for Special Board Meeting to discuss 2022 Tax Rate and Property Values
16. Discuss and take possible action to Public Meeting date for Proposed Tax Rate
17. Discuss Preliminary Revenues and Expenditures for 2022-2023 Fiscal Year
18. Discuss and take possible action 2022-2023 Salary Schedules and Stipends
19. CLOSED SESSION
 - A. Pursuant to Tex. Govt. Code, 551.074, consider and discuss employment of personnel
 - B. Pursuant to Tex Govt Code 551.074, consider and discuss employee certification information
 - C. Pursuant to Tex Govt Code 551.074, consider and discuss coaching assignments
 - D. Pursuant to Tex Govt Code 551,071, attorney consultation regarding legal issues related to school meals for the upcoming year for athletics events and other school events
 - E. Pursuant to Tex Govt Code 551.071, attorney consultation regarding legal issues related to records of all repairs and preventive maintenance on school buildings
20. OPEN SESSION
 - A. Consider and take possible action on employment of personnel
21. Adjournment

Santa Gertrudis
School
P.O. Box 592
Kingsville, TX 78364
(361) 384-5046



Santa Gertrudis
Academy High School
MSC 183
Kingsville, TX 78363
(361) 384-5041

Santa Gertrudis ISD 🐾 P.O. Box 592 🐾 Kingsville, TX 78364
Phone: (361) 384-5087 🐾 www.sgisd.net

Board Meeting for July 20, 2022 at 6:30 pm

- I. Number of students:
Estimated Number of Students for 2022-2023 school year
9th – 116
10th- 93
11th- 88
12th- 98

Total: 394
- II. Information
Students schedule pickup July 26th
Students return to campus on July 27th
Deliveries will be dropped off at the front office
Door security will be performed through-out the day
Vigilant monitoring of hallway and entry ways
Band moved into new band hall
College room is old cafeteria
Cafeteria is old band hall
Law enforcement is old college room

(LOCAL) Policy Action List

SANTA GERTRUDIS ISD(137904) - Update / LDU 119

CPC(LOCAL): OFFICE MANAGEMENT - RECORDS MANAGEMENT

DMA(LOCAL): PROFESSIONAL DEVELOPMENT - REQUIRED STAFF DEVELOPMENT

EHAA(LOCAL): BASIC INSTRUCTIONAL PROGRAM - REQUIRED INSTRUCTION (ALL LEVELS)

EHB(LOCAL): CURRICULUM DESIGN - SPECIAL PROGRAMS

EHBAA(LOCAL): SPECIAL EDUCATION - IDENTIFICATION, EVALUATION, AND ELIGIBILITY

EHBB(LOCAL): SPECIAL PROGRAMS - GIFTED AND TALENTED STUDENTS

EIF(LOCAL): ACADEMIC ACHIEVEMENT - GRADUATION

FFBA(LOCAL): CRISIS INTERVENTION - TRAUMA-INFORMED CARE

FFH(LOCAL): STUDENT WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records ~~administrator~~ **Administrator**, as prescribed by Local Government Code 176.001 and 176.0065.007 [See BBFA and CHE]
- Officer for ~~public information~~ **Public Information**, as prescribed by Government Code 552.201–.205. [See GBAA]
- Public ~~information coordinator~~ **Information Coordinator**, as prescribed by Government Code 552.012. [See BBD]

Local Government Records Act

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

“Local Government Record”

Records Management Officer

The ~~Superintendent~~ **Superintendent** shall serve as and perform the duties of the District’s records management officer as prescribed by Local Government Code 203.023, and shall administer the District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

Notification

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control Schedules

The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules

that comply with records retention schedules issued by the TSLAC as provided by law.

Website Postings

The District's records management program shall address the length of time records will be posted on the District's website when the law does not specify a posting period.

Records Destruction Practices

All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

Training

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.

PROFESSIONAL DEVELOPMENT
REQUIRED STAFF DEVELOPMENT

DMA
(LOCAL)

The Superintendent shall recommend the District's professional development plan for all District employees. The Board shall annually review the professional development clearinghouse published by the State Board for Educator Certification (SBEC) and annually approve the District's professional development plan. The District's professional development plan must:

1. Be guided by the SBEC clearinghouse training recommendations;
2. Note any differences in the District's plan from the clearinghouse recommendations; and
3. Include a schedule of the required professional development for all District employees.

**Human Sexuality
Instruction**

The following process shall apply regarding the adoption of curriculum materials for the ~~District's~~ district's human sexuality instruction:

1. The Board shall adopt a resolution convening the District's school health advisory council (SHAC) to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

**Instruction on
Prevention of Child
Abuse, Family
Violence, Dating
Violence, and Sex
Trafficking**

The following process shall apply regarding the adoption of curriculum materials for the District's instruction relating to the prevention of child abuse, family violence, dating violence, and sex trafficking:

1. The Board shall adopt a resolution convening the District's SHAC to recommend curriculum materials for the instruction.
2. The SHAC shall hold at least two public meetings on the curriculum materials before adopting recommendations to present to the Board.
3. The SHAC recommendations must comply with the instructional content requirements in law, be suitable for the subject and grade level for which the materials are intended, and be reviewed by academic experts in the subject and grade level for which the materials are intended.
4. The SHAC shall present its recommendations to the Board at a public meeting.
5. After the Board ensures the recommendations from the SHAC meet the standards in law, the Board shall take action on the recommendations by a record vote at a public meeting.

In accordance with administrative procedures, the District shall provide regular training opportunities for teachers of students with dyslexia that include new research and practices for educating students with dyslexia.

When a student transitions from early childhood intervention (ECI) to early childhood special education (ECSE) services, the District shall develop and implement an individualized education program (IEP) by the child's third birthday.

Referral	Students may be referred for the gifted and talented program at any time by teachers, school counselors, parents, or other interested persons.
Screening and Identification Process	<p>The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.</p> <p>The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the assessment procedures and services for the program prior to beginning the screening and identification process.</p>
Parental Consent	The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
Identification Criteria	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
Assessments	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
Selection	A selection committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law.
Notification	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

Reassessment	If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.
Transfer Students	<p>When a student identified as gifted by a previous school district enrolls in the District, the selection committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.</p> <p>[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]</p>
Furloughs	<p>The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.</p> <p>In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.</p>
Exit Provisions	The District shall monitor student performance in response to gifted and talented program services. If at any time the selection committee or a parent determines it is in the best interest of the student to exit the program, the committee shall meet with the parent and student before finalizing an exit decision.
Appeals	A parent, student, or educator may appeal any final decision of the selection committee regarding selection for or exit from the gifted and talented program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.
Program Evaluation	The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, school counselors, students in the gifted and talented program, and the community.

Funding

The District's gifted and talented program shall address effective use of funds for programs and services consistent with the standards in the state plan for gifted and talented students.

~~The District shall annually report to the Texas Education Agency (TEA) regarding funding used to implement the District's gifted and talented program. The District shall annually certify to TEA:~~

- ~~1. The establishment of a gifted and talented program by the District; and~~
- ~~2. That the District's program is consistent with the state plan for gifted and talented students.~~

Community Awareness

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

Course Requirements	To graduate, a student must complete the courses required by the District in addition to those mandated by the state.
Foundation Program	The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.
Without an Endorsement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules.
With an Endorsement	The District requires completion of 1 credit in addition to the number mandated by the state for graduation under the foundation program with an endorsement.
Distinguished Level of Achievement	The District requires completion of 1 credit in addition to the number mandated by the state for graduation under the foundation program with the distinguished level of achievement.
Fine Arts Substitutions	To the extent permitted by state rules, the District shall award state graduation credit in fine arts for participation in an approved community-based fine arts program.
Physical Education Substitutions	To the extent permitted by state rules, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.
Activities and Courses	
Private or Commercial Programs	The District shall award state graduation credit in physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the commissioner of education. [See also EHAC]
Financial Aid Application Confirmation	<p>As confirmation of a student's completion and submission of a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), the District shall accept the following:</p> <ol style="list-style-type: none">1. A screenshot that includes the processed date field in ApplyTexas Counselor Suite FAFSA data;2. Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;3. A copy or screenshot of the FAFSA acknowledgment page;

4. A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
5. An acknowledgment receipt from an institution of higher education (IHE); or
6. A copy of a financial aid award letter from an IHE.

[For students who choose not to complete and submit a FAFSA or a TASFA, see EIF(LEGAL).]

The District shall maintain individual student documentation of the financial aid application requirement as an education record. [See FL]

**Trauma-Informed
Care Program**

The District's trauma-informed care program, as included in the District improvement plan, shall provide for the integration of trauma-informed care practices in the school environment, including increasing staff and parent awareness of trauma-informed care, implementation of trauma-informed practices and care by District and campus staff, and providing information about available counseling options for students affected by trauma or grief.

Training

The District shall provide training in trauma-informed care to District educators as required by law [and the Board-approved District professional development plan](#). The District improvement plan shall specify required training for any other District employees as applicable.

Annual Report

~~The District shall provide an annual report to the Texas Education Agency on the number of employees who have participated in trauma-informed care training.~~

Note: This policy addresses discrimination, including harassment, and retaliation against District students. For provisions regarding discrimination, including harassment, and retaliation against District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

**Statement of
Nondiscrimination**

~~The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.~~

Discrimination

~~Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the student.~~

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

**Prohibited
Harassment
Prohibited
harassment**
**Statement
of
Nondiscrimination**

The District prohibits discrimination, including harassment, against any student. Discrimination is defined as treating a student or group of students differently from similarly situated students on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. One type of harassment this policy prohibits is dating violence, as defined below. Retaliation against anyone exercising their rights under this policy is a violation of District policy and is prohibited.

Harassment

Harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Harassment ~~Prohibited harassment~~ includes dating violence as defined by law and this policy.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**Title IX Sexual
Based Harassment**

As required by law, the District shall follow the procedures below at Response to **Title IX Sexual Harassment**—~~Title IX~~ upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment **in an education program or activity and against a person in the United States** under Title IX. [See FFH(LEGAL)]

**Other Sexual
Harassment**

By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communications, including electronic communication.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples	Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; cyberharassment; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.
Dating Violence	Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.
	For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:
	<ol style="list-style-type: none">1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or3. Otherwise adversely affects the student's educational opportunities.
Examples	Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.
Reporting Procedures	Any student who believes that he or she has experienced prohibited conduct and any person who believes that a another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.
Student Report	
Employee Report	Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

Definition of District Officials	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
<i>Title IX Coordinator</i>	Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
<i>ADA / Section 504 Coordinator</i>	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]
<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
Alternative Reporting Procedures	<p>An individual shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
Timely Reporting	To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.
Notice to Parents	<p>The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.</p> <p>[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]</p> <p>When the District receives a report of prohibited conduct that includes dating violence, the appropriate District official shall immediately notify the parent or guardian of the student who has been identified in the report as the alleged victim or perpetrator.</p>
Investigation of Reports Other Than Title IX	The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment, and dating violence, see the procedures below at Response to Title IX Sexual Harassment—Title IX .

	<p>The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.</p>
Initial Assessment	<p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the District official determines that the allegations, if proved, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.</p>
Interim Action	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.</p>
District Investigation	<p>The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	<p>If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.</p>
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p>

	<p>The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.</p>
<i>Notification of Outcome</i>	<p>Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.</p>
District Action <i>Prohibited Conduct</i>	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.</p>
Corrective Action	<p>Examples of corrective action may include a training program for those involved in the report, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination, and harassment, and retaliation.</p>
<i>Bullying</i>	<p>If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.</p>
<i>Improper Conduct</i>	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.</p>
Confidentiality	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>
Appeal	<p>A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent has the shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.</p>

**Response to Title IX
Sexual Harassment–
Title IX**

General Response

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed [or dismissed](#), the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct. [The Title IX coordinator also reserves the right to sign a formal complaint, initiating the Title IX grievance process, if it would be deliberately indifferent not to investigate and respond to the prohibited conduct in accordance with Board policies and the Student Code of Conduct.](#)

Title IX Formal
Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District’s website. In compliance with Title IX regulations, the District’s Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;

3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student

who refuses to participate in any manner in an investigation under Title IX. [In the absence of a formal complaint, allegations of retaliation shall be investigated under Investigation of Reports Other Than Title IX, above.](#)

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

Records Retention

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

Access to Policy and Procedures

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

ADVANCED STUDIES HANDBOOK 2022-2023



**SANTA GERTRUDIS
ACADEMY HIGH SCHOOL**

Academic Excellence

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PREFACE

To Students and Parents:

Welcome to the 2022-2023 school year! In order for this New Year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. The Academy High School Advanced Studies Handbook is designed to provide a resource of some of the basic information that you and your child will need during their participation in the Advanced Studies Program.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Both students and parents must be familiar with the Academy High School Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment in the Student Handbook and available in the principal’s office. Student behavior on and off the school campus is a direct reflection of Academy High School. Student should behave in an appropriate manner.

The Advanced Studies Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. In addition to revisions that may occur through Board Policy and the Student Code of Conduct throughout the school year, Texas A&M University-Kingsville and Coastal Bend College also reserve the right to make changes to their dual/concurrent enrollment requirements. Revisions will be made known via the Director of Advanced Studies.

We strongly recommend that parents review the entire handbook with their child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the campus administration. Also, please complete and return the parental acknowledgment form in Appendix I. Please keep the rest of the handbook for your records.

COLLEGE COURSES TAKEN WHILE IN HIGH SCHOOL ARE NOT GUARANTEED TO TRANSFER TO OTHER UNIVERSITIES AFTER THEIR HIGH SCHOOL GRADUATION. PARTICIPATION IN THE ADVANCED STUDIES PROGRAM IS A PRIVILEGE NOT A RIGHT.

COVID -19 STIPULATIONS

Due to COVID-19 prompted changes in instruction. Students will be required to adhere to new attendance procedures and any COVID TESTING procedures required by the college/university. Failure to do so could result in removal from Advanced Studies Program.

UPDATED SGISD ADVANCES STUDIES POLICIES

SGISD Board has made an adjustment to the Advanced Studies Program regarding the Tuition Policy. Implementation will begin with all incoming 2021-2022 Advanced Studies Students. The policy is as follows.

Entrance Requirements

- Pass All EOC/STAAR Test required for Graduation
- Take TSI- Pass one content area to take more than 3 college courses.
- Students must meet the prerequisites for courses before they will be allowed to take them.
- 95% Attendance

Limitations

- Unapproved college classes (taking college classes outside the district/campus instructional day will not be paid for).
- College courses that have already satisfied a Core component of Coastal Bend College and or TAMUK Core Curriculum will not be paid by district.
- Summer Courses will not be paid for by the district.
- Students MUST maintain a cumulative 3.0 gpa in the college classes for the district to continue paying for courses.
 - Students who have a cumulative gpa less than a 3.0 gpa for college classes MAY be reviewed by committee and be required to take a remediation class before continuing college courses.

Transcribing of Grades

- Summer Class will be seen on HS transcript as 'P' awarding student credit for class but not configured into GPA.
- Courses beyond 42 Hours Core Curriculum will be seen on HS transcript as 'P' awarding student credit for class but not configured into GPA.
- Courses that have already satisfied Core Curriculum component
 - Will be seen on HS transcript as 'P' awarding student credit for class but not configured into GPA
 - Will be paid for by parent.
- Student who choose to complete an Associate Degree will be allowed to complete at the districts expense with additional hours beyond 42 transcribed as "P".

Exceptions

- Parents will pay for all courses taken in the summer.
- Students who are residents of SGISD will not have limits to the number of courses the district will pay for.
- Unapproved college classes (taking college classes outside the district/campus instructional day or school year or courses that have already been satisfied within a Core Component will not be paid for).
- Courses beyond 42 hours will be paid by Parent unless Associate Degree Plan Track is on file with Director of Advanced Studies and Coastal Bend College.

Payment Plans

- After 42 hours earned Fall and Spring Courses will be paid directly by parent.
- Summer courses will be paid directly by parent.

Repercussions

- If a student fails to complete the course(s) with a grade of “C” or better, drops a course(s) or is dropped by higher education institution, the parents are responsible to reimburse the district for all costs incurred.
- The additional 10 points will not be awarded to grades of D or lower.
- Student must retake course if student received a failing grade or drops a course(s)
- Students will not be allowed to take another course until the successful completion of the dropped or failed course.
- Student will have to report to College Committee for permission to enroll in future courses once the failed or dropped course has been retaken.

RESPONSIBILITIES

STUDENT

- Maintains passing grades in all high school academic course(s).
- Signs in **daily**. Follow attendance procedures as outlined by campus administration.
- Will be on time. **No** tardies. Will return to campus promptly after college class ends.
- Will not drive self to college regardless of attending TAMUK or CBC.
- Will not “Hang out” at college campuses. Students are to go to and from class, office hours, library or lab without dawdling in common areas.
- Attends all college course(s) in which enrolled. (This includes intercessions and other Santa Gertrudis Independent School District Holidays)
- Follows the same U.I.L. eligibility guidelines established by Santa Gertrudis Independent School District.
- Will go before the College Committee for academic review if a grade of “D” or lower is earned for a college course(s). If a “D” or lower is earned in a college course(s), the student will automatically be placed on college academic probation.
- Must adhere to the recommendations determined by committee.
- Must maintain and update Advanced Studies academic portfolio.
- Maintains semester portfolio with:

All Students must complete the following before they are allowed to attend class or register for next semester.	Seniors are to complete before the end of the Fall Semester or they are NOT Allowed to register for classes in spring
4 college choices with degree plans, tuition cost, admission information and housing options and costs.	2 college applications submitted by November
Resume	Updated Resume
	Completion of FAFSA by November 1 st Requirement for Graduation
Syllabi for all Classes registered for	Syllabi for all Classes registered for
Copies of work from all classes (graded or ungraded)	Copies of work from all classes (graded or ungraded)
Attendance-sign in and no more than 4 college absences includes extracurricular absences	Attendance-sign in and no more than 4 college absences includes extracurricular absences
Attendance at high school courses will not exceed 3 (unexcused or excused) per semester. Medical or UIL do not count. Coastal Bend and TAMUK reserve the right to drop a student for lack of adequate attendance.	Attendance at high school courses will not exceed 3 (unexcused or excused) per semester. Medical or UIL do not count. Coastal Bend and TAMUK reserve the right to drop a student for lack of adequate attendance.

NOTE:

The Advanced Studies program is a PRIVILEGE not a right.

Failure to comply with any of the above student responsibilities will result in academic review by the director and placement of student on probation. Any additional semester review of portfolio that results in noncompliance will result in removal from Advanced Studies Program.

Be aware that it is possible for college course(s) taken at Texas A&M University-Kingsville or Coastal Bend College may NOT transfer to other universities/colleges that student may be interested in after High School.

PARENT

- Ensures that student arrives at Academy High School on time each day.
- Ensures that student does not drive self to college campuses during regular school day.
- Ensures that student attends all college course(s).
- Ensures that the student completes all assignments and responsibilities for High School and College course(s).
- Must attend Advanced Studies Parent Information session.
- Accepts financial responsibility for any tuition, books and fees for any college course(s) in which a student has registered for and when payment is required.
- Accepts financial responsibility for any tuition, books and fees for any college course(s) in which a “D” or lower is earned. (This includes incompletes, the student is dropped by the academic institution, or the student drops the course(s)).
- Accepts financial responsibility for any book, access codes, or instructional materials student damages or loses.
- Must notify the Director of Advanced Studies immediately if the student is seriously ill or if there is any other situation which incapacitates the student toward fulfilling his/her responsibilities.

Campus Administration and Advanced Studies Facilitator

- Serves as liaison between student, parent and University/Community College.
- Facilitates student in the application process for acceptance into Texas A&M University or Coastal Bend College for dual or concurrent enrollment.
- Aides in the registration process for required entrance exams such as ACT/SAT and TSI test.
- Works closely with seniors and promotes networking with college representatives to ensure a seamless transition into their post high school career.

ENTRANCE REQUIREMENTS

Students will follow a path to complete core courses at Coastal Bend College that should transfer to an institution of higher education.

ASSOCIATE OR BACHELOR DEGREE SEEKING: A student seeking an Associate or Bachelor Degree will be given the opportunity to begin their college career. Student must have:

EOC STAAR:

- Passed all applicable required tests scores in
 - 8th STAAR
 - English I, English II
 - Algebra
 - Biology
 - US History

TSI Test Requirement

- Students must pass at least one TSI Testing Areas
 - ELAR
 - Math
- Students will be registered for courses based on the TSI tests that they have passed.

ATTENDANCE:

- Minimum of 95% attendance (year prior to enrolling).

ACADEMIC HISTORY:

- Student must have all incompletes cleared prior to enrolling in dual credit/degree seeking course(s).
- Minimum GPA of 85 of high school performance excluding incoming freshman for fall semester.

DISCIPLINE:

Students are expected to be in good overall standing.

ACT, SAT AND TSI TEST

TEXAS SUCCESS INITIATIVE

The Texas Success Initiative (TSI) requires students to be assessed in reading, writing and mathematical skills before enrolling in a Texas public college or university, and to be advised based on the results of that assessment (Senate Bill 286, Texas Education Code; Section 51.3062). Students are exempt from taking a test for the Texas Success Initiative if a qualifying score has been made on the ACT, the SAT or the TSI Test providing they possess valid ACT, SAT, or TSI scores. It is the responsibility of the student to provide official ACT, SAT or TSI scores to Texas A&M University or Coastal Bend College to qualify for the exemption before enrollment in any college level course(s). Student's scores must meet one of the following criteria:

High School GPA:

In addition to satisfying testing criteria, students must maintain a high school GPA of 85 or better. This requirement must be met each semester the student plans to enroll in dual credit courses.

