

Palacios Junior Senior High School
2024-2025
Campus Procedures Manual
Grades 6-12



3000 State Highway 35 Bus. West
Palacios, Texas 77465

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PALACIOS ISD RESOLUTION IN ACADEMIC HONESTY

Academic Integrity

It is the aim of the faculty of Palacios ISD to foster a spirit of complete honesty and a high standard of honor. The attempt of students to present as their own work, that which they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences.

Some examples associated with academic honesty:

Cheating

Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work, or attempts thereof. Such acts include, but are not limited to:

- The use of talking, signs, or gestures communicating during a quiz or test
- Copying from another student or allowing the copying of an individual assignment, or leaving work accessible to others
- Passing quiz or test information during a class period or from one class period to members of another class period
- Submission of pre-written writing assignments at times when such assignments are supposed to be written in class
- Illegally exceeding time limits on timed quizzes, tests or assignments
- Unauthorized use of study aids, notes, books, data or other information
- Sabotaging the projects of other students
- Use of electronic devices during an assessment
- Illegal entry to or unauthorized presence at a teacher's computer.

Plagiarism

Plagiarism includes the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof. Such acts include, but are not limited to:

- Having a parent or another person write an essay (including the purchase of works on-line) or do a project, which is then submitted as one's own work
- Failing to use proper documentation and bibliography
- Falsification/Lying
- Falsification includes the statement of any untruth, either verbally or in writing, with respect to any circumstances relevant to one's academic work, or attempts thereof. Such acts include, but are not limited to:
- The forgery of official signatures
- Tampering with official records
- Fraudulently adding, deleting, or manipulating information on academic work, or fraudulently changing an examination or other academic work after the testing period or due date of the assignment
- Lying or failing to give complete information to a teacher
- Feigning illness to gain extra preparation time for quizzes, tests or assignments due
- Using artificial intelligence tools to defeat basic security measures on online tests, assignments, or projects, provide answers, or mimic human-like typing patterns on behalf of the student.

Stealing

Stealing includes the taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully, the schoolwork or materials of another student or the instructional materials of a teacher. Such acts include, but are not limited to:

- Stealing copies of quizzes or tests
- Illegitimately accessing the teacher's answer key for quizzes or tests
- Stealing the teacher's edition of the textbook
- Stealing another student's homework, notes, or handouts

Students participating in Academic Dishonesty will be subject to academic and disciplinary action.

ALMA MATER

Let our voices loudly singing echo far and near
Praises of Palacios High School and her memory dear.
Palacios High School, Palacios High School,
Loud her praises ring.
Hail to thee our Alma Mater Hail, all
Hail, to thee.

ANIMALS

Animals may be brought into the classroom for educational purposes; however, they must be appropriately housed, humanely cared for, and properly handled. Persons bringing any animals into any school must receive prior permission from the principal.

ATHLETICS

See Athletic Handbook for specific information.

ATTENDANCE

See Absences/Attendance in the Student Handbook.

A student will be considered present for the following reasons as outlined in the 2022-2023 Student Attendance Accounting Handbook as adopted by the Texas Education Agency (WITH APPROVED DOCUMENTATION):

- If the student is at a medical appointment and the student begins classes or returns to class on the same day of the appointment. The appointment must be supported by a document, such as a note, from the health care professional.
- Court appearance as mandated by court
- Driver's license appointment
- Service recruitment
- School related absences (UIL/Athletics/FFA/4H/school related trips/School related testing)
- College day
- Serving as an election clerk
- Department of family/protective services
- Religious holiday
- Military funeral/TAPS
- Citizen paperwork/ceremony
- Life threatening illness

Letters of student absences will be mailed home after the following absences: 3 days, 5 days, 10 days, 18 days.

Truancy plans are mandated by the state and assist students in avoiding loss of credit and court fines. A truancy plan will begin when a student has five (5) absences. The following steps will occur:

1. Students will be called in and placed on a truancy plan.
2. Parents will be notified by phone, email, and/or mail and a copy of the truancy plan will be mailed home.
3. A copy of the truancy plan will be mailed home.
4. Students may be assigned to make-up hours for attendance as outlined in the truancy plan.
5. At eight (8) absences students will be called in and the truancy plan will be re-evaluated/adjusted.
6. At ten (10) absences students will lose credit and parents and students will be required to appear before the Palacios Attendance Review Board.
7. If attendance does not improve, student and/or parents will be referred to Matagorda Truancy Court.

BAND

See Band Handbook/Constitution for specific information.