TSI(Students testing after January 2021):

- ELAR 945 and an essay score of at least 5, or a score below 945 and a diagnostic level of 5 or 6 and an essay score of at least 5
- MATH 950, or a score below 950 and a diagnostic level of 6

ACT:

- Composite 23
- English 19
- Math 19

SAT(After March 2016

- EBRW 480
- Math 530

Required TSI measures must be met before student will be allowed to register for classes.

ACT/ SAT/TSI FEES

- ACT, SAT and TSI fees are the responsibility of the parent. Students are provided with one free TSI Test of all subjects. All juniors and seniors are eligible for 1 waiver for ACT or SAT from SGISD. Students on free or reduced lunch may be eligible for a waiver from ACT or SAT, contact Counselor for these waivers. Students are required to submit copies of tests no matter if the score qualifies student for college courses.

GRADES

LETTER GRADES/WEIGHTED GRADES

All college course(s) letter grades will be converted to numerical grades: (A-100, B-89, C-79, D-70 and F- 69) Numerical grade will appear on report card and official transcript.

Courses that are taken in the summer will be transcribed as pass/fail grade.

An additional 10 points per college course(s) will be added for GPA purposes only. The 10 points does not apply for a grade of “D” or “F”. The additional 10 points will not appear on report card or official transcript.

RANKING

Questions about individual ranking policies will adhere to board policy EIC(LOCAL).

ELIGIBILITY

Students who do not submit their grade(s) to Academy High School will be treated as having received an incomplete in the course(s). They will have five school days after the start of the following semester to submit the grade(s), and if they fail to submit the grade(s) during that time period they will become ineligible to participate for the next three weeks.

If a student fails a course(s) during the spring semester, and retakes the course(s) at their own expense and successfully passes the course(s) during a summer session they will be eligible for the fall semester.

STUDENTS WHO PAY THEIR OWN TUITION AND BOOKS AND WHO ATTEND THOSE CLASSES OUTSIDE OF THE ACADEMY HIGH SCHOOL DAY ARE NOT SUBJECT TO THE GUIDELINES SET BY SGISD OR CAMPUS ADMINISTRATION.

WITHDRAWALS

Withdrawal Initiated by TAMUK or CBC or by the Student (Q, W or M)

- Student will be enrolled in a comparable high school course(s) and receive an incomplete until completion of said course(s). (Completion of course(s) requirements will be determined by teacher of record) If the student fails to complete the assigned units, an incomplete (I) will be entered as the grade. When report cards are printed any student with an incomplete in any subject will have an incomplete (I) shown as their grade for that reporting period. Students will have the intercession plus five school days upon returning to school the next grading period to make up the assigned work. If the student fails to complete the assignments during this time, students will get the grade that reflects their work in the course.
- The parents are responsible to reimburse SGISD for tuition/books/fees for that course(s) within 30 days of final grade reports.
- Students will be subject to Academy High School eligibility and campus administration academic review as outlined in this document.

ACADEMIC REVIEW

The campus administrations main concern is placing each student in a successful academic environment. For this reason, periodic academic review will take place using information provided by the campus administration and Academy High School teacher(s), or any other individual directly involved with education of the student.

An academic review will take place when:

- Placement on Academy High School Advanced Studies Academic probation.
 - Address “D” or lower grade(s) in College or High School course(s).
 - Attendance issues
 - Discipline issues
 - Any behavior that is unacceptable to SGISD.

NOTE:

Student and parent(s) must adhere to the recommendation of the campus administration. Parents may appeal decisions to the Academy High School Principal.

ATTENDANCE

- **Regular School Days**
 - Student must sign-in on time with Advanced Studies Facilitator
 - Failure to sign-in will result in student being marked absent at Academy High School. Absence will be recorded as **unexcused** until a note is provided to attendance clerk. Excessive absences (3) will result in Academic Probation.
- **Intercession/SGISD Holidays**
 - Students are required to attend all college classes even when SGISD is on holiday. Advanced Studies Director will monitor student attendance over school holidays.
- **Absences due to Extra/Co-curricular**
 - Academy High School Sponsor or Director of Advanced Studies will provide documentation that the student participated in the activity on the date specified.
- **Excused Absences**
 - Parent will inform Academy High School of student illness and provide a note upon student return to class. Parent and Student must be aware of individual professor’s attendance policy.
 - With proper notification, campus administration will relay information between parent and professor.
 - Long term absences due to illnesses will be governed by the individual higher education institution.

DISCIPLINE

Student must follow all Rules set forth in the Student Code of Conduct found in the Academy High School Student Handbook, including dress code. Student behavior and attire in college course(s) is a direct reflection of Academy High School, therefore students should dress and behave appropriately. Unacceptable dress and behavior will be handled by the Academy High School Principal and or his designee.

GUIDELINES FOR COLLEGE ENROLLMENT

All course requests are subject to change. Once deadlines have passed at either institution students must either change institutions or wait to take courses until the next semester.

Students may only take college course(s) that meet the following criteria:

- Dual credit course(s) that are TEKS aligned.
- The course(s) is required for a student to graduate during the year they are currently enrolled. This is based on the students four year graduation plan.
- The course(s) is approved by the campus administration.
- Students are limited by the Higher Education Coordinating Board to Core Courses and basics in their desired degree plan. See Appendix III.

LUNCH TIME

If a student needs to take a course during their lunch period.

- Students must stay in the Advanced Studies Room.
- Students can only stay behind on the days they have class.
- Student may bring their lunch, order lunch from the cafeteria, or may walk across the street to pick up food at the Student Union Building.
- Students must clear their tables of their food and wipe down the table.

LOITERING

- Students are NOT allowed to be loitering in common areas at TAMUK or CBC.
- Students must either be on their way to class, in class or on their way back from class.
- All other excursions to TAMUK must be cleared through the Advanced Studies Director or appointed person(s).
- Any location that is not a classroom where you are registered for a class is considered OFF LIMITS.
- Students who leave Academy High School for any reason without permission will be disciplined accordingly.
- Students who leave the TAMUK or CBC campus for any purpose including but not limited to: purchasing food, meeting friends, or just hanging out will be disciplined.
- Students are only to be attending class on the TAMUK/CBC Campus.

Leaving Campus

- Students are NOT allowed to leave TAMUK for any reason. TAMUK Campus is designated between the streets of Armstrong, Richard, Seale, and Corral streets.
- Students are NOT Allowed to leave Academy High School for any reason.

TRANSPORTATION

- Students **are not** allowed to provide their own transportation to and from college classes during a regular SGISD school day.
- Student may provide their own transportation to night classes. Transportation issues should be cleared through the campus administration at the time of enrollment.
- Students **are** allowed to use their own transportation during intercessions and school holidays; however, district may provide transportation if needed by students.

TEXTBOOKS

Required college textbooks will be purchased by Academy High School. Textbooks will be purchased in a timely manner once student enrollment is secured and approved. All textbooks must be returned at the end of the semester. Books not returned must be paid for by the parent/student. Books or access codes damaged must be paid for by the parent/student.

Guidelines for students accepted Fall 2015 and after

- Summer Courses
 - Textbooks already in inventory will be issued to students for summer courses. If a different book is required students will have to purchase the book/access code(s)

COURSE(S)

CBC COURSE REQUIREMENT

CBC has a new requirement all incoming students who have NOT taken a CBC Class will be required to take the EDUA 1300 course before they can take any other course. This is a Coastal Bend College Requirement.

SUMMER COURSE(S)

Summer courses will not be included in calculation of student GPA. Students will get credit for courses if needed for graduation on a pass/fail basis. Course costs are to be paid upfront by parents as required by CBC or TAMUK.

ONLINE COURSE(S)

A student taking an online class will be enrolled in a scheduled block during the regular school day. Students are encouraged to talk to the Advanced Studies Director if they encounter any issues with their class. Students are required to check their course for assignments/assessments/projects at least 2 times a week. Professors will be able to see how many time the student has logged in to the course. Online classes are subject to the same guidelines as any other college course(s).

APPENDIX I

ACKNOWLEDGMENT FORM
Parent Copy

My child and I have received a copy of the S.G. Academy High School Advanced Studies Student Handbook 2021-2022. I understand that the handbook contains information that my child and I may need during the school year and that all students will be subject to the disciplinary consequences outlined in the code of conduct as well as academic probation for their behavior and performance in all college courses.

Academy High School and Santa Gertrudis Independent School District are proud to offer its students an opportunity to enroll in college level courses while still in high school. Parents and students must understand that this is a privilege and not a right. By signing below, parents and students acknowledge that they have read and understand the materials contained in this handbook.

Please Return ASAP. Students without a signed Acknowledgment Form will be removed from the Advanced Studies Program and dropped from their college classes.

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

ACKNOWLEDGMENT FORM
Advanced Studies Campus Administration Copy

My child and I have received a copy of the S.G. Academy High School Advanced Studies Student Handbook 2021-2022. I understand that the handbook contains information that my child and I may need during the school year and that all students will be subject to the disciplinary consequences outlined in the code of conduct as well as academic probation for their behavior and performance in all college courses.

Academy High School and Santa Gertrudis Independent School District are proud to offer its students an opportunity to enroll in college level courses while still in high school. Parents and students must understand that this is a privilege and not a right. By signing below, parents and students acknowledge that they have read and understand the materials contained in this handbook.

Please Return ASAP. Students without a signed Acknowledgment Form will be removed from the Advanced Studies Program and dropped from their college classes.

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

APPENDIX II

Texas A&M University-Kingsville

Dual Enrollment Course Crosswalk- Subject to Change

<u>Course</u>	<u>TAMUK Course Title</u>	<u>HS Course/PEIMS</u>	<u>Credit</u>	<u>TSI Requirement</u>	<u>Prerequisite Requirement</u>	<u>College Credit</u>
Communication (Core Requirement 6 SCH)						
ENGL 1301	Rhetoric and Composition	Engl III /3220300	1	READ & WRIT or ELAR	NONE	3
ENGL 1302	Rhetoric and Composition	Engl IV / 03220400	1	READ & WRIT or ELAR	ENGL 1301	3
Mathematics (Core Requirement 3 SCH)						
MATH 1314	College Algebra	Pre Cal/03101100	1	MATH	Two years of high school algebra	3
MATH 1316	Trigonometry	Ind.Study1/ 03102500 Ind.Study 2/03102501 Ind Study 3 /03102502	1	MATH	MATH 1314	3
MATH 1324	Math for Business and Economics I	Ind.Study1/ 03102500 Ind.Study 2/03102501 Ind Study 3 /03102502	1	MATH	Two years of high school algebra	3
MATH 1334	Contemporary Mathematics	Ind.Study1/ 03102500 Ind.Study 2/03102501 Ind Study 3 /03102502	1	MATH	NONE	3
MATH 1348	Analytic Geometry	Ind.Study1/ 03102500 Ind.Study 2/03102501 Ind Study 3 /03102502	1	MATH	MATH 1314 & MATH 1316	3
MATH 2413	Calculus I	Ind.Study1/ 03102500 Ind.Study 2/03102501 Ind Study 3 /03102502	0.5	MATH	MATH 1348	4
PHIL 2303	Introduction to Logic	Local credit Course	0.5	Non-TSI	NONE	3
STAT 1342	Elementary Statistics	Statistics / 03102530	1	MATH	Two years of high school algebra	3
Life & Physical Sciences (Core Requirement 6 SCH) Please note, we recommend the lab as well for students that require a 4 SCH science as part of their intended undergraduate degree program and/or prereq requirement for future courses. *The lab credit fulfills part of the Component Option B of the core.						
ANTH 2303	Intro to Physical Anthropology	Sci Design 1/ 13037200	1	Non-TSI	NONE	3
BIOL 1306/1106	General Biology I	Sci Design 1/ 13037200	1	READ or ELAR	NONE	4
BIOL 1307/1107	General Biology II	Sci Design 2 / 13037210	1	READ or ELAR	BIOL 1306/1106	4
BIOL 2375	Life Science	Sci Design 1/ 13037200	1	READ or ELAR	NONE	3
BIOL 2401	Human Anatomy and Physiology I	Sci Design 1/ 13037200	1	READ or ELAR	6 SCH of CHEM recommended	4
BIOL 2402	Human Anatomy and Physiology II	Sci Design 2 / 13037210	1	READ or ELAR	6 SCH of CHEM recommended	4
CHEM 1311/1111	General Inorganic Chemistry I	Sci Design 1/ 13037200	1	MATH	MATH 1314 and a year of HS chemistry	4

CHEM 1312/1112	General Inorganic Chemistry II	Sci Design 2 / 13037210	1	MATH	CHEM 1311/1111	4
CHEM 1405	General Intro into Chemistry	Sci Design 1/ 13037200	1	Non-TSI	NONE	4
GEOG 1301/1101	Physical Geography Meteorology	Sci Design 1/ 13037200	1	Non-TSI	NONE	4
GEOG 1302	Phy Geog Climate and Mankind	Sci Design 2 / 13037210	1	Non-TSI	NONE	3
GEOG 2472	Intro to Geographic Info Sys	GIS/N1302805	1	Non-TSI	3 hours of natural science	4
GEOL 1301/1101	Earth Science I	Earth Sci/03060200	1	Non-TSI	NONE	4
GEOL 1302/1102	Intro Ocean, Astron & Atmos	Earth Sci/ 03060200	1	Non-TSI	NONE	4
GEOL 1303/1103	Physical Geology	Sci Design 1/ 13037200	1	Non-TSI	NONE	4
GEOL 1304/1104	Historical Geology	Sci Design 2 / 13037210	1	Non-TSI	GEOL 1303/1103	4
PHYS 1301/1101	College Physics I	Sci Design 1/ 13037200	1	MATH	MATH 1314 & MATH 1316 (one year of hs physics or PHYS 1373 is recommended)	4
PHYS 1302/1102	College Physics II	Sci Design 2 / 13037210	1	MATH	PHYS 1301/1101	4
PHYS 1303/1103	Stars and Galaxies	Earth Sci/03060200	1	Non-TSI	NONE	4
PHYS 1304/1104	Solar System	Earth Sci/ 03060200	1	Non-TSI	NONE	4
PHYS 1375	Physics	Sci Design 1/ 13037200	1	MATH	MATH 1314	3
PHYS 2325/2125	University Physics I	Sci Design 1/ 13037200	1	MATH	MATH 2413	4
Language, Philosophy and Culture (Core Requirement 3 SCH)						
ANTH 2302	Intrd to Anthropology	Spec Topics SS/03380002	1	Non-TSI	NONE	3
ENGL 2342	Introduction to Literature	Ind. Study Engl/ 03221800	1	READ & WRIT or ELAR	ENGL 1301 & ENGL 1302	3
HIST 2321	World History to 1500	Spec Topics SS/03380002	1	READ or ELAR	NONE	3
HIST 2322	World History since 1500	Spec Topics SS/03380002	1	READ or ELAR	NONE	3
PHIL 1301	Intro to Philosophy	Spec Topics SS/03380002	1	Non-TSI	NONE	3
SPAN 1313	Elementary Spanish I	Spanish III /03440300	1	Non-TSI	NONE	3
SPAN 1314	Elementary Spanish II	Spanish IV/03440400	1	Non-TSI	SPAN 1313	3
SPAN 1373	Spanish for Heritage Speakers	Spanish III /03440300	1	Non-TSI	Department Approval	3
Creative Arts (Core Requirement 3 SCH)						
ARTS 1303	Art History I	Art Appreciation/ 05001100	1	Non-TSI	NONE	3
ARTS 1304	Art History II	Art Appreciation/ 05001100	1	Non-TSI	NONE	3
COMM 2304	Introduction to Film	Indep Study Spch/03241200	1	Non-TSI	NONE	3

MUSI 1305	Explorations in Music History	Music Apprec. /03155600	1	Non-TSI	NONE	3
MUSI 2306	Intro to Music History and Lit	Music Apprec. /03155600	1	Non-TSI	Designed for Music Majors	3
MUSI 2308	History of Jazz	Music Apprec. /03155600	1	Non-TSI	NONE	3
MUSI 2310	History of Rock and Roll	Music Apprec. /03155600	1	Non-TSI	NONE	3
MUSI 2320	Music and Many Cultures	Music Apprec. /03155600	1	Non-TSI	NONE	3
THEA 2310	Introduction to Theatre	Theatre II/03250200 Theatre III/03250300	1	Non-TSI	NONE	3
American History (Core Requirement 6 SCH)						
HIST 1301	American History to 1877	Adv. SS/ 0338001	1	READ or ELAR	NONE	3
HIST 1302	American History since 1877	US History/03340100 Adv SS/ 0338021	1	READ or ELAR	NONE	3
Government/Political Science (Core Requirement 3 SCH)						
POLS 2301	Government and Politics of US	US Government/03330100	0.5	READ or ELAR	NONE	3
POLS 2302	Government and Politics of TX	Spec Topics SS/03380002	0.5	READ or ELAR	NONE	3
Social and Behavioral Science (Core Requirement 3 SCH)						
ANTH 2301	Introduction to Archeology	Spec Topics SS I/03380002 Spec Topics SS II/03380022	0.5	Non-TSI	NONE	3
ECON 2301	Principles of Macroeconomics	Economics / 03310300	0.5	MATH	MATH 1314 & MATH 1324	3
ECON 2302	Principles of Microeconomics	Eco Adv Studies/ 03310301	0.5	MATH	MATH 1314 & MATH 1324	3
POLS 2304	Introd to Political Science	Polical Sci I/ 13018300	0.5	READ or ELAR	NONE	3
POLS 2340	World Politics	Spec Topics SS/03380002	0.5	READ or ELAR	NONE	3
PSYC 2301	Intro to Psychology	Psychology / 0350100	0.5	READ or ELAR	NONE	3
SOCI 1301	Principles of Sociololgy	Sociology/ 0370100	0.5	Non-TSI	NONE	3
SOCI 1306	Social Problems	Spec Topics SS II/03380022 Spec Topics SS III/03380032	0.5	Non-TSI	SOCI 1301	3
SOCI 2361	Pluralistic Society	Spec Topics SS II/03380022 Spec Topics SS III/03380032	0.5	Non-TSI	NONE	3
Component Option A - Communication (Core Requirement 3 SCH)						
COMM 1307	Introd to the Mass Media	Contemp Media/ 0324140	1	Non-TSI	NONE	3
COMS 1311	Intro to Oral Communication	Comm Apps/03241400	0.5	Non-TSI	NONE	3
COMS 1315	Bus and Professional Comm	Public Speaking/03240900	1	Non-TSI	NONE	3
COMS 2374	Professional Communication	Prof Comm/1309900	0.5	READ & WRIT or ELAR	ENGL 1302 (Cannot obtain credit in both COMS and ENGL 2374)	3
ENGL 2374	Professional Communication	Prof Comm/1309900	0.5	READ & WRIT or ELAR	ENGL 1302 (Cannot obtain credit in both COMS and ENGL 2374)	3

Component Option B - Communication (Core Requirement - up to three (3) semester credit hours. The following course(s) are allowed)						
EDHL 1254	Contemporary Wellness	Health Ed/03810100	0.5	Non-TSI	NONE	2
ENGL 2314	Technical Writing	Tech Writing /0322100	1	READ & WRIT or ELAR	ENGL 1301 & ENGL 1302	3
GEOG 1303	World Geography	Spec Topics SS/03380002 Spec Topics SS II/03380022 Spec Topics SS III/03380032	0.5	Non-TSI	NONE	3
ISYS 1301	Personal Computer Applications	BIM / 13011400	1	Non-TSI	NONE	3
If a science lab is completed (as noted above), up to 3 SCH can be used to fulfill this core requirement.						

*High School course is subject to change. Alignment of the high school course is determined and approved by the High School/District.

APPENDIX III

General Requirements for Graduation with a Baccalaureate Degree

TAMUK has established General Education requirements for all baccalaureate degrees. A general education results in the acquisition of a common body of essential knowledge and skills that together facilitate the development of students as individuals and as members of communities. Students are strongly advised to consult their individual degree plans and academic advisers for any specific requirements for their majors within the General Education curriculum. Students are also advised to consult the online catalog for any additions to the course offerings. **Some courses are listed in two areas; a student may count such a course in either area, but not both.** That common body of essential knowledge and skills shall include each of the following component areas and must equal 42 semester credit hours:

Communication-Rhetoric/Composition Required: 6 semester credit

Code	Title	Semester Credit Hours
ENGL 1301	Rhetoric and Composition	3
ENGL 1302	Rhetoric and Composition	3
Total Semester Credit Hours		6

Mathematics Required: 3 semester credit hours

Code	Title	Semester Credit Hours
Select 1 of the following:		3
MATH 1314	College Algebra	
MATH 1316	Trigonometry	
MATH 1324	Math for Bus and Econ I	
MATH 1334	Contemporary Mathematics	
MATH 1348	Analytic Geometry	
MATH 2413	Calculus I ¹	
PHIL 2303	Introduction to Logic	
STAT 1342	Elementary Statistics	
Total Semester Credit Hours		3

Life and Physical Sciences Required: 6 semester credit hours

Course	Title	Semester Credit Hours
Select 2 of the following:		6
ANTH 2303	Intro to Physical Anthropol	
BIOL 1306	General Biology I	
BIOL 1307	General Biology II	
BIOL 2375	Life Science	
BIOL 2401	Human Anatomy and Physiol ¹	
BIOL 2402	Human Anat and Physiology II ¹	
CHEM 1311	Gen Inorganic Chemistry I	
CHEM 1312	Gen Inorganic Chemistry II	
CHEM 1405	General Introd to Chemistry ¹	
GEOG 1301	Physical Geography Meteorology	
GEOG 1302	Phy Geog Climate and Mankind	

Course	Title	Semester Credit Hours
GEOG 2472	Intro to Geographic Info Sys ¹	
GEOL 1301	Earth Science I	
GEOL 1302	Intro Ocean, Astron & Atmos	
GEOL 1303	Physical Geology	
GEOL 1304	Historical Geology	
PHYS 1301	College Physics I	
PHYS 1302	College Physics II	
PHYS 1303	Stars and Galaxies	
PHYS 1304	Solar System	
PHYS 1375	Physics	
PHYS 1471	Acoustical Foundations of Musi ¹	
PHYS 2325	University Physics I	
PHYS 2326	University Physics II	
Total Semester Credit Hours		6

Language, Philosophy and Culture Required: 3 semester credit hours

Code	Title	Semester Credit Hours
Select 1 of the following:		3
ANTH 2302	Introd to Anthropology	
ENGL 2331	Global Issues in Literature	
ENGL 2342	Introduction to Literature	
ENGL 2362	Read in Short Story and Drama	
FREN 1311	Elementary French	
FREN 1312	Elementary French	
FREN 2311	Intermediate French	
FREN 2312	Intermediate French	
HIST 2321	World History to 1500	
HIST 2322	World History since 1500	
PHIL 1301	Intro to Philosophy	
SPAN 1313	Elementary Spanish I	
SPAN 1314	Elementary Spanish II	
SPAN 1373	Spanish for Heritage Speakers	
SPAN 2301	Intermediate Spanish I	
SPAN 2302	Intermediate Spanish II	
SPAN 2311	Intermediate Spanish I	
SPAN 2312	Intermediate Spanish II	
Total Semester Credit Hours		3

Creative Arts Required: 3 semester credit hours

Code	Title	Semester Credit Hours
Select 1 of the following:		3
ARTS 1303	Art History I	
ARTS 1304	Art History II	
COMM 2304	Introduction to Film	
MUSI 1305	Explorations in Music History	
MUSI 2306	Intro to Music Hist and Lit	
MUSI 2308	History of Jazz	54

Code	Title	Semester Credit Hours
MUSI 2310	History of Rock and Roll	
MUSI 2320	Music of Many Cultures	
THEA 2310	Introduction to Theatre	
Total Semester Credit Hours		3

American History Required: 6 semester credit hours

Code	Title	Semester Credit Hours
HIST 1301	American History to 1877	3
HIST 1302	American History since 1877	3
Total Semester Credit Hours		6

Government/Political Science Required: 6 semester credit hours

Code	Title	Semester Credit Hours
POLS 2301	Government and Politics of US	3
POLS 2302	Government and Politics of TX	3
Total Semester Credit Hours		6

Social and Behavioral Sciences Required: 3 semester credit hours

Code	Title	Semester Credit Hours
Select 1 of the following:		3
ANTH 2301	Introduction to Archeology	
ECON 2301	Principles of Macroeconomics	
ECON 2302	Principles of Microeconomics	
EDKN 2335	Sport in Global Society	
EVEN 2372	Envir Eng in a Global Society	
HSCI 2323	Marriage and Family Relations	
POLS 2304	Introd to Political Science	
POLS 2340	World Politics	
PSYC 2301	Introd to Psychology	
SOCI 1301	Principles of Sociology	
SOCI 1306	Social Problems	
SOCI 2361	Pluralistic Society	
Total Semester Credit Hours		3

Component Option A-Communication Required: 3 semester credit hours of oral communications

Code	Title	Semester Credit Hours
Select 1 of the following:		3
COMM 1307	Introd to the Mass Media	
COMS 1311	Intro to Oral Communication	
COMS 1315	Bus and Professional Comm	
COMS 1336	Introd to TV Production	
COMS 2374	Professional Communication	
ENGL 2374	Professional Communication	
Total Semester Credit Hours		3

Component Option B

As an option for up to three (3) semester credit hours of the Component Option, the following course(s) are allowed:

Code	Title	Semester Credit Hours
<u>ANTH 2301</u>	Introduction to Archeology	3
<u>ANTH 2302</u>	Introd to Anthropology	3
<u>BIOL 1106</u>	General Biology Laboratory I	1
<u>BIOL 1107</u>	General Biology Laboratory II	1
<u>BIOL 2401</u>	Human Anatomy and Physiol ¹	4
<u>BIOL 2402</u>	Human Anat and Physiology II ¹	4
<u>CHEM 1111</u>	Gen Inorganic Chem Lab I	1
<u>CHEM 1112</u>	Gen Inorganic Chem Lab II	1
<u>CHEM 1405</u>	General Introd to Chemistry ¹	4
<u>EDKN 2335</u>	Sport in Global Society	3
<u>ENGL 1171</u>	Information Literacy	1
<u>ENGL 2314</u>	Technical Writing	3
<u>ENGL 2331</u>	Global Issues in Literature	3
<u>GEOG 1101</u>	Phys Geography Meteorology Lab	1
<u>GEOG 1102</u>	Phys Geog Climate and Mankind	1
<u>GEOG 1303</u>	World Geography	3
<u>GEOL 1101</u>	Earth Science I Laboratory	1
<u>GEOL 1102</u>	Intro Ocean Astron & Atmos Lab	1
<u>GEOL 1103</u>	Physical Geology Laboratory	1
<u>GEOL 1104</u>	Historical Geology Lab	1
<u>HIST 2321</u>	World History to 1500	3
<u>HIST 2322</u>	World History since 1500	3
<u>HSCI 2323</u>	Marriage and Family Relations	3
<u>ISYS 1301</u>	Personal Computer Applications	3
<u>MATH 2413</u>	Calculus I ¹	4
<u>MATH 2414</u>	Calculus II ¹	4
<u>PHIL 1301</u>	Introd to Philosophy	3
<u>PHYS 1101</u>	Coll Physics I Laboratory	1
<u>PHYS 1102</u>	College Physics II Lab	1
<u>PHYS 1103</u>	Stars and Galaxies Laboratory	1
<u>PHYS 1104</u>	Solar System Laboratory	1
<u>PHYS 1471</u>	Acoustical Foundations of Musi ¹	4
<u>PHYS 2125</u>	University Physics I Lab	1
<u>PHYS 2126</u>	University Physics II Lab	1
<u>POLS 2340</u>	World Politics	3
<u>SOCI 2361</u>	Pluralistic Society	3

APPENDIX IV

Texas A&M University – Kingsville Student Guidelines for the Dual Enrollment Program

I. Academic/Technical Support Services

Pathways Academic Assistance Center (PAAC) - Tutoring

<http://www.tamuk.edu/studentsuccess/PAAC/>

University Writing Center

<http://www.tamuk.edu/studentsuccess/writingcenter.html>

JaVALab Online (Introductory MATH courses)

https://www.tamuk.edu/artsci/departments/math/online_tutoring.html

Jernigan Library

<http://lib.tamuk.edu/>

Information Technology Services (ITS)

Phone: (361) 593-4357

<https://www.tamuk.edu/finance/its/index.html>

Support Hours:

24 hours a day

7 days a week

II. Accessing Blackboard/JNET/University Email Address

For a tutorial on how to access Blackboard, Jnet, and your University email address click [here](#).

III. Bacterial Meningitis Vaccination Requirement

<https://www.tamuk.edu/shw/health-services/meningitis.html>

Beginning January 1, 2014, in accordance with Texas Senate Bill 1107 (SB 1107), it is required that all

- new students
- transfer students
- and returning students who have had a fall or spring semester break in their attendance at an institution of higher education provide proof of a current bacterial meningitis vaccination or booster 10 days prior to the first class day of the entering semester.

Without the evidence of vaccination, a student cannot attend classes on campus and will be dropped from all classes on the first class day.

This new law does not apply to any of the following groups of students:

- a student who is enrolled only in online courses or other distance education courses.
- a student who is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus

IV. Change of Personal Data Form (to change name, date of birth, address or Social Security Number

<https://www.tamuk.edu/registrar/forms.html>

Students who wish to change their name in the student information system (which will appear on their transcript and diploma must provide original legal documentation of the change to the Office of the Registrar. Not advising the Office of the Registrar of a legal name change may cause transcript requests and registration problems. Social Security Number (SSN) must be changed by providing the original SSN card with the new/correct number. Students who change their address should notify the Office of the Registrar, Financial Aid Office and the Business Office. Student Guidelines for the

V. Class schedule/Attendance

A vital part of every student's education is regular attendance of class meetings. Every faculty member is encouraged to keep a current attendance record on all students. Any absences tend to lower the quality of a student's work in a course, and frequent or persistent absences may preclude a passing grade or cause a student to be dropped from one or more courses upon the request of a faculty member to the Registrar's Office through appropriate channels. Courses will be officially dropped on the day the request is received by the Registrar's Office. Also, if a professor decides not to drop you for non-attendance that may result in a failing grade that will become part of your permanent academic record at the Dual Enrollment Program 2 | Page

institution.

VI. College Student Status

Students enrolled in the dual enrollment program ARE college students. College credit and high school credit will be earned at the same time. You are working toward completion of coursework that will be on your college transcript. This is a permanent, official college record that will strongly influence future financial aid and college/university application submissions, etc. It is very important that you understand how the final grade in this course can affect your future. Withdrawing from the class past the deadline OR failing the class will affect your future college financial aid and your future college academic status. Each student is responsible for knowing the academic regulations in this information guide. Unfamiliarity with information provided does not constitute a valid reason for failure to fulfill them. Dual Enrollment students must abide by the rules set forth in the Texas A&M University-Kingsville Student Handbook and Course Catalog.

VII. Course Transferability & Degree Plan

Academic dual credit(s) may be applied towards the core curriculum or to other specific degree program requirements of an academic associate's degree or baccalaureate degree at Texas public higher education institutions. However, transferred credits are not guaranteed to count towards a specific degree program. Some public institutions may award elective credit instead. In some instances, an institution may choose not to award transfer credit for academic courses taken in dual credit programs. If a student knows which institution they plan to attend after high school (other than Texas A&M University-Kingsville), we recommend that they seek guidance from an advisor at that institution.

<https://www.tccns.org/>

https://as2.tamuk.edu:9203/PROD/bwgartc.P_TAC_StateSelect

Students enrolled in the dual enrollment program at Texas A&M University-Kingsville will have a degree plan on file from the time they are accepted into the program. This degree plan will be based on the major the student selects at the time they apply to the program. Please note, course degree plans are specific to the degree course requirements at Texas A&M University-Kingsville. A student can change their selected major at any time. Please contact the dual enrollment office at Texas A&M University-Kingsville for more information. (361) 593-2279 kodep000@tamuk.edu

VIII. Disability Resource Center

The Texas A&M University-Kingsville Disability Resource Center provides accommodation services to university students who have documented disabilities. It is important to note that academic accommodations available at the college level differ from those available at the high school level. Students participating in the Early College High School and Dual Credit Programs at Texas A&M University-Kingsville must follow the same registration process as their undergraduate students when requesting disability services. The registration process is found online at <https://www.tamuk.edu/shw/drc/index.html> It is the responsibility of the student to provide documentation which verifies that the student's condition meets the definition of a disability as defined by applicable laws (i.e., Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008). Federal Law requires that requests for services for student with disabilities be considered on an individual, case-by-case basis.

IX. FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. I understand that in order for anyone other than my high school dual enrollment contact(s) and/or high school/district administrators, I, the student, must submit a FERPA Authorization Release Form indicating the individual(s) that can have access to my Texas A&M University-Kingsville academic records to the university. Under §99.31 and §99.34, FERPA allows protected student data to be exchanged between the University and District for students that are dually enrolled without the consent of either the parents or the student. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the University has designated the District as a school official with legitimate educational interests in the educational records of the students who participate in the dual enrollment program to the extent that access to the records is required by the District to carry out the functions of the program. The District shall provide no more than three points of contact (must be employees of the District) to receive data via a secure method from the University. The District agrees to maintain the confidentiality of the students' educational records in accordance with the provisions of FERPA. The District shall not release educational records to any third party without written consent by the student.

Additional information can be found online

http://www.tamuk.edu/registrar/RGAD_ACADEMICPROCEDURES/FERPA.html

The FERPA Authorization Release Form can be found here <http://www.tamuk.edu/registrar/forms.html>

X. Financial Responsibility Agreement and Policy

I hereby agree to pay the balance of my tuition and fees by one of the two options stated in this agreement.

Option 1. I, as the student am responsible for paying my tuition, and will pay my balance in **FULL** on or before the payment due date established by Texas A&M University - Kingsville.

Option 2. My high school and/or district will be paying my balance in **FULL** by the payment due date established by Texas A&M University - Kingsville.

Fall and Spring

All tuition and mandatory fees must be paid in full by the 20th class day of the long semesters (Fall and Spring). Students that are responsible for paying their own tuition that do not pay all mandatory tuition and fees in full by the established deadlines will be dropped from unpaid courses. Unpaid courses are determined based on the order in which they were processed.

Summer Session I & II

All tuition and mandatory fees must be paid in full by the 15th class day for each summer term. Students that are responsible for paying their own tuition that do not pay all mandatory tuition and fees in full by the established deadlines will be dropped from unpaid courses. Unpaid courses are determined based on the order in which they were processed.

Please refer to the dual enrollment academic calendar provided to your high school/district for all official deadlines each semester. The most recent dual enrollment academic calendar can be found here

<https://www.tamuk.edu/arts/departments/dualenrollment/Resources.html>

Students that are dropped for non-payment will not be reinstated.

I understand that I am subject to additional charges for taking a course for the third time, reinstatement fee, returned payment instruments as well as all collection fees and enforcement, in addition to other amounts due for any delinquent balance.

Dual Enrollment students are not eligible for financial aid, emergency loans, and/or installment/deferment plans. The Business Office will be reviewing all Dual Enrollment participants' accounts and removing students from the plans previously listed, and all fees associated with them will be deducted from their final balance.

XI. Holds

A registration hold will be placed on all dual enrollment students once they are admitted. This hold will remain on a student's account since the dual enrollment office facilitates all admission and registration decisions. Students at no point in time will be allowed to register online on their own since the dual enrollment office must verify their eligibility in order to process a request.

A financial hold may be placed on your account for any unpaid balance that can prevent future registration as will prevent you from obtaining an official college transcript from Texas A&M University-Kingsville. Final numerical grades will still be submitted to your high school each semester to be applied to your high school transcript by the appropriate office within your district. However, you will not be able to obtain an official college transcript or register until all balances have been paid in full.

XII. How to pay your dual enrollment tuition

If you, the student, are responsible for paying your tuition, you can pay online or by calling the Business Office at (361) 593-2616.

To make a payment online:

Students can access MoneyConnect using the following link

https://moneyconnect.tamuk.edu/C20209_tsa/web/login.jsp

Students will use their Banner ID (K#) as their university ID and date of birth as the pin (MMDDYY)

XIII. Minimum Grade Requirements

Once admitted, the minimum grade point requirement for students who are considered to be making satisfactory academic progress is a 2.0 cumulative institution grade point average.

Scholastic Probation

Students will be placed on scholastic probation any time their cumulative institution grade point average at A&M-Kingsville falls below 2.0. Such students are required to complete an Early Intervention Contract with the assistance of their high school counselor and dual enrollment advisor at the University. Students who have been placed on scholastic probation will be removed from such probation at the conclusion of the semester or summer term at this university when they have achieved a 2.0 cumulative institution grade point average.

Enforced Withdrawal

Students who have been placed on scholastic probation or enforced withdrawal, and who fail to achieve the minimum cumulative institution grade point average during the next long semester, will be placed or would remain on enforced withdrawal. Such students will have the opportunity to complete a Dual Enrollment Readmission Request Form with the assistance of their high school counselor and dual enrollment advisor at the University. This request for readmissions will be reviewed, and a final decision will be made by the Dual Enrollment Coordinator and/or Dean/Associate Dean of the College of Arts & Sciences. Students who have been placed on enforced withdrawal will be removed from such probation at the conclusion of the semester at this university when they have achieved a 2.0 cumulative institution grade point average.

Removal of Enforced Withdrawal Status by Summer Study

Students placed on enforced withdrawal at the end of the spring semester are eligible to attend the subsequent summer session. Such students are required to complete an Early Intervention Contract with the assistance of their high school counselor and dual enrollment advisor at the University. If the student achieves a cumulative institution grade point average of 2.0 or higher at the conclusion of the summer terms, the enforced withdrawal status will be removed.

XIV. Refunds

<https://catalog.tamuk.edu/undergraduate/educational-expenses/withdrawal-policy/>

Dual Enrollment students ARE college students and are required to follow all Texas A&M – Kingsville policies and guidelines.

XV. Request an official Texas A&M University-Kingsville Transcript

Official transcripts of the student's academic record may be requested at any time.

Information on how to request an official transcript can be found by visiting the following link.

<https://www.tamuk.edu/registrar/forms.html>

XVI. Students Moving/Leaving the High School

Once registered, if a student fails to withdraw according to Texas A&M-Kingsville withdraw/drop dates and guidelines and/or does not complete their dual enrollment course, their final grade could result in an “F”. Therefore, if you are aware of any situation that may interfere with your ability to complete the semester, you should not enroll in the dual enrollment course.

The dual enrollment add-drop form can be found [here](#).

XVII. Student Handbook

The student handbook provides you with information regarding the variety of services that will help you during your time as a dual enrollment student.

Additional information is provided in the handbook such as:

- Students Rights and Responsibilities
- Student Code of Conduct
- Prohibited Conduct (Academic and Non-academic Policies)
- Student Grievance (Formal Complaint) Procedures

You can view the Student Handbook as well as additional resources by visiting <https://www.tamuk.edu/dean>

Office of the Dean of Students

Phone: (361) 593-3606

Email: kirsten.comparry@tamuk.edu

Note: When you sign your dual enrollment registration form, you are confirming that you understand and will comply with all dual enrollment and university requirements, policies, procedures, restrictions, and deadlines.

XVIII. Testing Requirements

Before a student can enroll in a dual credit course they must speak with their high school counselor and verify they are eligible to enroll in a particular course. If test scores are needed to enroll, the student must have taken the appropriate exam and submitted their results prior to the first class day. (Please see instructional calendar for official dates).

XIX. Title IX

Texas A&M University- Kingsville is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual student and employee. TAMUK does not discriminate on a person's race, color, religion, age, sexual orientation, gender identity, national origin, disability, veteran status or genetic information as defined by federal law, state statutes and system regulations. These protections extend to employment and admissions decisions. In addition, TAMUK does not discriminate on the basis of sex in its education programs and activities, including admission and employment, in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations. For more information, please visit the Title IX website [here](#).

Contact Information:

Phone: (361) 593-4758

Henry Burgos, Acting Director of Compliance

henry.burgos@tamuk.edu

Tasha Clark, Title IX Coordinator

tasha.clark@tamuk.edu or titleix@tamuk.edu

XX. Withdrawing/Dropping a Dual Enrollment Course(s)

Undergraduate students who completed a high school program, or the equivalent, and entered a Texas public institution of higher education for the first time on or after the fall semester of 2007 are subject to the requirements of SB 1231.

Beginning with the 2007-2008 academic year, undergraduate students subject to SB 1231 will be permitted only six (6) nonpunitive drops during their undergraduate studies. Therefore, drops falling under SB 1231 annotated on official transcripts received from other colleges and/or universities, will be transferred to the University for the purpose of maintaining the number of drops accumulated by the student. For additional information on drops subject to SB 1231, refer to the section of the catalog titled "Academic Regulations" under the sub-title of "Dropping a Course."

Since dual enrollment students have not completed their high school program, or the equivalent, this does not apply to them. However, once they are admitted into an institution of higher education after high school graduation, they will be subject to the requirements of SB 1231.

Should it become necessary to drop a dual credit course or withdraw from all registered dual credit courses, the student with the assistance of their high school principal or counselor is required to submit the appropriate add-drop form to the dual enrollment office and meet university policies and deadlines.

Failure to submit the appropriate documentation to drop a course or withdraw from the University by the published deadlines and/or if a student does not complete a course may result in the student receiving an "F" for the course(s) they are enrolled in.

When a student withdraws from the University, a refund of tuition and fees is based on the date of the withdrawal and the number of weeks of the enrolled semester/term/session. The refund policy is based on legislative law found under the Texas Education Code, Chapter 54, Article 54.006. The dual enrollment add-drop form can be found [here](#).

APPENDIX V

TAMUK TSI CHART

Texas A&M University-Kingsville Dual Enrollment Eligibility Requirements

All classifications can apply, but must meet the following eligibility criteria.

Once admitted, a student must maintain a 2.0 overall institutional GPA to continue in the dual enrollment program with Texas A&M University - Kingsville. There is an appeal process for students that earn below a 2.0 overall institutional GPA at the university.

Exam Name	Texas Success Initiative (TSI) Criteria		
ACT	Composite = 23	Mathematics = 19	English = 19
ACT-Aspire	No Composite	Mathematics = 431	English = 435
SAT (Taken prior to March 5, 2016)	Combined = 1070 (CR + Mathematics only)	Mathematics = 500	Critical Reading (CR) = 500
SAT (Taken on or after March 5, 2016)	No Combined Score	Mathematics = 530	Evidenced-Based Reading and Writing (EBRW) = 480
PSAT/NMSQT (Taken prior to October 15, 2015)	Combined = 107	Mathematics = 50	Reading = 50
PSAT/NMSQT (Taken on or after October 15, 2015)	No Combined Score	Mathematics = 510	Evidenced-Based Reading and Writing (EBRW) = 460
PLAN	Composite = 23	Mathematics = 19	English = 19
STAAR EOC	Algebra I- Level 2 (4000+) and a passing grade in the Algebra II course		English II- Level 2 (4000+)
STAAR EOC	Algebra II - Level 2 (4000+)	English III - Level 2 (4000+)	
TSI Assessment (Taken prior to January 11, 2021)	<u>Mathematics</u> 350	<u>Reading</u> 351	<u>Writing</u> 340 with an essay score of at least 4, or a score of less than 340, and an ABE diagnostic level of at least 4, and an essay score of at least a 5.
TSI Assessment2 (Taken after January 11, 2021)	<u>Mathematics</u> 950, or a score below 950 and a diagnostic level of 6	<u>English Language Arts Reading (ELAR)</u> 945 and an essay score of at least 5, or a score below 945 and a diagnostic level of 5 or 6 and an essay score of at least 5	

A student's eligibility can also be determined if they have previously attended another institution and have been determined to have met readiness standards by that institution, and/or has satisfactorily completed (C or better) college-level coursework at that institution (ENGL 1301, MATH 1314, 1316, 11324, 1325, or 1348). The student must submit an official college transcript from the institution (s) which must include their TSI status used to determine eligibility and coursework completed (including final grade).