BELL SCHEDULE

HS				JH			
Transition		7:50	5	Transition		7:50	5
1st	7:55	8:42	47	1st	7:55	8:42	47
2nd	8:46	9:33	47	2nd	8:46	9:33	47
3rd	9:37	10:24	47	3rd	9:37	10:24	47
4th	10:28	11:15	47	4th	10:28	11:15	47
5th	11:19	12:06	47	5th	11:19	12:06	47
Advisory	12:10	12:42	32	Lunch	12:06	12:36	30
Lunch	12:42	1:12	30	Advisory	12:40	1:12	32
6th	1:16	2:03	47	6th	1:16	2:03	47
7th	2:07	2:54	47	7th	2:07	2:54	47
8th	2:58	3:45	47	8th	2:58	3:45	47

BICYCLES

Students may ride bicycles to school. They are to be parked in designated areas.

BUILDING AND CLASSROOM CARE

Each student using district facilities should be aware of his/her responsibility for keeping his/her immediate area clean and orderly.

BUS REFERRALS

Students receiving referrals from incidents on the bus will be subject to the following consequences deemed appropriate by the administrator: warning, detention, ISS, OSS, suspension from riding the bus. The following behaviors will result in an automatic suspension from the bus:

1. Vandalism
2. Fighting
3. Tobacco/vape products

Bus suspensions will be as follows:

- 1st suspension-3 days
- 2nd suspension-5 days
- 3rd suspension-10 days
- 4th suspension-semester

CELL PHONES

For safety purposes, the district permits students to possess personal mobile telephones. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device in a way that violates a teachers' classroom rules during the school day, the device will be confiscated and delivered to AP. Possible consequences include parent conference, detention, ISS, Saturday School, and/or a fee of \$15 when it is picked up by a parent.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE.].

***Secondary Cell Phone Procedures**

CHEERLEADING

See Cheerleading Constitution for specific information.

CLOSED CAMPUS

PJSH is a closed campus.

- Students are prohibited from opening exterior doors for anyone outside, including other students.
- Students who arrive after 7:55 MUST report to the front office before entering the campus.
- Students are not allowed to leave for lunch. Any student being checked out right before lunch will be marked absent for at least the following class period (6th period) or at most the remainder of the day.
- Students who are checked out during 8th period will be counted absent for the entire period. Furthermore, students are not allowed to be checked out after 3:25 so that school dismissal procedures will not be disrupted.
- State law does not allow anyone to interrupt a class, including parents.
- Delivery to students of flowers, balloons, breakfast/lunch, and other such items are not allowed.
- Parents who wish to eat lunch with their child may do so on the designated days and must follow the procedures for VISITORS.

COLLEGE & MILITARY VISITATION DAY

Juniors and seniors may be excused for up to two days per year to visit a college or university, and students 17 years of age or older can be excused for up to four days during their high school career to pursue enlistment in a branch of the U.S. armed services or National Guard. Before the absence, the student must receive approval from the principal according to the following procedures:

1. Students must be in good standing regarding grades and attendance.
2. Students must visit the Attendance Clerk to pick up, fill out, and return a signed parent permission slip.
3. Once permission slip is returned, a "Verification Form" will be issued to the student that must be signed/sealed by the appropriate college, university, or military official during visitation.
4. Verification form must be returned to Attendance Clerk in order for the absence to be excused; failure to do so will result in an unexcused absence for the student.

It is the responsibility of the student to plan in advance and turn in the appropriate documentation to verify the absence. The principal may deny requests from students with excessive absences or failing grades.

COMPUTERS – SCHOOL ISSUED

See PISD User Agreement.

CONCUSSIONS

Parents and students are required to sign a concussion acknowledgment form at the beginning of each school year. Palacios ISD has a concussion oversight team for any interscholastic athletic activity, whether sponsored by the district or UIL. The oversight team, which includes a physician, shall review each concussion by using a return-to-play protocol before allowing a player to participate in athletic activities.

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus including when a helmet has been reconditioned. If you have any questions or concerns, please contact the athletic director at 361-972-2571 ext.1215

CONDUCT

Achieving productive student conduct is actually an equal partnership involving school district personnel, parents and students. The ultimate responsibility for successful school behavior must rest with the individual student, yet each member of the school community bears a significant responsibility in nurturing positive school conduct in each child. Support and interest in student behavior by parents plays a very important part in the student conduct.