Subject to Change

SANTA GERTRUDIS INDEPENDENT SCHOOL DISTRICT



2022-2023 Employee Handbook

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the superintendent.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed on line at www.sgisd.net.

District Information

Mission Statement

The mission of Santa Gertrudis Independent School District is to engage in unique educational experiences and opportunities for student success. Through classroom technology, rigorous instruction, hard work, and focused dedication, Santa Gertrudis Independent School District produces scholars ready for the demands of high school, college and career.

Vision Statement

The vision of Santa Gertrudis Independent School District is to develop successful high school and college graduates who will serve as the next generation of leaders in our country. Santa Gertrudis Independent School District ensures students are on a path to college and career starting in the primary grades. We believe all children, regardless of race, background, or socioeconomic status can achieve at high levels. Through a structured, disciplined and academically rigorous environment, our students will be prepared to live a life of scholarship, independence, and honor. By exposing students to life's opportunities, urgently pursuing rigorous academic goals, and laying the foundations for focused dedication, our students will be prepared to succeed in college, career and beyond.

Core Beliefs and Attitudes of SGISD Students

FOCUS ON HIGH SCHOOL, COLLEGE, AND CAREER

We believe that high school, college and career preparation starts immediately upon enrollment. Every student in SGISD will understand that their hard work and focused dedication will prepare them to attend, succeed in and graduate from high school and college. College and career is infused in every facet of the school: from classrooms named after staff alma maters to college field lessons.

INTENSE FOCUS ON LITERACY, TECHNOLOGY, AND MATH

Studies show that success in literacy, technology and math in school are the strongest predictors of success in college. SGISD students spend extensive time in all three core areas – EVERY DAY!

TUTORING FOR ALL STUDENTS

The academic expectations are rigorous at SGISD. Many students may enter performing behind grade level, and even those students who start on grade level are likely to struggle somewhere along their path to college. As a result, SGISD provides small group and/or individual tutoring for struggling students. All students participating in extra-curricular activities must attend tutorials before attending practice, if needed. Much of this tutoring time is built into the academic school day through pullouts. Additional tutoring for struggling students will be available before/after school and, if necessary, during Saturday School.

HIGH BEHAVIORAL EXPECTATIONS

We firmly believe that learning cannot occur in chaos. All students at SGISD are held to high behavioral expectations. A detailed Code of Conduct, with a reward and punishment system, is adhered to in all classrooms. The highest performing schools in the country continue to prove that students learn best in a structured and consistent environment. We also believe good behavior should be explicitly taught and rewarded. Staff should go out of the way to recognize students who exhibit positive and scholarly behavior.

FREQUENT COMMUNICATION WITH PARENTS

At SGISD, we believe parents are critical partners in their student's education. Parents/guardians receive weekly progress reports detailing student behavior and academics. Staff contact families, at minimum, once every two weeks to discuss how their students are progressing. Additionally, it is our policy to respond to all non-emergency phone calls and emails within 24 hours of receipt.

Board of Trustees

Policies BA, BAA, BBA, BBB, BBE, BE, BEC, BED

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees are elected annually and serve four-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current board members include:

Flo Falcon, President

Delia Perez, Vice President

Francis Regalado, Secretary

Bobby Caldera, Trustee

Oscar Cortez, Trustee

Carmen Falcon, Trustee

LeeRoy Montalvo, Trustee

The board usually meets the Wednesday before the fourth Friday of the month at 6:30 p.m. in the Santa Gertrudis ISD Conference Room. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and the central office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation. The board meeting schedule for 2022-2023 is posted on the district website.

Administration

Superintendent-Dr. Veronica Alfaro
Business Manager-Amanda Ramirez
Academy Principal-Charles Odom
Santa Gertrudis School Principal-Rox-Anne Guajardo
Santa Gertrudis ISD-Assistant Principal-Jesus Gonzalez
Athletic Director-Arturo Lozano
Director of Federal Programs-Susan Rutherford
Director of Special Programs-Fatima Garcia
Director of Special Education-
District Testing Coordinator-Leo De Los Santos
Instructional Technologist-Jesus Suarez

School Calendar

The school calendar is posted on the district website.

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Superintendent: Dr. Veronica Alfaro
Business Manager: Amanda Ramirez

School Directory

The school directory will be available on the faculty web page on the district website.

Employment

Equal Employment Opportunity

Policy DAA

The Santa Gertrudis ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are distributed on a regular

basis and posted at the central administration building, campus offices, and on the district's Web site.

Employment After Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Service retirees, who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date, provided they meet specific conditions. Retiring employees should consult TRS officials about conditions and restrictions on employment after retirement. Retirees may work in the following capacities without a loss of retirement benefits:

- As a principal or assistant principal or teacher in an acute shortage area on a full-time basis, if appropriately certified and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.
- As a full-time bus driver (early age and disability retirees excluded).
- As a substitute at no more than the established daily substitute pay rate. (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half-time or less basis during any month. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Shortage areas-Certain retirees may return to work on a full-time basis as a principal or assistant principal or teacher in an acute shortage area without a reduction in their TRS annuity benefits. Acute teaching shortage areas are determined by the board based on Commissioner of Education guidelines. When filling acute shortage area positions, the district must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS benefits a retiree must meet the following criteria:

- Have not been subject to a reduction in benefits for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be appropriately certified for the position in the applicable school year

Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Contract and Noncontract Employment

For the 2022-2027 school years, Santa Gertrudis ISD has been designated District of Innovation. As part of a District of Innovation, SGISD Board of Trustees has approved the follow strategies for teacher contracts:

§ 21.102 b (DCA LEGAL) Chapter 21 Employment Contracts (Probationary Contracts) -Currently, experienced teachers and other certified personnel new to the District have a probationary period that may not exceed one year if the person has been employed as a teacher in public education for at least five of the previous eight years.

i. Innovation Strategy

1. Probationary Contracts—For experienced teachers and other certified personnel new to Santa Gertrudis ISD who have been employed in public education for at least five of the eight previous years, a probationary contract may be issued for up to three years from the date of hire. Partial years would not count toward the full year requirement. This will allow the District more time to evaluate a staff member’s effectiveness.

ii. Local Guidelines

1. Campus Principals will inform the individual certified personnel of performance standards that warrant improvement as determined by the evaluation tool and other performance-based documents.
2. During the first year of employment, Campus Principals will make a recommendation to the Superintendent to non-renew, continue employment on a probationary contract for a second year, or offer a term contract.
3. The Superintendent will determine if the decision is in the best interest of the District and make a recommendation to the Board.
4. The Board may terminate a probationary contract or extend the probationary contract to a second or third year and shall give notice to the employee no later than the tenth day before the last day of instruction required in the contract.

§ 21.003 Teacher Certification / Local Teaching Permit-Currently, Districts must hire certified teachers and if a qualified certified teacher cannot be located, the District must submit a request to the Texas Education Agency or hire the teacher through a School District teaching permit.

i. Innovation Strategy

1. Expanded CTE Offerings –A certified individual with experience in a CTE field could be eligible to teach vocational skills or courses. The Principal will submit the request to the Superintendent with the individual’s credentials. The Superintendent will approve or deny the request based on whether the individual will be an asset for students. The Superintendent will report this action to the Board of Trustees. These exemptions would allow greater latitude for Santa Gertrudis ISD to hire personnel for Career and Technical

Education hard to fill positions and to hire nontraditional candidates who bring authentic field and industry knowledge and skills which would provide students with unparalleled learning experiences. Although it is the District's intent to limit the use of this exemption, the current statute inhibits the District's ability to recruit and employ highly qualified professionals with industry and field experience to successfully teach Career and Technical Education (CTE) courses. Potential areas of local certification may include, but are not limited to: culinary arts, automotive technology, cosmetology, criminal justice, engineering, Cisco networking, veterinary science, manufacturing, and media courses. These individuals often hold multiple certifications in their areas of expertise that would be far more beneficial in their ability to prepare students for success in these areas than would a Texas teaching certificate.

ii. Local Guidelines

1. Local teaching permits will be issued for CTE teaching positions.
2. Local teaching permits will only be issued for hard to fill positions.
3. The District will establish local criteria such as, but not limited to, demonstrated subject matter expertise, any combination of work experience, years of experience, qualifications, college degree, training and education or industry certification related to the subject matter he or she will be teaching, to qualify for a local teaching permit.
4. Campus Principals will submit candidates to the Superintendent with credentials. The Superintendent will determine whether it is in the best interest of the students to locally certify the individual.
5. Candidates will be required to go through the established hiring process and will be thoroughly vetted to ensure they have not surrendered any teaching certificates in the past or been terminated from a teaching position for reasons unacceptable to the District. Candidates would receive pedagogy and classroom management training.
6. Local teaching permits are only valid for one year but may be renewed annually based on District need.
7. The Superintendent will notify the Board prior to beginning employment.
8. Parents will receive notification of teacher credentials.

Non-certified professional and administrative employees-Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Paraprofessional and auxiliary employees-All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Searches and Alcohol and Drug Testing

Policy DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may

occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

Employees required to have a commercial driver's license. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted if reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who is otherwise subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the superintendent.

First Aid, CPR, and AED Certification

Nurses, physical education teachers, marching band directors, coaches, athletic trainers, or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes.

Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit their request by the forty-fifth day prior to the first day of instruction. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the superintendent's office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policy DL

Professional Employees-Professional and administrative employees are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year. Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and auxiliary Employees-Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Notification of Parents Regarding Qualifications

Policy DK

If a district assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year, it shall provide written notice of the assignment to the parents or guardians of each student in that classroom. Education Code 21.057 [See DBA]

Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call the superintendent.

Outside Employment and Tutoring

Policy DBD

Employees should not accept outside employment or engage in other activities for profit that would interfere with their district employment.

Performance Evaluation

Policy DN, DNA, DNB

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor in keeping with board policy. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Employee Involvement

Policy BQA, BQB

At both the campus and district levels, Santa Gertrudis ISD offers opportunities for input in matters that affect employees and influences the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the office of the superintendent.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Checklist for Professional Development

1. Research the professional development you wish to attend to establish alignment and need.
2. Fill out and secure signatures on the Purchase Order & Teacher Travel Form. Filling out these forms does not guarantee approval to attend or for funding. Trips involving travel must be approved at least 4 weeks before the date of the trip. The Professional Development Committee will meet monthly (or as funds are available) to review all requests. You will be notified concerning the status of your request after the monthly meeting.

3. Upon approval, fill out Off-Campus-Duty form and secure necessary signatures.
4. Develop a plan or strategy to share new information and/or materials. Fill out evaluation form.

Compensation and Benefits

Salaries, Wages, and Stipends

Policy DEA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek. (See *Overtime*.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the business manager for more information about the district's pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid bi-monthly. Hourly employees are paid bi-monthly as well. Paychecks are issued on the 10th and 25th day of each month or the first business day before the 10th and 25th if it falls on the weekend. Paychecks may be issued earlier if the payday falls during a school holiday period. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of ten days is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the business manager for more information about the automatic payroll deposit service. Employees will only be allowed to make changes to account information or dollar amount to be deposited twice within a school year with a new direct deposit form in person.

Payroll Deductions

Policy CFEA

Automatic payroll deductions for the Teacher Retirement System of Texas (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 Saturday and ends at midnight on Sunday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of compensatory time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and business manager must give approval. For approved travel, employees will be reimbursed for mileage (**only if district vehicle is not available**) and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees and employees who are not contributing TRS members that are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the business office for more information.

Supplemental Insurance Benefits

Policy CRG

At their own expense, employees may enroll in supplemental insurance programs for cancer and other types insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact the business office for more information.

Cafeteria Plan Benefits (Section 125)

Policy CFEA, DEAB

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Creative Risk Management, effective for the 2019-2020 school year. Benefits help pay for medical treatment and make up for part of

the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the business office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' compensation benefits*, for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the business office.

Teacher Retirement

Policy CFEA

All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Teacher Retirement System of Texas (TRS). Substitute's not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Leaves and Absences

Policy DEC

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the business office for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are not on active payroll status.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work. All Santa Gertrudis ISD employees requesting an absence from duty must submit their request via AESOP online service. Request must be submitted no later than 6:00 am the morning of said absence. AESOP will not accept requests after 6:00 am. Employees must then call AESOP designee for their campus or administrator.

Personal and local sick leave is earned on a yearly basis. Leave is available for the employee’s use the first contract day. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

Personal Leave

Policy DEC

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one half day per month. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary-Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Discretionary-Leave that is taken at an employee’s discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request two weeks in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Discretionary leave shall not be allowed during or on:

- The first week of a new semester,
- The day before or after a school holiday,
- Days scheduled for end-of-semester or end-of-year exams,
- Days scheduled for STAAR tests, or
- Professional or staff development days.

Attendance Pool

1. At the beginning of the school year (during open enrollment), each employee will be given the opportunity to “donate” a sick-day (or multiple days) to the SGISD Sick Leave Bank.
2. There are no limits on the number of sick days an employee may donate to the Sick Leave Bank.
3. The Sick Leave Bank can be used for self and immediate family member emergencies.
4. An employee must have donated at least one day to the Sick Leave Bank in order to receive sick leave days from the bank.
5. Prior to school starting, a Sick Leave Bank committee will be appointed by the Superintendent. The committee will have at minimum: one staff member from SGS, one staff member from AHS, and one administrator.
6. An application will need to be submitted to the Sick Leave Bank when a staff member is requesting a day/days. All supporting documentation will be submitted with the application.
7. All state and local days must be used by the employee before requesting days from the Sick Leave Bank.
8. A staff member can request a day/days from the Sick Leave Bank in the following circumstances (but not limited to): hospitalization, sickness, accidents, chronic illness, etc.
9. A staff member can apply for a total of 5 days from the Sick Leave Bank. After the initial five days, the employee must reapply in five day increments.
10. In the event that there are no days left in the Sick Leave Bank and an employee requests a day/days, an email will be sent to the district staff in order to see if anyone is willing to donate a day/days.
11. An employee can apply for use of the Sick Leave Bank retroactively, especially when circumstances limit the employee from completing paperwork.
12. If a staff member experiences a catastrophic event (loss of limb, traumatic brain injury, cancer diagnosis, organ transplant), any employee can apply for use of the Sick Leave Bank and an email will be sent to staff in order to open up personal sick leave day donations to the employee.

Lesson Plans

Written lesson plans are required of every teacher as mandated by district policy. Lesson plans are collected at the end of the school year, since it is a state auditable item. Plans must be submitted by 5:00 pm on Fridays, and should be available on the teacher’s desk for review.

Careful planning is the backbone of good teaching. Lesson plans should reflect use of district guides and should be detailed enough (including: description of objectives, activities and exercises to be taught, reference to text and resources, homework assignments, etc.) so that a substitute will have adequate directions to carry on the instructional program in your absence. If you are absent on Monday, it is very important that you have someone bring your lesson plans to school for the substitute.

An emergency substitute folder must be labeled and on file with the campus receptionist at all times and should include up to a week’s worth of lessons. The following items must be present: daily schedule, class roster, evacuation routes, emergency procedures, schedule of student pull out programs, names of student helpers, name tags, bus riders, enrichment activities, special instructions, etc. Check of assignments completed.

Leaving Campus Procedures

Faculty and staff may not leave the campus during school hours other than during their duty-free lunch or non-instructional time, without permission from the principal. Any faculty or staff member who leaves for lunch or conference period is required to sign out when leaving and sign in when returning from lunch on the designated sign-out sheet located in the receptionist area.

Sick Leave

Policy DEC

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

Sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Temporary Disability

Policy DEC, DBB

Certified employees-Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the superintendent should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at

the beginning of the following school year.

Family and Medical Leave

Policy DEC

Employees who have been employed by the district for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1st and June 30th for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact the business manager as soon as possible.

Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact the business manager for details on eligibility, requirements, and limitations.

Workers' Compensation Benefits

Policy CRE, DEC

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or injury wage.

Assault Leave

Policy DEC

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person not responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may keep any compensation they receive.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after military leave-Employees who leave the district to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the superintendent.

Continuation of health insurance-Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the business manager for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include the annual appreciation dinner and service awards.

District Communications

Throughout the school year, the superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. These publications include The Kingsville Record, campus newsletters and the district website.

Parent-Teacher Communication

The teacher will:

- Initiate a conference when a student is not progressing satisfactorily. This should be scheduled during planning period
- Never be held during instructional time
- Have samples of the student's work and the grades available for review by the teacher and parent at the parent conference
- Present the student's behavior patterns in a positive and professional manner
- Prepared to discuss the student's classroom participation and work
- Work with the parent to solve the problem and maintain a parent contact log
- A record must be maintained of parent conferences, contacts, or student evaluations and must be readily available for administrative review at any time.
- Reply to parent/guardian emails or phone calls within 48 hours of receipt.

Teacher's Mailboxes

Check and empty your mailboxes everyday especially for phone messages. Students are not allowed to go into mailboxes

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response.

Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. Refer to Policy DGBA (Local) for procedures.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public.

Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See Reports to the State Board for Educator Certification.

The Code of Ethics and Standard Practices for Texas Educators, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

EDUCATORS' CODE OF ETHICS

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall

cooperate with parents and others to improve the public schools of the community. 19
TAC 247.1

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1-The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2-The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3-The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4-The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5-The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6-The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7-The educator shall comply with state regulations, written local Board policies, and other state and federal laws.

Standard 1.8-The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9-The educator shall not make threats of violence against District employees, Board members, students, or parents of students.

Standard 1.10-The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11-The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12-The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13-The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1-The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2-The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3-The educator shall adhere to written local Board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4-The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5-The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6-The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7-The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct Toward Students

Standard 3.1-The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2-The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3-The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4-The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the

basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5-The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6-The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7-The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8-The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9-The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Harassment

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the

campus principal or supervisor is the subject of a complaint; the employee should report the complaint directly to the superintendent.

Harassment of Students

Policies DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting suspected child abuse.

Drug-abuse Prevention

Policies DH, DI

Santa Gertrudis ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property.

Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The following sanctions may be taken:

DRUG-FREE WORKPLACE NOTICE

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions.

Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for prosecution

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace.

The employee must provide the notice in accordance with DH (LOCAL). [This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

Reporting Suspected Child Abuse

Policy DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Technology Resources

Policy CQ

The district's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use the system are required to abide by the provisions of the acceptable use policy (see Appendix A) and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action.

Employees with questions about computer use and data management can contact the district technology director.

Personal Use of Electronic Media

Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn, etc...). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications. As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content. Employees who utilize social media outlets to negatively impact the district will be subject to disciplinary action, up to and including termination of employment. An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

Use of Electronic Media with Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between the hours of 9 p.m. and 6a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
 - The employee does not have a right to privacy with respect to communications with students and parents.
 - The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
 - Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
 - Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Fraud and Financial Impropriety

Policy DG, CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment

- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of Interest

Policy BBFA, DBD

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the superintendent. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

Fundraisers

Staff members are not allowed to solicit for fundraising purposes from local businesses without prior approval. A fundraising event is not considered approved until signed fundraising forms are returned from Business Office. After a certain date no other fundraisers will be approved. Teachers cannot do their own fundraising, only organizations.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of district resources, including work time, for political activities is prohibited.

Safety

Policy CK

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Major Accidents

If a student or an employee becomes gravely ill or seriously injured, contact the nurse, the principal or the office staff immediately. If an ambulance is needed, any employee can dial 911 and request an ambulance. A notebook is kept on the nurse's desk at all times containing emergency information on every employee such as a doctor's name and phone number, the number of the employee's preferred hospital, the number of a relative or close friend, and any known allergies to medicines or medical conditions. Information provided is voluntary and will be kept confidential.

Employee Injury

When an employee is injured on the job, the employee must report to the school nurse to fill out an accident report form, "Investigation Report of Employee Accident or Injury". A verbal report of the accident must be called in to the Human Resource Office, and the written report must be mailed within 72 hours. This report is very important to the injured employee and to the District if the employee is to be eligible for Worker's Compensation payments, should the injury result in doctor visits and time lost from work. If the nurse is not available, the school secretary will fill out and submit these reports.

Employees with questions or concerns relating to safety programs and issues can contact the superintendent.

Tobacco Use

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all

buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes, but is not limited to, the following:

- Dishonesty; Fraud; Deceit; Theft; Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the University police or King Ranch Security immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the

district premises should immediately escort him or her to the main office or contact the administrator in charge.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

Computer Use and Data Management

Policy CQ

The district's electronic communications systems, (including its network access to the Internet), is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance?

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the district technology coordinator or network administrator.

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the superintendent's office and is available for inspection during normal business hours.

Pest Control Treatment

Policy CLB

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the campus offices. Pest

control information sheets are available from campus principals or facility managers upon request.

General Procedures

Bad Weather Closing

Policy CKC

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials: Television stations are KRIS, KIII, KZTV in Corpus Christi and on the district website www.sgisd.net. Staff will also be notified via School Reach when possible.

Emergencies

Policy CKC

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them. Campus and district crisis plans will be available on the district website.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the business department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business manager for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the superintendent's office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the superintendent's office.

Personnel Records

Policy GBA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number

- Social Security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at anytime by submitting a written request to superintendent. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building Use

Policy GKD

Employees who wish to use district facilities after school hours must follow established procedures. The campus principal is responsible for scheduling the use of facilities after school hours. Contact the campus principal to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE

Contract employees- Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the State Board for Educator Certification.

Non-contract employees- Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series

policies that are provided to employees or in the policy manuals located in the central office.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and grievances)

Exit Interviews and Procedures

Policy DC

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

Reports to State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school sponsored event
- Violating assessment instrument security procedures

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address

- Name and address of the employee’s new employer, if known

Student Issues

Equal Educational Opportunities

Policy FB

The Santa Gertrudis ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on any of the bases listed above should be directed to the superintendent.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student’s records:

Parents Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights

The student (if 18 or older or emancipated by a court)

School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent’s office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal’s response.

Student Injury

When a student receives any type of injury, however minor, the student must be sent to the school nurse for observation. All students should be walked to the office by a classroom helper. If judged appropriate by the nurse, a report will be made and submitted by her, “Student Accident and Injury Report”, within 24 hours of the injury. The school nurse will be responsible for contacting the parent or guardian to inform them of a serious injury or medical concern. Teachers must contact the parent or guardian of any student that has received a minor injury by telephone or note.

Administering Medication to Students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policy DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

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

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psycho-tropic drug to a student

Student Discipline

Policies in the FN series and FO

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns

about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Hazing

Policy FNCC, FO

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus discipline person.

Miscellaneous

Campus administrators have the discretion to address issues that may arise that are not discussed in Employee Handbook.

Appendix

Staff Dress Code

Employees are to wear clothing that is neat and clean. Employees are not to wear clothing that is tight, revealing, short, torn, tattered, dirty and excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment. Sweat suits, jogging/wind suits, overalls, or denim pants/jeans of any color may not be worn except on designated days.

Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn. (Tattoos must be covered at all school events).

Appropriate footwear must be worn at all times.

The site administrator may designate no more than one day per week as “school spirit” day. On that particular day, it is permissible to wear jeans and approved school spirit shirts. On special days/events (i.e., Western Day, Red Ribbon Week, and Homecoming, etc.) the site administrator may designate special attire. The site administrator will determine dress for work days and site-based staff development days. “School spirit” shirts are allowed on other days with appropriate slacks/Capri’s other than jeans.

Women shall wear dress or casual slacks of appropriate material. Capri pants may be worn. Walking shorts, city shorts, or skorts are not permitted. Women’s skirts/dresses shall be no shorter than slightly above the knee, and slits, flaps, or openings in skirts/dresses may not be shorter than fingertip length. Leggings may be worn only under a dress/skirt. Leggings/ spandex/ workout pants/ tights are not to be worn under a shirt.

Tank tops, backless apparel, midriffs, tops with straps less than 2 inches, tops that are revealing are not acceptable.

Men shall wear dress or casual slacks. Shirts with collars or sweaters or turtlenecks shall be worn. Socks must be worn with shoes. Shorts may not be worn except for Physical Education instructors. Coaches must wear athletic pants during instructional time. (no warm-ups)

Shorts worn by teachers/coaches must abide by the same student dress code requirements: “Shorts may be worn, but shall be no shorter than 2 ¾ inches above the top of the knee and must not be excessively tight or too baggy and no longer than 1.5 inches below the knee. No un-hemmed cutoffs, mesh shorts, boxer shorts, umbro-type shorts, rolled up shorts, or beachwear.”

Men are permitted facial hair if trimmed and moderate in style. All facial hair, however, must be fully established by the start of the school year or return from school holidays.

Caps and hats are not allowed in any building.

Revised July 2022

SANTA GERTRUDIS ISD ATHLETIC HANDBOOK



As a Santa Gertrudis Athlete YOU are in control of your
ATTITUDE & EFFORT.

Our goal is to have a *better attitude* and
better effort than our opponents- EVERYDAY.

Santa Gertrudis Athletic Guidelines

The Purpose of this manual is to orient you in the operation of the Santa Gertrudis ISD Athletic Program. Keep this manual throughout the year and refer to it often.

Santa Gertrudis Lions and **Lady Lions** are expected to always conduct themselves in a way that will bring pride to our community and school district. This includes:

1. Play **hard**, clean competition at all times.
2. **Never** give up.
3. Accept the decision of officials without complaint.
4. Know and observe the rules of the game.
5. Be good sports at all times.
6. Play the game with **great enthusiasm**.
7. Be in **superior physical condition**.

Athletic Eligibility Requirements by UIL:

1. You must pass all subjects.
2. In Junior High, you must pass the previous grade and be promoted.
3. In High School, you must have a certain number of credits:

Senior: 15 credits

Sophomore: 5 credits

Junior: 10 credits

Freshman: promoted from 8th grade

Physical Examination

https://www.uiltexas.org/files/athletics/forms/PrePhysFormRvsd4_24_20.pdf

Section 1205 UIL CCR

(1) Pre-participation Physical Examination. Upon entering the first and third years of high school, a physical examination signed by a physician, a physician assistant licensed by a State Board of Physician Assistant Examiners, a registered nurse recognized as an advanced practice nurse by the Board of Nurse Examiners or a doctor of chiropractic is required. Standardized pre-participation physical examination forms, available from the League office and authorized by the UIL Medical Advisory Committee, are required.

(2) Medical History Form. Each year prior to any practice or participation a UIL medical history form signed by both student and a parent or guardian is required. A medical history form shall accompany each physical examination and shall be signed by both student and a parent or guardian.

Random Drug Screenings

The SGISD Board of Trustees has adopted a policy for all High School Students participating in Extracurricular activities to be randomly selected for Drug Screenings throughout the school year. Procedures for dealing with positive test results will be in line with District policy for all extracurricular organizations.

Parent Consent Requirement

Acknowledge every athlete participating in extracurricular events for SGISD will be subject to random Drug Screenings.

Required UIL Signed Documents

- Acknowledgement of Rules Form
- Steroid Form,
- Concussion Information Acknowledgement Form,
- Sudden Cardiac Arrest Acknowledgment Form

Every athlete and their parent must sign and turn in these required UIL documents.

Bullying/Cyber Bullying

Students will not bully teammates under any circumstances. Any bullying should be reported to your coach immediately. School district policy for dealing with bullying will be followed by all sports. SGISD has also provided a Bullying Reporting Form on its website that can be located under the Parent/Student tab at www.sgisd.net

Insurance

The school has an insurance program for its athletes. The school's insurance is a secondary coverage to your own primary insurance. Student athletes are not prohibited from obtaining their own coverage.

SGISD Athletic Period and Sports Participation

We are aware that there are times when a student's college course may prevent them from being enrolled in the Athletic Period- However outside of this situation all athletes who plan to represent our district in a TEAM SPORT need to be enrolled in our school's athletic period during the season and offseason.

Team Sports: Football, Volleyball, Basketball, Baseball, Softball, Soccer

Sport Contracts

All athletes and their parents must sign a contract for each sport. This contract will be drafted by the head coach of that sport and will be in line with this handbook and outline of goals, expectations and policies for that specific sport.

Parent meetings may be scheduled by the head coach of each sport prior to their first contest. This is a meeting to go over philosophies, goals, expectations, and any concerns with parents. Contracts for each sport should be given out and reviewed at this meeting.

PHONE NUMBERS

High School Coaches Office- 361-384-5041-x3009

High School Front Desk- 361-384-5041-x2000

Junior High School- 361-348-5046

Student Athlete Expectations- Each athlete will behave and be respectful in school, practice, games, and while traveling to and from sporting events.

Consequences- a referral will result in Opportunities for Improvement (OFI's), to be handled after regular practice. A referral on a game day will result in missing that game. Behavior problems in practice will be handled by removal from that day's practice and treated as an absence; OFI's will be administered the following day. Any insubordination/disrespect by a student directed to a coach, teacher, or administrator will not be tolerated and addressed immediately.

Rules for Classroom Behavior- If you are a winner in the classroom, you will very likely be a winner in athletics. Therefore, we intend to help your teachers see that you get a good education. The Coaching staff will hold the student/athlete to a high standard both on and off the field/court.

Commitment- Each student will be expected to have a commitment to the sport he/she is playing. Student athletes must learn, improve, listen and work at each sport without tearing down the system. This includes but is not limited to posting on social media platforms.

Before being allowed to compete in a sport the athlete and parent must sign the contract for that sport and commit to the teams' goals and policies ahead of time.

Game Day Absence- Students who miss school on the day of a game to attend a doctor's appointment or for another excused reason can participate if they are in attendance for at least 1/2 the school day. Any other situations other than the type described will need to be approved by the Athletic Director ahead of time.

****Non-School Participation (Select Teams, Club, etc.)**

If an athlete chooses to participate on these types of teams while a member of a school team in season, he or she must abide by the following guidelines:

-Any participation requires approval of the school head coach of the sport in season at the time

-No SGISD school games, competition, or practice time shall be missed for any reason due to an athlete's association or participation with a non-school team or club.

Violation of the above mentioned guidelines could result in loss of playing time, suspension from the school team affected, and/or removal from the SGISD athletic program. This goes back to the student's commitment to joining a sport.

Attitude-Student athletes will be expected to come to practice and games with a positive attitude. A poor attitude will be addressed by coaches, administrators, and parents. Our Coaching staff is here to serve and will assist in any way we can.

Missing Practices- All students are expected to be at every practice. IF for any reason you must miss practice, call or see your group coach or the head coach **IN ADVANCE**. Each sport will have policies for making up absences/tardies, and the coach determines whether the absence is excused or unexcused.

IF you need to make up class work, you will need to have approval from your head coach to do so during the Athletic Period.

Intersession and Weekend Practices-All Student athletes are expected to be at each intersession/weekend practice. Missing one of these days will count towards an athlete's absence days.

Practice Expectations

1. Practice with enthusiasm. You will play like you practice.
2. Get to practice on time with all necessary equipment.
3. Keep your equipment on unless instructed by a coach to take it off.

Tardiness to practice

Contract policies will be administered by the coach and documented.

Sport Changes/Quitting

We want all athletes to participate in as many school-sponsored sports as possible. If an athlete quits a sport in season, he/she will not be able to participate in another sport until the entire regular season of the sport dropped is complete.

Trips

1. All athletes will act like ladies and gentlemen at all times and always being mindful that their actions and language are all reflections of Santa Gertrudis ISD.
2. All athletes will be dressed in appropriate and neat attire. Each head coach will determine the attire of their athletes.

3. All athletes represent Santa Gertrudis ISD. If it is not represented well, those students may no longer be allowed to travel.
4. There will be no horseplay or misbehaving on the bus.
5. When we eat in a restaurant, all athletes will behave in a refined manner.

Grooming

Our goal is to have our athletes be well-groomed and neat throughout the school year. Please also refer to the Student Dress Code for grades 7-12 for what is and is not acceptable. The Student Dress Code is approved by the Board of Trustees each year and applies to all students attending SGISD. For safety reasons no jewelry will be worn during the athletic periods, practices or games.

Dressing Room Expectations

1. No running or horseplay.
2. **No Phone Zone**
3. Keep equipment neat and organized
4. You will be instructed in how to store your equipment.
5. Be especially careful in and around the showers.
6. Always keep your equipment and personal effects secure and or locked in your locker. Every student, assigned a locker, in athletics must sign a Locker Contract.

Injuries

If you are injured in practice, tell your coach immediately. If you become aware of an injury after practice, notify your coach. The coach will either take care of your injury or arrange for you to be seen by the trainer we are contracted with. If a player is injured, they are still expected to suit out and participate in some form of rehabilitating activity depending upon the nature of the injury. If you come to school sick or become sick during the school day and remain in school, you are still expected to report to your coach.

Your Equipment

-Take pride in your equipment and facilities.

1. If you lose equipment, you pay for it.
2. If you have equipment problems, see your coach immediately after practice and get it fixed. Do not wait until the next day.
3. All equipment that is issued may not be worn outside of the game or practice situation, unless the head coach has approved it (especially court shoes).
4. Student's parents will be contacted if there is suspicion that a student athlete has school equipment/uniform in their possession.

Training Rules

Lions and Lady Lions do not smoke, drink alcohol, or use any tobacco products. If you are caught, the discipline will range from probation to suspension from the squad you are representing. Consequences for these violations will be in line with the districts Drug and Alcohol policies.

Proper rest and diet are extremely important to good physical conditioning. An athlete must set his or her own curfew and follow it at all times. You will not perform at your best without proper rest.

ISS/DAEP

Students in ISS or DAEP are not allowed to practice with the team until they have completed their assigned days. *Example* : A student receives ISS on Monday for 3 days. The student cannot practice after school Monday and Tuesday with the team but would be allowed to practice Wednesday afternoon since their ISS stay ended Wednesday at the end of the school day. Monday and Tuesday's practices that were missed would be unexcused and handled in the manner outlined in the Contract for that sport.

An extended stay of more than a week could result in dismissal from the team simply because of the numbers of missed practices that would result from being in ISS so long.

Awards

During your high school career, you have the opportunity to be awarded one letterman jacket. See [Appendix Forms- Lettering Procedures](#) for the requirements per sport for earning a Letterman Jacket.

Conflicting team sports

Coaches work together with conflicting team sports to ensure practice time for student athletes as well as attempting to schedule games that will not conflict. **If the student has a chance to advance in competition out of district, that sport takes precedence.**

NOTE There is to be no absence counted or expected makeups when a student misses practice due to competing in another sport, and representing our school.**

Gym/Weight Rooms/Turf

- Students are to contact a coach to get into the gym or weight rooms. Do not leave the doors open with rocks or broom handles etc.
- Proper shoes are to be worn in both buildings.
- Never enter gym or tiled areas with cleats.
- No food or drinks (water only) on the turf field.
- No food allowed inside the weight rooms. Gatorade and water bottles are acceptable.

- Food is only allowed in the gym during basketball and volleyball games. There is to be no food in the stands during practice or during tutorial times when students are waiting for practice to begin. During practice, athletes may have their own Gatorade/water to drink in the gym but coaches will be responsible for immediate clean up following all practices.

Parent Concerns:

The SGISD Coaching Staff is dedicated and committed to the safety and success of every student athlete. If a parent feels that there is an issue that they would like to discuss with a Coach, then we encourage that and will set up an appointment to do so in a timely manner. **SGISD coaches will be instructed not to address parent concerns/complaints following a game or practice.** These are times when the coach needs to be attending to the welfare of all the students and ensuring that they get home safely. **Coaches are not going to discuss any other child with a parent other than their son or daughter.**

Please follow the chain of command in dealing with parent concerns.

Our Coaching Staff will always make arrangements to meet with you.

CHAIN OF COMMAND

Head Coach (refer to signed contract)→Athletic Director→Principal→Superintendent

Athletic Handbook

Acknowledgement Form

SGISD Coaches are an extension of your family. As an extension of your family, the coaching staff will expect and demand appropriate behavior from our athletes at all times. We will display class and respect, and the community will be proud to call us their own. Also, we will be proud to be known as

“Lions” and “Lady Lions”

I _____ have read the Electronic Extracurricular
(Print Name)

Handbook of the SGISD Athletic Department posted on the school website and agree to follow its’s policies. I am aware that athletics is a voluntary program and no student has an entitlement to participate. I understand if I wish to receive a hard copy of the handbook I can request one at the Front Desk of the High School and or Junior High Campus.

Student Signature

Date

Parent Signature

Date



APPENDIX

FORMS

LETTERING PROCEDURES

Student Athletic Trainer

- General criteria for lettering and receiving a jacket for student athletic trainers will be working a minimum of 2 years in Athletic Training; working 1 year of Varsity football; working 1 season of Girls Varsity Sport; documenting a minimum of 500 hours; and maintaining an 80 or better GPA.

Baseball

- General criteria for lettering and receiving a jacket for baseball athletes will be participating in a minimum of one half of ALL varsity games plus one additional baseball game.
- Or Varsity 2 years

Basketball

- General criteria for lettering and receiving a jacket for basketball athletes will be participating in a minimum of one half for ALL varsity games plus one additional varsity basketball game.
- Or Varsity 2 years

Cross-Country

- General criteria for lettering and receiving a jacket for Cross-Country athletes will be participating in a minimum of 4 Varsity Cross-Country meets plus the district varsity CC meet.
- Or Varsity 2 years

Football

- General criteria for lettering and receiving a jacket for football athletes will be participating in 6 or more varsity football contests.\
- Or Varsity years

Golf

- General criteria for lettering and receiving a jacket for girls golf athletes will be Varsity score of less than 110 for District or Regional tournaments or an average below 110 for Varsity tournaments. Criteria for boys will score less than 100 for District, Regional tournaments, or an Average below 100 in Varsity tournaments.
- Or Varsity 2 years for boys or girls

Soccer

- General criteria for lettering and receiving a jacket for soccer athletes will be participating in a minimum of one half of all Varsity games plus one additional Varsity soccer game.
- Or 2 years of varsity

Softball

- General criteria for lettering and receiving a jacket for softball athletes will be participating in a minimum of one half of all varsity games plus one additional varsity softball game.
- Or 2 years of Varsity

Team Managers/Filmers

- General criteria for lettering and receiving a jacket for team managers/filmers would be serving as a team manager/filmer for 2 seasons in a particular sport, one year which MUST be as a manager for a Varsity sports.

LETTERING PROCEDURES Cont.

Tennis

- General criteria for lettering and receiving a jacket for tennis athletes will be participating in a minimum of one half of all tournaments and one half of all matches during the school year plus district tournament.
- And win 2 matches in district

Track and Field

- General criteria for lettering and receiving a jacket for track and field will be participating in a minimum of 4 varsity track and field meets plus the district varsity track meet.
- And score at least one point in District
- Or Varsity 2 years

Volleyball

- General criteria for lettering and receiving a jacket for Volleyball athletes will be participating in a minimum of one half of all Varsity matches plus one additional volleyball match.
- Or 2 years Varsity

Powerlifting

- General criteria for lettering and receiving a jacket for Powerlifting athletes will be participating in a minimum of one half of meets.
- And qualifying for regionals
- or Varsity 2 years

Cheerleading:

- Proper adherence to the Cheerleading constitution.
- Cheer in at least 80% of all scheduled events.

SGISD ATHLETIC DEPARTMENT
SECURITY POLICY – LOCKER ROOM

The following procedures must be followed in order to prevent theft of individual and school property. These procedures must be followed completely to keep your personal property secure.

1. If at all possible, do not bring any item of value. (necklaces, rings, expensive watches, clothes, jackets, or shoes). Also, do not bring more money than you need for the school day. If you do have something that is of great value, you can lock it in the coaches' office during workouts.
2. Do not give the combination of your locker to ANYONE. If you think someone knows your combination, see the coach in charge of equipment for another combination.
3. Once your locker has been opened, DO NOT leave your locker, or any of your items unattended for ANY length of time. If you have to leave, close your locker. Even turning around to talk to someone for a few seconds can result in a loss of property.
4. When you take off an article of clothing, put it directly in your locker. Continue this process until all articles of clothing, including your shoes are in your locker.
5. The last thing you should put into your locker before going to athletics/practice is any jewelry that you may have on your body.
6. Immediately after this has been done, you should close your locker, spin the dial a couple of times, and then pull on the handle 2 or 3 times to make sure that the door is indeed locked.
7. If you have any items that do not fit into your locker, take them directly to the designated area (coaches office), which will be secure until you return at the end of the period/practice.
8. When returning from athletics/practice, do the following in the order listed below:
 - Pick up anything you left in the designated area (coaches office)
 - Open your locker and put on any jewelry
 - The first item of clothing to be put on should be your pants, which should contain any money and your wallet
 - Place in your locker anything that you want to remain, close your locker, spin the dial and pull on the handle to make sure it is locked
 - Pick up all books, book bags, jackets, etc., and keep them with you until you are leaving

Room# _____ Locker# _____

Combo _____ - _____ - _____

**YOU ARE RESPONSIBLE FOR ALL YOUR PERSONAL AND SCHOOL ITEMS WHEN YOU ARE THE LOCKER AREA.
IF YOU FOLLOW THE ABOVE PROCEDURES, THE THEFT OF YOUR ITEMS CAN BE PREVENTED.**

_____, have read the Locker Room Security Policy and understand all procedures concerning it. I also understand that if I fail to follow ANY of these procedures, the loss of my personal property can occur.

Athletes Signature _____

Date _____

Parents Signature _____

Date _____

Changes to the 2022-2023 Parent/Student Handbook

Unassigned Prescription Asthma Medication

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow a school nurse to administer an unassigned prescription asthma medication on a school campus to a student with diagnosed asthma if the nurse, in his or her professional judgment, reasonably believes the student is experiencing symptoms of asthma that warrant administration of the medication and the district has obtained prior written consent from the student's parent or guardian.

The school nurse may only administer unassigned prescription asthma medication to a student on a school campus. Please be aware that a school nurse will not always be available at a campus to administer this medication.

"Unassigned asthma medication" means a fast-acting bronchodilator delivered by metered dose inhaler with single use spacer or by nebulizer as a rescue medication, prescribed by an authorized health-care provider in the name of the district with a non-patient-specific standing delegation order for the administration of an asthma medication, and issued by an authorized health-care provider.

For additional information, see FFAC(LOCAL).

Unassigned Epinephrine Auto-injectors

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized [*school personnel and/or school volunteers*] who have been adequately trained to administer an unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

An "unassigned epinephrine auto-injector" is an epinephrine auto-injector prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector.

Epinephrine auto-injectors include brand-name devices such as EpiPens®.

Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The district will ensure that at each campus a sufficient number of [*school personnel and/or school volunteers*] are trained to administer epinephrine so that at least one trained individual is present on campus during regular school hours and whenever school personnel are physically on site for school-sponsored activities.