Students have the responsibility to:

1. Attend all classes, daily and on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Be properly attired.
4. Exhibit respect toward others.
5. Conduct themselves in a responsible manner.
6. Pay required fees and fines, unless they are waived.
7. Refrain from violations of the Student Code of Conduct.
8. Obey all school rules, including safety rules.
9. Seek changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperate with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of their child.
2. Teach their child to pay attention and obey the rules.
3. Be sure their child attends school regularly, and promptly report and explain absences and tardies to the school.
4. Encourage and lead their child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
6. Attend parent training workshops for home reinforcement of study skills and specific curriculum objectives.
7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Be sure their child is appropriately dressed at school and school-related activities.
10. Discuss report cards and school assignments with their child.
11. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
12. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information.
13. Cooperate with school administrators and teachers.

14. Be sure their child attends school tutorials when required or as the need arises.
15. Submit a signed statement that they understand and consent to the responsibilities outlined in this plan.
16. Exhibit respect for teachers and administrators in resolving disciplinary problems of their students.

Teachers have the responsibility to:

1. Use discipline management techniques approved in the district's Student Code of Conduct
2. Ensure good student discipline by being in regular attendance and on time.
3. Perform their teaching duties with appropriate preparation, assignments and resource materials.
4. Comply with district and school policies, rules, regulations and directives.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Teach to the standards of performance required by the district.
7. Establish rapport and an effective working relationship with parents, students and other staff members.
8. Teach students to strive toward self-discipline.
9. Encourage good work habits that will lead to the accomplishment of personal goals.
10. Serve as appropriate role models for their students in accordance with the standards of the teaching profession.
11. Exhibit respect for parents and administrators in resolving disciplinary problems of the student.
12. Hold one or more conferences during each school year with parents of students who are not maintaining passing grades, not achieving the expected level of performance, presenting a problem to the teacher or for any other case the teacher considers necessary.

Administrators have the responsibility to:

1. Respond to discipline problems referred to them by teachers.
2. Promote effective conduct and discipline of all students.
3. Encourage parent communication with the school, including participation in required parent-teacher conferences.
4. Provide appropriate assistance to students in learning mature self-discipline.
5. Assume responsibility and instructional leadership for discipline and for evaluation of the Discipline Management Plan.
6. Serve as appropriate role models for students on their campus in accordance with the standards of the profession.
7. Exhibit respect for parents and teachers in resolving disciplinary problems of the student.
8. Conduct parent training workshops for home reinforcement of study skills and specific curriculum objectives during each semester.

CONDUCT AT ATHLETIC EVENTS/SCHOOL EVENTS

1. All persons on the school grounds must attend the event; loitering around cars, buildings or other school facilities is not allowed.
2. Children in levels Pre-K - grade 5 must be accompanied by a mature adult who will be responsible for their conduct.
3. All children, whether school or preschool age, must remain seated in the stands unless going to and from the concession stand or restrooms; there will be no playing games, sitting on the rail, standing by the fence, etc.
4. Children who do not remain seated after the first reminder will be assigned to either supervised student seating or their parents
5. Palacios ISD prohibits smoking and any use of e-cigarettes, vapes, or tobacco products on all district property.
6. All spectators at PISD events can be removed at the discretion of the Administrator on Duty/ Law Enforcement Personnel if behavior is deemed inappropriate. Removal from the facility may result in withdrawal of privileges and may result in further action.

CONDUCT BEFORE AND AFTER SCHOOL

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

CONDUCT IN THE CAFETERIA

1. Be polite and courteous.
2. Keep the cafeteria clean.
3. Do not cut in line.
4. Walk, don't run.
5. Do not yell or make excessive noise.
6. Stay seated in the same chair until you finish.
7. Do not loiter in or around the cafeteria.

8. Do not throw food or anything else.

CONDUCT IN THE CLASSROOM

These rules, along with all school rules, will be observed in the classroom.

1. Be seated and ready to work when the tardy bell rings and remain seated throughout the period unless given permission to do otherwise.
2. Show respect for all school personnel, self and others. (No talking back; always be polite and courteous).
3. Bring all required supplies to class.
4. Students will remain in the classroom except for emergencies.
5. No food or beverages unless approved by the teacher.
6. Profane or abusive language is not allowed.
7. Back packs will not be worn in class or when students leave the classroom during class instruction time.
8. Students are expected to obey all other rules established by the classroom teacher.

CONDUCT IN THE FINE ARTS AUDITORIUM

In addition to the conduct standards for athletic events, students should follow the rules below when attending events in the Fine Arts Auditorium:

1. Remain seated at all times.
2. Refrain from talking, whistling, and cat-calls during events.
3. Remove hats and caps when entering the building.
4. Observe district-wide rule against use of tobacco products.
5. Refrain from loitering in the foyer, aisles and outside the auditorium.
6. No food or drink allowed in the auditorium.