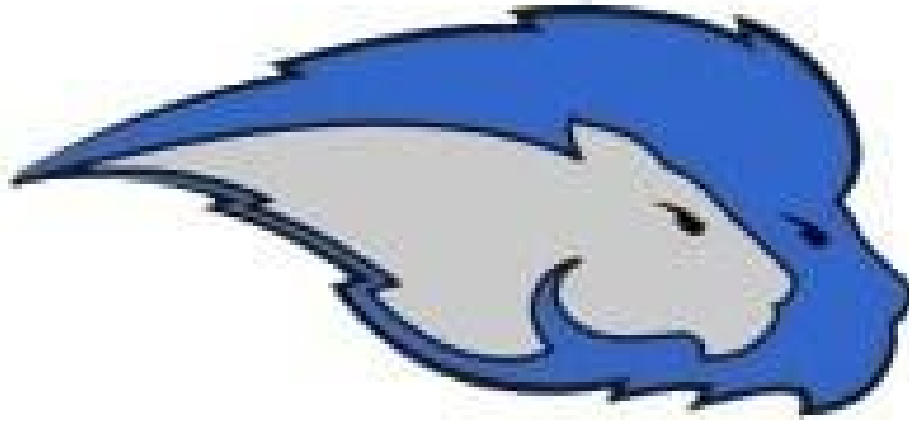
Authorized and trained individuals may administer an unassigned epinephrine auto-injector to a person experiencing anaphylaxis [*at an off-campus school event or while in transit to or from a school event*] when an unassigned epinephrine auto-injector is available.

For additional information, see FFAC(LOCAL).

Santa gertrudis academy High School

Mighty lion Band

kingsville, Texas



2022 - 2023

SANTA GERTRUDIS ACADEMY⁴ HIGH SCHOOL LION BAND

“Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work.”
- Vince Lombardi

Welcome to the Academy High School Band. The AHS Band is an award winning organization that prides itself on representing the very best Santa Gertrudis ISD has to offer.

By accepting membership in the AHS Band, you agree to perform to the best of your abilities and work together with the band staff in making this year’s band the finest musical organization that our combined efforts can produce. We do not expect every person in the band to be a virtuoso musician or performer. We do expect mature, responsible attitudes and actions, and lots of hard work. Band members will report promptly to all rehearsals, classes and performances. Practice sufficiently to be able to perform your part well, and give your best effort - every time, all the time!

The success of any organization is dependent on the spirit, pride, leadership, teamwork, dedication and cooperation of its members. Certain rules, policies and procedures are necessary so that the overall goals of the group are met and the welfare of each individual member is best served.

The band directors, parents, and band members have developed this handbook through the years. Its purpose is to familiarize each band member with: (1) the general operation and procedures of the AHS Band, and (2) the standards by which all band members are expected to conduct themselves. The handbook is not intended to be all-inclusive, as every possible situation and question cannot be predicted in advance; however, a thorough knowledge of these materials is essential to the smooth operation and success of the band this year.

Sincerely,

Raymond E. Mendez

S. Mae Trevino-Mendez

Band Directors

2022 SG Band COVID-19 Procedures

The following procedures will be added to our usual operating procedures until further notice.

1. All District and School procedures must be followed.
2. UIL, TEA, or other recognized governing organization rules and guidance will be followed.
3. Students will enter and exit from different doors whenever possible.
4. Band students may wear masks or facial coverings as desired.
5. Students must be patient when entering the band hall and when gathering equipment. Proper social distance from each other must be kept.
6. Students must wipe down cases with sanitizing wipes or disinfecting spray on a daily basis.
7. Students will make use of mouthpiece disinfectant daily. Students are encouraged to purchase their own disinfectant.
8. Students will use hand sanitizer before and after playing their instrument and anytime a student's hands touch their own saliva. (Handling Reeds or mouthpieces) Students are encouraged to bring their own personal bottle of hand sanitizer.
9. Percussion will wipe down any borrowed mallets, sticks, or accessories after each use.
10. Brass players will use the mouthpiece disinfectant or other sanitizing spray when emptying their spit valves or use designated receptacle (if available).
11. Activities will be subject to cancellation at any time.

POLICIES ARE SUBJECT TO CHANGE PENDING RELEASE OF INFORMATION REGARDING COVID-19

-----Policies-----

Santa Gertrudis ISD has an adopted Student Code of Conduct, Student Handbook, and Student Dress Code. This Band Handbook serves as a supplement to those established policies and procedures.

Key Guidelines

You are family – You are a member of the Lion Band. The band hall is a safe haven for all of its members. This building harbors an environment of knowledge, mutual respect, discipline, and good citizenship. Those that cannot meet these standards will be dealt with according to the guidelines set forth in the SGISD Handbooks.

Respect others - Respect others and their instruments. Do not handle anyone else's property even if you are a friend of that person. Abusing instruments, music, band supplies, or any other equipment will not be tolerated.

Protect your surroundings - Only members of the Lion Band are allowed in the band hall. Please tell your friends who are not members to wait for you outside. Instruments in the band hall can cost from \$300 to \$8,000. If any instrument or piece of equipment is broken or damaged by any member, Santa Gertrudis ISD can hold you legally and financially responsible.

Facilities

Rehearsal areas- The main band hall is the primary classroom. Students are not to hang out in any other area of the building without permission.

Storage Rooms - Storage rooms should be locked all of the time. If you find a storage room open, please notify a band director ASAP. No students should be upstairs without permission.

Band Directors' Offices - The band director's office contains many items that are confidential or personal in nature. Do not enter, take, or use any item in the director's office without that director's permission.

Uniform Room - The uniform room is for storage of the marching, color guard, concert, and mariachi uniforms, as well as other apparel necessary to our programs. This room is not to be used for personal use.

Practice Rooms - Practice rooms are for practice. Students are not to lounge in practice rooms.

Recital Hall - Students are not to sit in the recital hall without permission. There are benches and chairs in the lobby area of the building for student use.

Equipment

Computers - Always ask for permission to use a director's computer. If you have not turned in your "Electronics Permission Form" to the school, do not ask to use the computer.

Pianos/Keyboards – Pianos/keyboards, new or old are expensive to repair and to tune. Use the piano to play in a constructive manner, only. You may lose the privilege of using the instruments if you are caught "banging on the keys" or misusing the keyboard instruments.

Instruments – Students are to properly maintain any instruments in their care (personal or school owned). Instruments need to be in cases and put away in their assigned locker or area every day. Parents should keep record of instrument brand and serial numbers of personally owned instruments. Percussion will not leave any sticks, mallets, or accessories on the floor.

School Instruments - Many students are issued instruments that are owned by the school. Students will be responsible for the daily maintenance and minor repairs that may arise with any instrument; however, the student will be held responsible for any repair costs incurred because of misuse. The school will be responsible for bigger repairs due to regular use or damage not caused by negligence of the band member. Students who do not pay their repair bills in a timely fashion will lose the privilege of using a school instrument. Percussion students will be responsible for any drumheads or sticks broken due to improper use.

Percussion equipment should not be played by non-percussion students.

Tuners, Metronome, or sound equipment - These electronic tools are delicate in nature and must be turned off when not in use. Do not tamper with the settings.

Uniforms - The band uniform consists of several parts, some issued by the band and others that must be provided by band members. It is important that all parts be standardized or “uniform” within the band. It is our position that the condition of one’s uniform reflects the pride one has in our program.

1. You are responsible for your uniform and its appearance at all times. If you lose or damage any part of it, you must pay to have it replaced or repaired.
2. Uniforms must be kept neat and clean while in student’s possession. One of the directors must be informed before you take a uniform from the uniform room. Marching shoes may be kept at home.
3. When not in use on band trips (while riding the bus, etc.), the uniform is to be kept hanging in its bag for protection.
4. After every performance, neatly hang each uniform part and return it to the uniform room.

Band uniform parts provided by students/parents

- Long solid black socks
 - Black shorts to be worn underneath uniform.
 - Band Show shirt (\$15-20) and dry fit shirt (\$10-15) (ordered through band department)
- Marching Shoes: AHS Band uses Super Drillmasters marching shoes (\$38) (Ordered online or through directors)

Guard – Guard members will purchase selected uniform and accessories.

Please discuss with directors in private if assistance is needed in purchasing items

Music – Students are responsible for any music sheets provided to them. Students who regularly lose their music will be charged \$.10 a copy for replacement sheets.

Transportation

Bus - Bus Transportation is an important aspect of the band program. Bus trips are an extension of the classroom. The expectation of behavior is the same no matter the location. The bus driver is the overall authority on the bus. *SGISD transportation has the authority to set rules and enforce laws both federal and state.*

All band members will travel to and from each event by bus. If another arrangement is necessary, this must be discussed with the director in advance, but band students will not be released to anyone other than their parent/guardian(s) without prior consent from Principal. Students are not done until their uniform and equipment are returned to the Band Hall.

The following procedures are in effect:

1. Students will sign up for a bus. No bus changes will occur during a trip.
2. Stay seated when the bus is in motion. Nothing is to be thrown from the bus windows. Refrain from loud talking/singing, etc.
3. The Band Captain will check roll each time the bus is boarded. When roll is being called, everyone is to be seated and silent.
4. No glass containers are allowed. Trash is to be placed in the bags provided. Each band member is responsible for keeping the bus clean.
5. All members are responsible for taking their own equipment to the designated loading area or on the bus with them.
6. Students may take personal items (blankets, electronics, book, etc...) but are solely responsible for any items brought on a trip. SGISD, Band directors, and/or Band Parents are not responsible for lost or stolen items left on a bus. Students must have headphones for music. Loud speakers can be asked to be shut off at any time.
7. Students must notify the director or chaperone of any issues while in the bus.
8. No changing of clothes will take place in the buses. Students must be fully clothed at all times.
9. Restroom emergencies must be brought to the attention of the director, chaperones, or bus driver.
10. Students must follow and listen to all instructions from the bus driver or chaperones.

Parent/guardians - Parents/guardians must be able to provide or arrange transportation for their child for all events. The band will always give an estimated time for drop-off and pick-up and provides updates through Remind. Parents/guardians must sign out their child from a band director if taking child from a performance. For out of town pick-ups, a student will need a release form that has been signed by the campus principal, specifying the person who will pick up the student. Signing out from a performance should be the exception, not the rule. Students being picked up must make arrangements to have their uniform turned in.

Expectations

Students are expected:

1. to attend all practices and performances. Because we are performance based, we must practice. It is impossible to have a 100% successful rehearsal with students missing from rehearsal. Students who choose not to attend will have their grade lowered, be disciplined, and/or removed from the organization.
2. to be prepared for all rehearsals and performances and have all necessary supplies. This includes music, oil, reeds, pencil, folder, rosin, guitar straps, sticks, etc. Please label your personal instrument or equipment.
3. to be attentive during rehearsals. We expect students to work on band things during band. They will not visit, read, or do work for any other class.
4. to always conduct themselves as ladies and gentlemen. Because we are constantly in the public eye, we expect

good behavior from our students. School rules will be followed on all trips and at all performances.

5. to accept responsibility for themselves and their behavior.
6. to treat each other with respect. Verbal, physical, or psychological abuse of any sort will not be tolerated. Students who are experiencing these problems should immediately report them to the band staff.
7. to use only the equipment checked out to them and maintain and care for their instrument; including storing instruments in the proper location with cases closed properly.
8. to communicate with directors.
9. to be responsible for the handling of their uniform or traje (mariachi).
10. to adhere to all school policies while at school or on a trip.
11. to strive for personal and academic achievement.
12. to commit themselves to their fellow students and their organizations.

Organizations

The directors will determine placement of all students in these groups, except band boosters. Tryouts will be held if necessary or as needed. The directors will determine numbers of students within each organization.

SG Music Parents Association

All parent(s) are welcome to attend the SGMPA meetings. The SGMPA organization is a very important support structure of the band. Many of band's activities need direct support of the band boosters. This is a great opportunity to meet other parents and ask any questions you might have. This is an organization that is very instrumental in assisting the students in fundraising and traveling. Meetings are held the 1st Monday of the month or as announced.

Marching Band

All band members are members of the marching band during football season. The marching band is the most visible component of the band's functions. Marching band typically runs from Summer Band to November. Much of marching band is done outside of class.

Concert band

Concert band encompasses the majority of the school year. Concert season begins towards the end of football season in November. Concert band will have afterschool sectionals, but majority of the work is in class.

Color guard

Colorguard is a component of the marching band. Any student from the high school may tryout for a place in this organization. Rules and practice procedures will be under and not supersede the bands rules and regulations. *Members will adhere to all prescribed color guard, band, and school rules while a member.*

JAZZ BAND - This group is open to all band members, pending instrument, and can be opened to non-band members if needed for rhythm section instruments. (Piano, Bass, drum set).

Mariachi

This group emphasizes the technique, and culture of mariachi music and performance. The group is open to members of the band or orchestra.

Student leadership

Every member who attains a leadership title must demonstrate the ability to lead in any situation. These positions permit a student to hold authority and command over other students.

Band Officers

Students will elect officers for the upcoming year during the first weeks of school. These will include: President, Vice-President, and class representatives. The band officers will assist the directors in planning or making decisions where student input is needed and appropriate. Band officers will sign off on any activities involving the school student activity account. Students will be asked to submit their own names for consideration to these positions. Positions by tryout will hold mandatory practices prior to the audition. Other positions will be filled as a need arises. Any student holding a position may be removed and/or replaced by the head director, if sufficient evidence of misuse, abuse, and/or neglect of authority is found, pending review by the AHS Band directors and administration.

Appointed by Vote

President - must be a senior. The band president is expected to act as an appropriate example of conduct and leadership for the entire band as well as other students throughout the school. The president helps to serve as a link between the directors and students. He/She also helps to organize and partake in functions and events for or by the band. The president is in charge of officer meetings and helps to decide the appropriate tasks for other officers. During marching season, the president should plan, along with the other officers, a way for the new members of band to be acquainted with old members. Motivation should also be exhibited towards the band by speeches, signs, letters, or any other means deemed necessary.

Vice President – Must be a senior. The vice president will assist the president in carrying out all of the duties stated above or act as president if the president is removed.

Class representatives - Senior, Junior, Sophomore, and Freshman representatives are responsible for assisting the President in organizing any band activities and represent the band as needed.

Appointed by Audition

Colorguard, drill instructor, band captain, and drum major tryouts will be held in late April or early May. The number of students chosen from year to year will be set by the head band director before the tryout is held.

Drum Majors - The Drum Majors assist in the teaching and organization of the marching band and concert band. They may be assigned other duties as the need arises. Because the position of drum major is highly honored and respected, a candidate must be able to act and display the highest standards and professionalism of the band.

Band Captain (s) – The band captain assists the drum majors and takes on any conducting duties in the absence of a drum major. Band captain will organize the Drill Instructors and assign schedules for water, podium, and other duties as need arises.

Colorguard Captain - The guard captain will assist in the teaching and organization of the colorguard and with other duties as assigned.

Drill Instructors – Members will teach freshman and incoming new students our marching fundamentals, instruct their sections in marching fundamentals, and plot drill. D.I.s will also serve as librarians for their sections.

Squad Leaders - Members will help set drill and fill in for DIs as needed.

Appointed by Directors

Loading Crew – Members of this crew are extremely important to the success of our organization. They are responsible for making sure that all equipment (including electronic) is loaded and secured correctly whenever the band travels.

Uniform crew – These students are to be in charge of the security and upkeep of the band uniforms. Uniform crew will issue out uniforms to the band members on game and contest days. They will report any damage or loss of the uniforms to the band staff.

The Directors reserve the right to promote students to leadership positions to reward for hard work and dedication. The Directors may also demote a students from a leadership position for failure to meet the expectations or due to school discipline issues.

Chain of Command _____

All students and parents must follow the chain of command with any questions and concerns.

The chain is as follows:

1. band directors
2. assistant principal or principal
3. superintendant
4. school board

Techs and lesson teachers _____

We are fortunate to be able to utilize assistance from TAMUK to provide opportunities for our students. These persons are to be considered members of the band staff. Many of these individuals are young and in training to be teachers. They are here to help and gain valuable experience. Techs and lesson teachers are not responsible for students' grades and cannot supersede directives from the band directors.

Attendance _____

Absences from class

AHS policy will be enforced regarding school absences. Frequent absences or tardiness will result in lowering of a student's grade. Majority of the band grade is participation based. You can't participate if you aren't present.

Absence from Rehearsals or performance

We want to teach our students the importance of fulfilling obligations. We feel that being a member of the Mighty Lion Band should instill in an individual a sense of responsibility. If you know that you will be absent for a certain date, you need to notify the directors personally as soon as you know you will be absent. If you are absent due to illness or family emergency, you need to bring in a note the day you return. If the notes are not turned in to the director at the appropriate times, the absences will count as unexcused. We understand that unforeseen circumstances may arise. We are very reasonable and can work out most problems.

Performances include but are not limited to:

- a. parades
- b. concerts
- c. public performances
- d. school functions
- e. all after school rehearsals
- f. football games
- g. all band competitions

Excused Absence

For the absence to be excused, the student must have a note from their parent or guardian.

An excused absence is:

- a. family emergency or death in the family
- b. illness
- c. director excuse
- d. other school activity that takes UIL precedent
- e. excused absence from school the day of the event or rehearsal.

Unexcused Absence

In marching season, unexcused absences could result in exclusion from the next game or marching contests. Missed performances will require an alternate assignment such as an essay or worksheet set to substitute for performance grade. Students should always find a means to attend rehearsals and performances.

Unexcused Tardies (Marching Season Practice)

Excessive tardies from marching rehearsals may result in exclusion from games or contests.

Tutorials

Some students find it helpful and sometimes necessary to attend after school tutorials. The band encourages students to be responsible in all of their classes. If a student is released from tutorials later than the start of a sectional or rehearsal, they will need to ask their tutoring teacher for a pass from tutorials. Pass will include the end time of the tutoring session, the name of the student, and the teacher's signature. The pass will need to go to a director.

Grading

1. **Daily 35%**
 - A. Daily expectations, class participation, and marching rehearsals
2. **Quiz/Performances 35%**
 - A. Sectionals
 - B. Playing quiz
 - C. Football games, pep rallies, community events
3. **Tests 30%**
 - A. Competitions
 - B. Concerts
 - C. Major play test

Any absence from a performance must be accompanied by a note from the parents or it will be counted as unexcused. Only excused absences will receive alternate assignments. **All performances are for a grade.** Students that make a commitment to a UIL or ATSSB contest may be subject to grading as a performance.

Consequences

Any or all of the following may be used as disciplinary action.

1. Verbal Warning
2. Detention and parent contact
3. Office referral

Parental Consequences

Students that miss performances due to serving a parental consequence, may be removed from further participation in band activities. Students missing rehearsals for the same reasons may be excluded from performances.

Awards

Letterman Jackets

1. Any students who have successfully completed three years of high school band and are enrolled for their senior year in band.
2. Transfer students who meet our requirements.
3. Any student who makes the TMEA/ATSSB All State Band or All State Jazz Band
4. The directors reserve the right to award special jackets.
5. The directors reserve the right not to award a jacket due to conduct, attendance, and/or behavior.
6. Students that earn enough points for Jacket through individual band accomplishments.

Students may order and pay for patches and other items for their letterman jacket. The band will only purchase a plain jacket.

John Philip Sousa Award - A national award given to a senior that shows exceptional achievement in instrumental music. Voted on by peers and directors.

Louie Armstrong Jazz Award – Award given to a senior that has shown exceptional achievement in the field of Jazz or has provided the greatest service to the Jazz band. Voted on by peers and Directors

Graduation Cords – any band member completing 8 semesters of band will receive a pink graduation cord.

Fundraisers

At times the band will be involved with fundraising for trips, activities, or projects. For trips, every student will have an account that states all funds deposited to the fundraising account. Students do not have to participate in fundraisers in order to deposit

money in their account. Money that is directly donated, “out of pocket”, from a student’s family may be refundable unless it is submitted to a payment plan for a travel company. Fund raising may occur through the school district or booster club.

Spring Trip - The SG Lion Band will be taking a group trip to Florida at the conclusion of the 2022-2023 school year. Students must participate in band for both the Fall and Spring Semester to be eligible. Majority of the trip will be paid "out-of-pocket" by the students, but fundraising efforts will be made to help alleviate costs. Details and a separate contract will be made in regards to the band trip.

-----Procedures-----

Marching Season

Marching season plays a very integral part of the band's start of the school year. Marching Band is when the band program is most visible to the public. Marching season takes many hours of preparation and hard work in order to fulfill personal and group achievement.

Summer Band

We will begin each football season with summer band practice. During that time, we will cover marching fundamentals and begin practice on the contest music. Afternoons are reserved for sectional and individual practices.

Students who are absent from summer band will risk losing game privileges. Unless a student is ill, out of town with their family, or has unforeseen circumstances that arise, they are expected to be at summer band. Any other absence must be cleared with the directors.

Note: All students enrolled in band during the fall semester will participate in marching band.

Athletics during Marching season

Students that are in band and also in Cheerleading, Tennis, Cross Country, Volleyball, and Football will have shared obligations. The band would like to be fair to all its members who participate in marching band rehearsals and performances. Students and sponsors will work out a schedule for participating in practices. All students will perform with the band during half time. Participation in other school activities does not automatically excuse students from their band obligations. The student is responsible for balancing their time in all activities. Failure to allot time to each organization is unfair to the organizations and its members.

Marching Band Practice

Once school begins the marching band practices will be on Monday, Tuesday, and Thursday evenings. Additional practices may occur on weekends. All students who are involved in marching band will attend all marching rehearsals. Failure to do so may result in loss of game privileges and reduction in grade. Additional rehearsals may be required on football game days and as marching contests near. Marching rehearsal schedules will be announced by the directors and sent out through the remind app and band Facebook page. Students may wear clothes suitable for PE or athletic wear. No cut out shirts.

Marching Position

Every band member will be given an opportunity to earn a spot in the marching drill. To protect against academic ineligibility, illness, etc..., there will be less positions in the line-up than members of the band. Every wind player will be given a spot and will be named as either a starter or a shadow (alternate). Shadows will learn drill alongside their starter. Every student will be given an opportunity to march at some games. Students must display proficiency in playing and marching to compete at competitions. All band students must attend games or contests regardless of starting or alternate status. Percussion positions are set through auditions in the spring.

Considerations for starting and alternate status:

1. Number of players in section
2. Not attending Summer Band Camp or missing part of Summer Band Camp.
3. Attendance for class, rehearsals, and performances
4. Ability to perform music and march drill

The directors will have final say about whether a student will march or not for games and contests.

Marching Uniform

All marching band students will be fitted for a band uniform. Uniform care is the responsibility of each student. This includes their hat. Any rips or tears or discoloration due to a student's negligence will be the student's responsibility. Keep in mind that these uniforms cost almost \$500 each to replace. Students need to inform the band staff about lost buttons, broken zippers, or any other minor repairs that need attention. Students will be responsible for their hangers and garment bags. These items will be replaced by the student if lost or damaged. Students are expected to take care of their hats. At no time should any other item be placed in the hat box (especially food or candy). Uniforms must be returned after each performance, unless otherwise instructed by a director.

Every band member must attend pep rallies. If a band student is involved in pep rally activities, they must notify a band director in advance. Pep rallies are not held for all games; however, all students must attend all pep rallies that are scheduled. Pep rallies generally occur for all home games. Students who skip pep rallies outside of the school day may lose game privileges. Any absence must be cleared ahead of time with the directors. Majority of school pep rallies are held during the school day and will be subject to participation grading.

Parades

Every band member must attend parades. If a band student is involved in parade activities, they must notify a band director in advance.

Football Games

All students are required to attend all football games unless otherwise excused by the directors. This also includes students who are not marching in the show for that particular week. During marching season, uniforms and hats will be issued in the band hall before the band departs for an event. Label all personal items so they can be identified if they are lost.

Football games supplies:

1. Instrument (with case for away games and performances)
 - a. Music
 - b. Flip folder
 - c. Lyre (if used)
 - d. Miscellaneous items (reeds, valve oil, grease, etc.)

2. Uniform
 - a. band t-shirt (most recent)
 - b. black socks (calf-length solid black above ankle)
 - c. black marching shoes
 - d. hat
 - e. gloves

Plumes will be issued out before taking the field and returned coming off the field.

In the Stands

Band students are encouraged to have fun during marching season, but they are also expected to display pride, professionalism and respectfulness while representing their school at events. A supportive attitude and cooperation from each individual regarding the following policies will ensure an enjoyable and successful season for all:

No visible jewelry may be worn with the band uniform. Students are advised to leave their jewelry and all valuables at home to prevent loss or theft.

Head gear – Any caps, bandanas, or head bands must be approved by directors.

No excessive make up. Students may wear light make up. Lip stick may not be worn during rehearsal and/or performance. Color guard costume makeup must be cleared by the directors.

Personal electronic devices are permitted in the stands, but must not interfere with any required playing.

Cell phones should not interfere with any band playing or duties. Directors may institute a no phone rule if needed.

No food, candy, or gum may be brought in the stands. We will provide water during games, contests, and other marching events.

No non band members or ineligible band members may be in the stands with the band unless approved by the directors.

At no point will the band “Boo” or yell against the teams or calls being made by the referees. We serve our team in a positive supportive role.

In order to be 100 percent ready to perform we must adhere to the following.

1. Keep all items in order.
 - a. Music in flip folder
 - b. Lyre on instrument if needed
2. Instrument in lap when sitting down or in hand while standing.
 - a. Tubas are allowed to place their instruments to a ready position near them
3. Stay organized in the stands.
 - a. Do not wander in and out of the band sitting area.

Band members will remain in full uniform until directors give permission to remove jackets.

Half time performance

This is one of the band's most important performances for the public. It is crucial that we maintain a view of discipline, focus, and readiness. The Band spends many hours of preparations and there are many people who look forward to seeing the band perform. The band requires all of your energy and concentration on a great performance. In most cases we will listen and be supportive of the efforts of the other band's performance.

Restroom

Band students may go as needed, only a few students at a time. For away games, students may be accompanied by a chaperone.

Visiting other bands

For the bands that participate in greetings; the elected band officers, band captain, guard captain, and drum majors will greet or go across to visit with the other band. No other students may go across without approval of the directors. Some schools have the guard visit separate from the band. In these cases, the whole guard may be allowed to visit.

Dismissal from stands

The loading crew and pit will be released early in order to load or prep cases at the band truck. The band will dismiss in an orderly fashion, one section at a time. It is important to keep track of all music and other items.

Uniform Check-In

Upon returning to school, students must check in their uniforms and hats before going home. Please place hats in their cases and hang the garments properly on their hangers, making sure all buttons are buttoned; zippers are zipped, etc., before turning them in.

Student Pick-Up

For the safety of all students, parents or guardians should make arrangements to be at the school when the band returns, ready to pick up their children.

Marching Band Costs

1. **BAND SHOES** - All students that march with the Lion Marching Band must have a pair of marching shoes. If taken care of, these shoes will last a few years. Also, students will need black socks (calf-height) that will be worn for all performances. Any other color socks or short socks may cause the student to lose marching privileges.
2. **BAND SHIRTS**- All marching band students will need to buy a band show shirt and a band dry fit shirt. The price will be about \$15.00 each. (\$30 total). The shirts are worn under their band uniform. The shirt will also be used at times during the year in place of a uniform.
3. **WATER** - All marching band students will be asked to donate two cases of bottled water for games. This allows all students to receive a drink at each performance.

Concert Band Costs

Students should have a Black dress shirt/blouse, black slacks, (or black dress) and dress shoes for Concerts and contests during Concert season. Black suits are accepted as well.

Checks are made out to **Academy High School**. The band understands that some families might have problems with paying money especially if they have two or more children in band. In these cases, directors ask that we be made aware of any problems.

Note: All fees are subject to change due to music store pricing.

In Town Procedure

Students are to report to the band hall at 5:30 or announced time. They will then check out their uniform and hat. At all games, the students will have uniform inspection by drill instructors. They must have black band shoes, black socks, their instrument, and their music in a flip folder in order to be allowed out of the band hall for the game. Students will wear black shorts under their band uniforms. On cold nights, overalls or pants are permitted as long as they are not seen.

Out of Town

Before attending out of town games, students will be allowed to sign up for a bus list. We will use the same bus lists for the entire marching season. The directors reserve the right move students from bus to bus. Students cannot switch buses at any time.

While on the buses, the students will follow the following procedures.

1. Students will not play any music unless it is through headphones.
2. State law prohibits standing or moving from one seat to another while the bus is in motion.
3. While riding the bus, students are not to stand on the seats or sit on the back on the seats while changing into or out of their uniform.
4. Students will keep their area clean of trash. Only drinks with twistable lids will be allowed on bus trips.
5. Students will sit separated by gender in the front or back of the bus.
6. No laying or leaning on others. No matter what gender.
7. All coverings such as a blanket or jacket will only cover one person.
8. Students must use restroom before loading the bus. Emergencies must be communicated with the Directors or bus driver.
9. Students must be fully dressed at all times on the bus.

All students must put on uniform and get their instrument upon arrival at game. All students are to immediately report to their section. (Except loading crew). The band will eat for away games in the stands unless another area is available.

Once the band warms up and plays the “Alma Mater” and “Fight Song” students are allowed to go to the rest room two at a time. If the night appears to be humid or uncomfortably hot, the directors may allow the students to take off only the jacket portion of their uniform and only if they are wearing the official band shirt.

No food will be allowed in the band during the game. The band uniforms need to stay as clean as possible

Concert Season

Near the conclusion of football season the band enters into concert season. This is a time when we prepare for our annual Christmas Concert, Solo and Ensemble competition, Concert and Sight-Reading contest, and the Spring Concert. The majority of this work is done during class. Should it be necessary, after school practices and sectionals will be scheduled. Concert season is also when the majority of individual competitions, Mariachi competitions, and Jazz Competitions will occur.

Concerts

Students will need a nice Black dress shirt/blouse and black slacks or suit for Concerts and contests

Solo and ensemble contest

All band students are encouraged to participate either in a solo and/or ensemble. With a score of a 1st division at Region contest, they may be permitted to compete at the state competition. Students that commit to an ensemble will be required to follow through or face a lowering of their grade and/or repayment of entry fees.

Concert and Sight-reading

Earning a 1st Division Rating at UIL Concert and Sight-Reading is the goal for Concert season. When possible, students may participate in Pre-UIL Concert Contests.

ATSSB - Region Band

Band students are highly encouraged to audition for region band. Students placing high in the Region may advance to area and have an opportunity to represent the school in the All-State Band at the Texas Music Educators Association Convention in February. The directors reserve the right to assign auditions to members of the band. The directors also reserve the right to deem a student ineligible to audition based on the student’s level of preparation on the audition music or violation of student code of conduct. Students that commit to a region band audition will be required to follow through or face a lowering of their grade and/or repayment of entry fees

Letterman Jacket point system

To earn a letterman jacket, band members must be in band 3 full years plus be enrolled for the Fall of their senior year. Students may also earn a jacket by collecting points. Students must earn 50 points to get a jacket.

POINT SYTEM:

Enrolled and completed Fall semester	5 points
Enrolled and completed spring semester	5 points
Audition for region band	1 point
Qualify for region band	2 points
Qualify and audition for Area Band	2 points
Audition for Region Jazz Band	1 point
Qualify for Region Jazz Band	2 points
Audition for Region Mariachi	1 point
Qualify for Region Mariachi	2 points
Qualify for ATSSB.TMEA All-State Band or Jazz Band	40 points
Perform a Solo at UIL Solo and Ensemble	1 point
Perform an ensemble at UIL Solo and Ensemble	1 point
Perform and earn 2nd Division at UIL Solo/Ensemble	2 points
Perform and earn 1 st Division at UIL Solo/Ensemble	3 points
Advance and perform at UIL State Solo/Ensemble	5 points
Earn a 1 st Division at UIL State S/E	5 points
Squad Leader or other leadership position	2 points
Drill Instructor	2 points
Drum Major	3 points
Band Officer	2 points

BAND HANDBOOK ACKNOWLEDGEMENT FORM

I, (print student name) _____ understand and will abide by all of the rules and policies stated above in the SG Academy Band Handbook. By not signing and returning this form, I forfeit any privileges and endanger my enrollment in the band program. I also understand that a parent's or student's signature binds that agreement regardless if the Band Handbook is read.

Student's Signature

Date

Parent's Signature

Date

I (*Circle one*) allow or do not allow my child to be photographed or videoed for a newspaper publication, the band web site, or to be used in motivational/promotional uses for the band.

1. Parent/Guardian Information

Name: _____ Relationship to student: _____

Home Phone: _____ Are you receiving Texts from remind app? _____

Cell Phone: _____ If not, shall we add you to receive texts? _____

Work/Alternate Phone: _____

Can the band staff call you at work? Yes or No (circle one)

E-mail: _____

2. Parent/Guardian Information

Name: _____ Relationship to student: _____

Home Phone: _____ Are you receiving Texts from remind app? _____

Cell Phone: _____ If not, shall we add you to receive texts? _____

Work/Alternate Phone: _____

Can the band staff call you at work? Yes or No (circle one)

E-mail: _____

Academy Band Permission and Emergency Treatment

This form should be completed in full. It should enable your child to receive treatment if taken to the hospital by school personnel or sponsor.

I, the undersigned, do hereby authorize officials and sponsors of Academy High School to contact directly the person named on this document, and do authorize the named physicians or emergency personnel to render such treatment as may be deemed necessary in an emergency, for the health of said child. In the event physicians, other persons named on this form, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the minor child. I will not hold the school financially responsible for emergency care and/ or transportation of said child.

Full Name of child _____ Child's D.O.B. ____ / ____ / ____

Parent(s)/Guardian(s): _____

Home address _____

Home # _____ Cell #(s) _____ Work # (s) _____

Name/ phone # of other relative(s) or emergency contacts who can be reached if necessary:

Known medications currently taking: _____

Known medical problems or Allergies: _____

Other pertinent info: _____

Child private physician/ phone #: _____

Insurance Co and policy #: _____

Party Responsible (name on policy): _____

I hereby grant my son/daughter permission to attend any and all events directly associated with SGISD Band functions and waive any liability to the school and district in case of accident or injury to student. I hereby waive any claims of liability against the teachers and the schools that may be waived by law and further agree to hold the teachers, school, and district harmless for any such accident or injury.

Parent/Guardian Signature

Date

Academy High School Student Code of Conduct 2022–2023



If you have difficulty accessing the information in this document because of disability, please contact Central Office or call 361-384-5087.

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Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact *the Federal Programs and Compliance Director at 361-384-5087*.

Purpose

The Student Code of Conduct (“Code”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

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

This Student Code of Conduct has been adopted by the *Santa Gertrudis* Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside the school year until an updated version adopted by the board becomes effective for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be available at the office of the campus behavior coordinator and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the Student Handbook, the Code shall prevail.

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
11. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found at www.sqisd.net and at

https://www.sqisd.net/apps/pages/index.jsp?uREC_ID=974131&type=d&pREC_ID=1294089

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

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

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal and other school administrators and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

To ensure sufficient security and protection of students, staff, and property, the board employs school resource officers (SROs). In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of district peace officers are listed in policy CKE(LOCAL). The law enforcement duties of school resource officers are peace officer has the duty to preserve the peace within the officer's jurisdiction by using all lawful means.

"Parent" Defined

Throughout the Code of Conduct and related discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

Participating in Graduation Activities

The district has the right to limit a student's participation in graduation activities for violating the district's Code.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 22, for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

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

Adhere to the requirements of the Student Code of Conduct. Chapter 37 requires the Code to include standards that schools expect from students. Modify the list to emphasize conduct the district would like to encourage.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 16, **DAEP Placement** on page 18, **Placement and/or Expulsion for Certain Offenses** on page 25, and **Expulsion** on page 28, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed in that section on page 14.

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25.)
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student’s consent.
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.

- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- Knuckles;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cellular telephone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 18 and **Expulsion** on page 28 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct

causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

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

Miscellaneous Offenses

Students shall not:

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

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

Discipline Management Techniques

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

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

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

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

Techniques

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

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 16.
- Placement in a DAEP, as specified in **DAEP** on page 18.
- Placement and/or expulsion in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 25.
- Expulsion, as specified in **Expulsion** on page 28.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.

- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student by the use of physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office or through Policy On Line at the following address: *www.sgisd.net*.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance.

Removal from the School Bus

A bus driver may refer a student to the principal's office or the transportation director to maintain effective discipline on the bus. The principal or transportation director must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the transportation director may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

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

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may also initiate a formal removal from class if:

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

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

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

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

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

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

Out-of-School Suspension

Misconduct

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

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

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

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall advise the student of the alleged misconduct. The student shall have the opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or

6. A student's status as homeless.

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

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12.

Summer programs provided by the district shall serve students assigned to a DAEP separately from those students who are not assigned to the program.

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

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for the following conduct violations:

Misconduct Identified in State Law

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

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Criminal mischief, not punishable as a felony.
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

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

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

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in **Expulsion** on page 28.) (See **glossary** for "under the influence.")
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page 28.)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 28.)

- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - The student receives deferred prosecution (see **glossary**),
 - A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
 - The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

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

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

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

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

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

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, or
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or

6. A student's status as homeless.

Placement Order

After the conference, if the student is placed in the DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

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

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

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

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

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

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

Exceeds School Year

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

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

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

Exceeds 60 Days

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

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through Policy On Line at the following address: www.sgid.net.

Appeals shall begin at *Level One* with the *principal*.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

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

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan.

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

Placement Review

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

Additional Misconduct

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

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

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

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

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

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

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

Withdrawal During Process

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

Newly Enrolled Students

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

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

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

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

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

Registered Sex Offenders

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

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

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

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

Review Committee

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

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

Newly Enrolled Student

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

Appeal

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

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a

student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

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

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

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

Hearing and Required Findings

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

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

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

Length of Placement

The student is subject to the placement until:

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

Placement Review

A student placed in a DAEP or JJAEP under these circumstances is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress

toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

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

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 18)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Breach of computer security. (See **glossary**)

Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for “under the influence.”)
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Unlawfully carrying on or about the student’s person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a) Public lewdness under Penal Code 21.07;
 - b) Indecent exposure under Penal Code 21.08;
 - c) Criminal mischief under Penal Code 28.03;
 - d) Hazing under Education Code 37.152; or
 - e) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle, or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.)
Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
 - A location-restricted knife, as defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)

- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See **glossary**.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or children.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

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

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

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

Hearing

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

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

3. An opportunity to question the witnesses called by the district at the hearing.
4. After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

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

Board Review of Expulsion

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

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

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

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

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

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

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

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

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

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school.

However, the superintendent may modify the length of the expulsion on a case-by-case basis.

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

Withdrawal During Process

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

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

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

Additional Misconduct

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

Restrictions During Expulsion

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

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

Newly Enrolled Students

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

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

1. The out-of-state district provides the district with a copy of the expulsion order, and

2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

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

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

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

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

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a) 65 years of age or older, or
 - b) A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
 - a) Any vegetation, fence, or structure on open-space land; or
 - b) Any building, habitation, or vehicle:
 - 1) Knowing that it is within the limits of an incorporated city or town,
 - 2) Knowing that it is insured against damage or destruction,
 - 3) Knowing that it is subject to a mortgage or other security interest,
 - 4) Knowing that it is located on property belonging to another,
 - 5) Knowing that it has located within it property belonging to another, or
 - 6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
 - a) Recklessly damages or destroys a building belonging to another, or
 - b) Recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or

deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, mace, and tomahawk are in the same category.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular

or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

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

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

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

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

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;

2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
 2. The frame or receiver of any such weapon;
 3. Any firearm muffler or firearm weapon; or
 4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
- Such term does not include an antique firearm.

Firearm silencer is defined by Penal Code 46.01 as any device designed, made, or adapted to muffle the report of a firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Section 37.001(b)(2) of the Education Code; or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a) Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b) Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c) Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; and
 - d) Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or

maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hit list is defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

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

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

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

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

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

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
 - a) An explosive weapon;
 - b) A machine gun;
 - c) A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device;
6. An improvised explosive device; or
7. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

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

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest under Article 15.27 of the Code of Criminal Procedure.

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

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;

3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a) Public lewdness under Penal Code 21.07;
 - b) Indecent exposure under Penal Code 21.08;
 - c) Criminal mischief under Penal Code 28.03;
 - d) Hazing under Education Code 37.152; or
 - e) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

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

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05;

- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or children under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

[See FOC(EXHIBIT).]

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

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

Zip gun is defined by Penal Code 46.01 as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

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Academy High School Student Code of Conduct 2022–2023



If you have difficulty accessing the information in this document because of disability, please contact Mrs. Nicole Rodriguez (nrodriguez@sgisd.net) or call 361-384-5087.

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Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact *Mrs. Nicole Rodriguez, Federal Programs and Compliance Director*, (nrodriguez@sgisd.net), 361-384-5087.

Purpose

The Student Code of Conduct (“Code”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

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

This Student Code of Conduct has been adopted by the *Santa Gertrudis* Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside the school year until an updated version adopted by the board becomes effective for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be available at the office of the campus behavior coordinator and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the Student Handbook, the Code shall prevail.

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
11. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found at www.sqisd.net and at

https://www.sqisd.net/apps/pages/index.jsp?uREC_ID=974131&type=d&pREC_ID=1294089

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

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

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal and other school administrators and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

To ensure sufficient security and protection of students, staff, and property, the board employs school resource officers (SROs). In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of district peace officers are listed in policy CKE(LOCAL). The law enforcement duties of school resource officers are peace officer has the duty to preserve the peace within the officer's jurisdiction by using all lawful means.

"Parent" Defined

Throughout the Code of Conduct and related discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

Participating in Graduation Activities

The district has the right to limit a student's participation in graduation activities for violating the district's Code.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 22, for information regarding a student assigned to DAEP at the time of graduation.

Standards for Student Conduct

Each student is expected to:

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

Adhere to the requirements of the Student Code of Conduct. Chapter 37 requires the Code to include standards that schools expect from students. Modify the list to emphasize conduct the district would like to encourage.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 16, **DAEP Placement** on page 18, **Placement and/or Expulsion for Certain Offenses** on page 25, and **Expulsion** on page 28, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed in that section on page 14.

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25.)
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student’s consent.
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.

- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- Knuckles;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cellular telephone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 18 and **Expulsion** on page 28 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct

causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

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

Miscellaneous Offenses

Students shall not:

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

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

Discipline Management Techniques

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

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

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

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

Techniques

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

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 16.
- Placement in a DAEP, as specified in **DAEP** on page 18.
- Placement and/or expulsion in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 25.
- Expulsion, as specified in **Expulsion** on page 28.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.

- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student by the use of physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office or through Policy On Line at the following address: www.sgisd.net.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance.

Removal from the School Bus

A bus driver may refer a student to the principal's office or the transportation director to maintain effective discipline on the bus. The principal or transportation director must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the transportation director may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

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

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may also initiate a formal removal from class if:

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

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

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

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

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

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

Out-of-School Suspension

Misconduct

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

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

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

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall advise the student of the alleged misconduct. The student shall have the opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or

6. A student's status as homeless.

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

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12.

Summer programs provided by the district shall serve students assigned to a DAEP separately from those students who are not assigned to the program.

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

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for the following conduct violations:

Misconduct Identified in State Law

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

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Criminal mischief, not punishable as a felony.
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

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

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

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in **Expulsion** on page 28.) (See **glossary** for "under the influence.")
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page 28.)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 28.)

- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - The student receives deferred prosecution (see **glossary**),
 - A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
 - The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

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

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

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

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

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

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, or
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or

6. A student's status as homeless.

Placement Order

After the conference, if the student is placed in the DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

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

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

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

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

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

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

Exceeds School Year

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

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

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

Exceeds 60 Days

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

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through Policy On Line at the following address: www.sgid.net.

Appeals shall begin at *Level One* with the *principal*.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

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

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan.

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

Placement Review

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

Additional Misconduct

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

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

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

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

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

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

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

Withdrawal During Process

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

Newly Enrolled Students

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

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

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

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

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

Registered Sex Offenders

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

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

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

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

Review Committee

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

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

Newly Enrolled Student

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

Appeal

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

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a

student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

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

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

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

Hearing and Required Findings

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

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

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

Length of Placement

The student is subject to the placement until:

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

Placement Review

A student placed in a DAEP or JJAEP under these circumstances is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress

toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

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

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 18)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Breach of computer security. (See **glossary**)

Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for “under the influence.”)
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Unlawfully carrying on or about the student’s person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a) Public lewdness under Penal Code 21.07;
 - b) Indecent exposure under Penal Code 21.08;
 - c) Criminal mischief under Penal Code 28.03;
 - d) Hazing under Education Code 37.152; or
 - e) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

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

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle, or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.)
Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department. [See policy FNCG(LLEGAL).]
 - A location-restricted knife, as defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)

- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See **glossary**.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or children.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

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

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

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

Hearing

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

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

3. An opportunity to question the witnesses called by the district at the hearing.
4. After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

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

Board Review of Expulsion

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

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

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

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

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

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

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

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

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

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school.

However, the superintendent may modify the length of the expulsion on a case-by-case basis.

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

Withdrawal During Process

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

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

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

Additional Misconduct

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

Restrictions During Expulsion

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

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

Newly Enrolled Students

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

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

1. The out-of-state district provides the district with a copy of the expulsion order, and

2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

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

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

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

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

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LLEGAL) and FODA(LLEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a) 65 years of age or older, or
 - b) A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
 - a) Any vegetation, fence, or structure on open-space land; or
 - b) Any building, habitation, or vehicle:
 - 1) Knowing that it is within the limits of an incorporated city or town,
 - 2) Knowing that it is insured against damage or destruction,
 - 3) Knowing that it is subject to a mortgage or other security interest,
 - 4) Knowing that it is located on property belonging to another,
 - 5) Knowing that it has located within it property belonging to another, or
 - 6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
 - a) Recklessly damages or destroys a building belonging to another, or
 - b) Recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or

deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, mace, and tomahawk are in the same category.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular

or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

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

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

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

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

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;

2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
 2. The frame or receiver of any such weapon;
 3. Any firearm muffler or firearm weapon; or
 4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
- Such term does not include an antique firearm.

Firearm silencer is defined by Penal Code 46.01 as any device designed, made, or adapted to muffle the report of a firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Section 37.001(b)(2) of the Education Code; or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a) Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b) Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c) Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; and
 - d) Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or

maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hit list is defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

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

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

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

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

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

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
 - a) An explosive weapon;
 - b) A machine gun;
 - c) A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device;
6. An improvised explosive device; or
7. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

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

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest under Article 15.27 of the Code of Criminal Procedure.

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

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;

3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a) Public lewdness under Penal Code 21.07;
 - b) Indecent exposure under Penal Code 21.08;
 - c) Criminal mischief under Penal Code 28.03;
 - d) Hazing under Education Code 37.152; or
 - e) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

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

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05;

- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or children under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

[See FOC(EXHIBIT).]

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

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

Zip gun is defined by Penal Code 46.01 as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

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WALSH GALLEGOS
TREVINO KYLE & ROBINSON P.C.

July 1, 2022

Dr. Veronica Alfaro
Superintendent
Santa Gertrudis ISD
P.O. Box 592
Kingsville, Texas 78364

RE: Renewal of Membership in Walsh Gallegos' Retainer Program

Dear Dr. Alfaro:

It is our privilege to serve Santa Gertrudis Independent School District through the Walsh Gallegos Retainer Program. The District's membership is up for renewal on August 1, 2022, and so enclosed you will find our Legal Services Retainer Agreement. If the District chooses to continue its membership, please sign and return the agreement. The invoice for the renewal will be sent on or around 8/1/2022 with your regular monthly statement so there is no need to send a check with the signed agreement. This program includes the following valuable benefits for just \$1,000.00 per year:

- No-charge telephone consultation on day-to-day general and special education matters with attorneys in any of our offices,
- Reduced rates for legal work,
- Reduced fees for inservices,
- Reduced rates for practical Walsh Gallegos products such as the web-based Student Code of Conduct, The Legal Guide to DAEP & Expulsion and the Extracurricular Code of Conduct,
- A free subscription to our bi-monthly general education newsletter "*Time Out with Walsh Gallegos*,"
- A free subscription to our monthly special education newsletter "*This Just In*," and
- Email updates about the latest developments in education law.

More information about these services and other advantages of the retainer program are included in the attached description. Also enclosed is information about our EFT/ACH payment program that provides a convenient, efficient, secure, and less costly method of payment than paper checks.

It is an honor to be of service to Santa Gertrudis Independent School District. Many districts have adopted the Texas Association of School Boards' policy BDD (Local) which requires approval of the agreement by the Board of Trustees; check your policy to see who is authorized to approve and sign the Agreement. Additionally, please note that in accordance with the requirements of HB 1295 we have filed Form 1295 with the Texas Ethics Commission and are enclosing a certification of filing of Form 1295 for your records.

We look forward to receiving your signed contract. In the meantime, please remember that you can call any of our offices and speak with the attorney of your choice to get the guidance you need, when you need it. I am pleased to be your shareholder contact regarding the retainer program. Should you have any questions about the Retainer Agreement or wish to reach me directly, please contact me at (800) 232-9469.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth G. Neally", with a long, sweeping horizontal line extending to the right.

Elizabeth G. Neally

EGN/glo
Enclosures

cc: Ms. Florinda Falcon, Board President
Ms. Nicole Rodriguez, Special Education Director



WALSH GALLEGOS
TREVINO KYLE & ROBINSON P.C.

**LEGAL SERVICES RETAINER AGREEMENT
FOR SANTA GERTRUDIS INDEPENDENT SCHOOL DISTRICT**

The Santa Gertrudis Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh Gallegos Treviño Kyle & Robinson P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.
2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.
3. Publications: The Law Firm shall provide at no charge the monthly publication *This Just In*, dealing with special education law issues, and the bi-monthly general school law publication *Time Out* with Walsh Gallegos, both published by the Law Firm.
4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.
5. Retainer Term and Cost: There shall be a fee of \$1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.
6. Compliance with Texas Government Code Chapter 2271: Pursuant to Texas Government Code Chapter 2271, as amended, the Law Firm verifies that it

does not boycott Israel and will not boycott Israel during the term of this Agreement.

7. Compliance with Texas Government Code Chapter 2252: Pursuant to Texas Government Code Chapter 2252, as amended, the Law Firm verifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152.
8. Compliance with Texas Government Code Chapter 2274 and 809: Pursuant to Texas Government Code Chapters 2274 and 809, as amended, the Law Firm verifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement.
9. Compliance with Texas Government Code Chapter 2274: Pursuant to Texas Government Code Chapter 2274, as amended, the Law Firm verifies that it does not discriminate against firearm entities or firearm trade associations and will not discriminate against firearm entities or firearm trade associations during the term of this Agreement.
10. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.
11. Texas Lawyer's Creed: Under rules of the Texas Supreme Court and the State Bar of Texas, we advise our clients of the contents of the Texas Lawyer's Creed, a copy of which is enclosed. In addition, we advise clients that the State Bar of Texas investigates and prosecutes complaints of professional misconduct against attorneys licensed in Texas. A brochure entitled Attorney Complaint Information is available at all of our offices and is likewise available upon request. A client that has any questions about the State Bar's disciplinary process should call the Office of the General Counsel of the State Bar of Texas at 1-800-932-1900 (toll free).

SANTA GERTRUDIS INDEPENDENT SCHOOL DISTRICT

By: _____

(Signature)

(Print Name)

(Title)

(Date)

WALSH GALLEGOS TREVIÑO KYLE & ROBINSON P.C.



By: _____

Joe A. De Los Santos
Managing Shareholder

7/1/2022

(Date)

THE TEXAS LAWYER'S CREED -- A MANDATE FOR PROFESSIONALISM

The Texas Supreme Court and the Texas Court of Criminal Appeals adopted this Creed, with the requirement that lawyers advise their clients of its contents when undertaking representation.

I am a lawyer. I am entrusted by the People of Texas to preserve and improve our legal system. I am licensed by the Supreme Court of Texas. I must therefore abide by the Texas Disciplinary Rules of Professional Conduct, but I know that professionalism requires more than merely avoiding the violation of laws and rules. I am committed to this creed for no other reason than it is right.

I. OUR LEGAL SYSTEM

A lawyer owes to the administration of justice personal dignity, integrity, and independence. A lawyer should always adhere to the highest principles of professionalism. I am passionately proud of my profession. Therefore, "My word is my bond." I am responsible to assure that all persons have access to competent representation regardless of wealth or position in life. I commit myself to an adequate and effective pro bono program. I am obligated to educate my clients, the public, and other lawyers regarding the spirit and letter of this Creed. I will always be conscious of my duty to the judicial system.

II. LAWYER TO CLIENT

A lawyer owes to a client allegiance, learning, skill, and industry. A lawyer shall employ all appropriate means to protect and advance the client's legitimate rights, claims, and objectives. A lawyer shall not be deterred by any real or imagined fear of judicial disfavor or public unpopularity, nor be influenced by mere self-interest. I will advise my client of the contents of this creed when undertaking representation. I will endeavor to achieve my client's lawful objectives in legal transactions and in litigation as quickly and economically as possible. I will be loyal and committed to my client's lawful objectives, but I will not permit that loyalty and commitment to interfere with my duty to provide objective and independent advice. I will advise my client that civility and courtesy are expected and are not a sign of weakness. I will advise my client of proper and expected behavior. I will treat adverse parties and witnesses with fairness and due consideration. A client has no right to demand that I abuse anyone or indulge in any offensive conduct. I will advise my client that we will not pursue conduct which is intended primarily to harass or drain the financial resources of the opposing party. I will advise my client that we will not pursue tactics which are intended primarily for delay. I will advise my client that we will not pursue any course of action which is without merit. I will advise my client that I reserve the right to determine whether to grant accommodations to opposing counsel in

all matters that do not adversely affect my client's lawful objectives. A client has no right to instruct me to refuse reasonable requests made by other counsel. I will advise my client regarding the availability of mediation, arbitration, and other alternative methods of resolving and settling disputes.

III. LAWYER TO LAWYER

A lawyer owes to opposing counsel, in the conduct of legal transactions and the pursuit of litigation, courtesy, candor, cooperation, and scrupulous observance of all agreements and mutual understandings. Ill feelings between clients shall not influence a lawyer's conduct, attitude, or demeanor toward opposing counsel. A lawyer shall not engage in unprofessional conduct in retaliation against other unprofessional conduct. I will be courteous, civil, and prompt in oral and written communications. I will not quarrel over matters of form or style, but I will concentrate on matters of substance. I will identify for other counsel or parties all changes I have made in documents submitted for review. I will attempt to prepare documents which correctly reflect the agreement of the parties. I will not include provisions which have not been agreed upon or omit provisions which are necessary to reflect the agreement of the parties. I will notify opposing counsel, and, if appropriate, the Court or other persons, as soon as practicable, when hearings, depositions, meetings, conferences, or closings are cancelled. I will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided legitimate objectives of my client will not be adversely affected. I will not serve motions or pleadings in any manner that unfairly limits another party's opportunity to respond. I will attempt to resolve by agreement my objections to matters contained in pleadings and discovery requests and responses. I can disagree without being disagreeable. I recognize that effective representation does not require antagonistic or obnoxious behavior. I will neither encourage nor knowingly permit my client or anyone under my control to do anything which would be unethical or improper if done by me. I will not, without good cause, attribute bad motives or unethical conduct to opposing counsel nor bring the profession into disrepute by unfounded accusations of impropriety. I will avoid disparaging personal remarks or acrimony towards opposing counsel, parties, and witnesses. I will not be influenced by any ill feeling between clients. I will abstain from any allusion to personal peculiarities or idiosyncrasies of opposing counsel. I will not take advantage, by causing any default or dismissal to be rendered, when I know the identity of an opposing counsel, without first inquiring about that counsel's intention to proceed. I will promptly submit orders to the Court. I will deliver copies to opposing counsel before or contemporaneously with submission to the Court. I will promptly approve the form of orders which accurately reflect the substance of the rulings of the Court. I will not attempt to gain an unfair advantage by sending the Court or its staff correspondence or copies of correspondence. I will not arbitrarily schedule a deposition, court appearance, or hearing until a good faith effort has been made to schedule it by agreement. I will readily stipulate

to undisputed facts in order to avoid needless costs or inconvenience for any party. I will refrain from excessive and abusive discovery. I will comply with all reasonable discovery requests. I will not resist discovery requests which are not objectionable. I will not make objections nor give instructions to a witness for the purpose of delaying or obstructing the discovery process. I will encourage witnesses to respond to all deposition questions which are reasonably understandable. I will neither encourage nor permit my witness to quibble about words where their meaning is reasonably clear. I will not seek Court intervention to obtain discovery which is clearly improper and not discoverable. I will not seek sanctions or disqualification unless it is necessary for protection of my client's lawful objectives or is fully justified by the circumstances.

IV. LAWYER AND JUDGE

Lawyers and judges owe each other respect, diligence, candor, punctuality, and protection against unjust and improper criticism and attack. Lawyers and judges are equally responsible to protect the dignity and independence of the Court and the profession. I will always recognize that the position of judge is the symbol of both the judicial system and administration of justice. I will refrain from conduct that degrades this symbol. I will conduct myself in Court in a professional manner and demonstrate my respect for the Court and the law. I will treat counsel, opposing parties, the Court, and members of the Court staff with courtesy and civility. I will be punctual. I will not engage in any conduct which offends the dignity and decorum of proceedings. I will not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities to gain an advantage. I will respect the rulings of the Court. I will give the issues in controversy deliberate, impartial and studied analysis and consideration. I will be considerate of the time constraints and pressures imposed upon the Court, Court staff and counsel in efforts to administer justice and resolve disputes.



Program for EFT/ACH Payments

Walsh Gallegos Trevino Kyle & Robinson P.C. is working to improve our services to you and assist you in saving time and money. To that end, we now offer our clients the option to pay their invoices electronically by either Electronic Funds Transfer (EFT) or Automated Clearing House (ACH) payment--instead of the traditional paper, check-by-mail method.

An EFT/ACH payment authorizes the client's bank to move funds from its bank account to the bank account of the authorized merchant (Walsh, Gallegos). This movement of funds is done between banks electronically—thus the term Electronic Funds Transfer (EFT) or Automated Clearing House (ACH). This electronic movement of funds between banks is more convenient, efficient, secure, and far less costly than the handling of paper checks.

If your district is interested in participating in our EFT/ACH payment program, please e-mail a request to WA-EFT@wabsa.com or call Karla Alvarado at (800) 252-3405 to receive our bank account information for EFT/ACH payments.

We are excited to be able to extend this opportunity to our clients. Please feel free to contact us if you have any questions.



**FEE SCHEDULE AS OF JULY 16, 2022
LEGAL SERVICES RETAINER AGREEMENT**

For Retainer Program Clients

Annual retainer fee is \$1,000 billed each year on the anniversary of the client joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$315/hour for associates licensed over two years, or \$335/hour for shareholders is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of a contract, grievance, nonrenewal, review of constructions documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses. A new file is set up so that the billings show legal fees attributable to that particular matter.

For Non-retainer Program Clients

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$335/hour for associates licensed over two years, or \$355/hour for shareholders is charged for time spent on any work, including all telephone calls, office visits, litigation, research, opinion letters, hearings, and the like.

The above rates are subject to change at any time.



BENEFITS OF THE RETAINER PROGRAM

- 1. FREE TELEPHONE CONSULTATION:** The law firm provides telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director or any designee pertaining to questions arising out of the general operation of the District. Last year, our member clients received an average of 10.27 free hours of telephone consultation. That is a \$3,047.00 value in telephone calls alone!

As a retainer client, the District has exclusive access to the statewide toll-free telephone numbers for calls to the law firm. Before making decisions with legal consequences, use our exclusive toll-free number to reach any Walsh Gallegos attorney:

- Austin (800) 252-3405
- San Antonio (800) 232-9169
- Irving (800) 231-4207
- Houston (888) 565-6864
- Rio Grande Valley (866) 770-6864
- Amarillo (800) 622-6864
- Albuquerque (800) 771-6864

- 2. REDUCED RATES FOR ADDITIONAL LEGAL WORK:** The District receives reduced hourly rates for additional works that goes beyond the initial general telephone consultations, such as analyzing documents, writing opinion letters, attending school board meetings, or follow up phone consultations. Though the hourly rates are reduced for retainer clients, any actual expenses (copy costs or mileage, for example) incurred by the law firm in providing such additional work are charged.

- 3. FREE SUBSCRIPTIONS TO FIRM PUBLICATIONS:** Membership in the Walsh Gallegos Retainer Program also entitles the District to receive free subscriptions to both of the firm's newsletters:

(1) the informative bi-monthly newsletter "*Time Out with Walsh Gallegos*" that provides timely reminders and practical suggestions about general education law issues arising throughout the school year, and

(2) the monthly publication "*This Just In*" which addresses legal issues specific to the special needs of students with disabilities

- 4. E-MAIL UPDATES:** As another benefit of the Retainer Program, Walsh Gallegos sends periodic e-mail updates to you (and to any other District personnel or

trustees you designate) to help keep the District abreast of the latest developments in school law. These updates, averaging more than one per month, address a broad range of timely topics and are designed to keep you informed and better prepared in your work for the District. Examples of the topics of our updates include:

- New Rules for Public Comment
- New Legislation Regarding PIA Requests and Retention of Information
- Thinking of alternatives to TRS-ActiveCare for your District's employees?
- Planning Ahead for FEMA
- Potential Forms of COVID-19 Related District Funding
- Best Practices on Addressing and Preventing Cyberbullying in a Time of COVID-19 Closures
- Staying Current With FERPA As Virtual Instruction Expands
- Final Title IX Sexual Harassment Regulations Released
- Graduation Ceremonies During the Pandemic
- The Digital Millennium Copyright Act, Copyright Infringement, & Your School District
- Time Flies! Has Your District Completed the Required Cybersecurity Training Yet?

Don't let your District personnel miss our next update!

5. **REDUCED RATES ON ALL WALSH GALLEGOS INSERVICES:** Our Retainer Program members also receive reduced rates on all inservices presented at the District. Our up-to-date training programs are presented by attorneys with firsthand experience and knowledge about the current legal issues confronting Texas school districts. Our retainer clients also receive priority scheduling for inservice training.
6. **REDUCED RATES ON ALL WALSH GALLEGOS PRODUCTS:** To assist clients in their day-to-day operations, we have developed several practical products to save you time and head off potential problems during the school year. These products are easy to navigate, written in plain language, and are full of useful suggestions. As a member of the Retainer Program, clients receive reduced rates on these helpful tools, including:
 - Interactive Student Code of Conduct
 - Discipline Guide for DAEP & Expulsion
 - Administrator's Anti-Bullying Toolkit
 - Sexual Harassment Investigation Guide
 - Operating Guidelines for Cameras in Special Education Settings
7. **ONE FREE ON-DEMAND WEBINAR:** Our retainer clients are also eligible for one free On-Demand webinar of the District's choice, to be selected from our published webinar schedule. Our On-Demand webinars provide excellent training for school administrators without having to leave the district.



SANTA GERTRUDIS ISD E-MAIL UPDATE FORM

The Walsh Gallegos E-mail Update program is designed to keep our clients informed of the latest developments in school law. These updates address a broad range of topics related to legal issues confronting school districts. In addition, e-mail update recipients will also be notified of upcoming audio/video conferences and specialty publications produced by Walsh Gallegos.

Below is the list of personnel and/or Board of Trustees that are currently in our system. Please review carefully and make any necessary changes or additions. Also note that there may be some names without an e-mail address or position. Please provide a current e-mail address, indicate whether the individual should remain one of our e-mail update recipients, and provide the named position of the individual. If you are having difficulty receiving our e-mail updates, please ask your technology department to add mypinpointe.com to the list of accepted domains.

<u>Name</u>	<u>Title</u>	<u>E-mail</u>
Dr. Veronica Alfaro	Superintendent	valfaro@sgisd.net
Ms. Florinda Falcon	Board President	ffalcon@sgisd.net
Ms. Nicole Rodriguez	Special Education Director	nrodriguez@sgisd.org

Attach additional sheets if necessary. Please return this form to Client Services. If you have any questions or need additional information, please contact Client Services at (800) 252-3405.

VIA FAX
(512) 467-9318

VIA MAIL
Client Services
Walsh Gallegos
P.O. Box 2156
Austin, TX 78768

VIA E-MAIL
info@wabsa.com

CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

Certificate Number:
2022-897770

Date Filed:
06/10/2022

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Walsh Gallegos Treviño Kyle & Robinson P.C., or just Walsh Gallegos
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Santa Gertrudis ISD

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
24860
Legal Services Retainer Agreement

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Walsh, Jim	Austin, TX United States	X	
	Gallegos, Elena	Austin, TX United States	X	
	Trevino, Oscar	Austin, TX United States	X	
	Kyle, Paige	Austin, TX United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Diana Stangl, and my date of birth is 9/29/1957.

My address is 2603 Tip Cove, Austin, TX, 78704, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 10th day of June, 2022.
(month) (year)

Diana Stangl - Firm Administrator

Signature of authorized agent of contracting business entity
(Declarant)