DELIVERIES

Deliveries are prohibited unless approved by campus administrators. No food drop offs are allowed.

DETENTION

Students may be required to attend Lunch Detention, After School Detention, or Saturday School for any violation of the Student Code of Conduct. Parents will be given one day notice about any detention served outside of the school hours. Students who are required to attend Saturday school will need to be at the school from 7:50 a.m. -12:00 p.m. Students who miss detention due to an absence will be scheduled to stay for detention the next day detention is held. **Failure to serve assigned detention(s) will result in additional and more severe consequences.**

DISCIPLINE

See Student Code of Conduct

- Fighting/Videoing a fight/Possession of aforementioned video
 - First offense - 2 day OSS plus 2 days ISS
 - Second offense - 3 day OSS plus 3 days ISS
 - Third offense - DAEP placement (number of days may vary)

Vaping/possession of vape

The Texas Legislature passed a new law, HB 114, during the 88th legislative session. Because of HB 114, offenses involving the possession and/or use of vapes may be a mandatory DAEP offense.

- First offense - DAEP placement 10 day minimum up to 30 days
- Second offense - DAEP placement 30 day minimum up to 45 days

*In addition, after a student has served a total of 15 days in In-School-Suspension, any student referral that warrants an ISS placement will result in a DAEP placement, no matter the offense.

DRESS CODE

See PISD Website and:

If your child comes to school wearing clothing that violates the dress code or in any other way violates the Dress and Grooming Standards, the student will be placed in ISS until the student becomes dress code compliant. If the student changes clothes or otherwise becomes dress code compliant with the PISD Dress and Grooming Standards, the student will promptly return to regular classes.

1. Strapless shirts, spaghetti straps, tanks or cut tops, mesh or see-through, or any clothing that exposes midribs or cleavage/pecs without a shirt underneath are prohibited.

2. Sleeveless shirts and blouses must be 3 inches wide, unaltered, and must have tight arm-holes so not to reveal any undergarments.
3. Shorts, dresses, and skirts are permitted if no skin above fingertip length is exposed.
4. Skin-tight clothing, biker pants, swimsuits, surf pants, dance tights, leotards, tube tops, tank tops, and wetsuits are not acceptable unless covered by clothing that conforms to other requirements of the dress code.
5. Leggings/yoga pants are NOT allowed to be worn.
6. Appropriate shoes shall be worn. House slippers are prohibited. Specific classes such as Science, FCS, P.E. Ag, etc...may require students to wear appropriate closed toed footwear.
7. Sleepwear (including blankets) is prohibited.
8. Dark glasses are not permitted in class unless approved by the campus administrator.
9. Caps, hats, beanies, berets and hoods shall not be worn indoors unless approved by the administrator. If a student wears a hat into a building, the hat shall be taken up and returned by the administrator. Hoods will be treated the same as a hat.
10. Piercings permitted: ears and nose only, nasal piercing is limited to one stud, gauging not allowed.
11. Hair must be neat, clean, well-groomed and not interfere with the learning process. Hair color must be a shade of a naturally occurring hair color and not a primary or secondary color. Students who dye their hair an unnaturally occurring hair color shall be subject to disciplinary action. Hair that impedes the ability to see a student's eyes shall not be permitted.
12. Facial hair including beard, mustache, and sideburns below the ear are not permitted.
13. Jeans/Pants will not have holes above the knee unless full length tights are worn underneath. Jeans/Pants must be worn in an appropriate manner and must be worn at the waist line. Sagging jeans are not permitted. Sagging is defined as pants low enough to expose the underwear.
14. All tattoos must be covered up while on school property. For athletic events, see PISD Athletic Handbook.
15. Explicit or suggestive apparel or adornments that are disruptive to the educational process such as or related to vulgarity, alcoholic beverages, drugs, sex, weapons, gangs, or violence are prohibited.
16. Facial coverings/masks worn for health purposes must be worn correctly over the mouth and nose. No buffs/gaiters.

DRUG TESTING OF STUDENTS IN EXTRACURRICULAR ACTIVITIES

See PISD Student Code of Conduct

ELIGIBILITY – EXEMPTIONS FROM “NO PASS NO PLAY”

The District shall allow a student to be exempt from “no pass, no play” rules only once in a school year for a failing grade in an AP course at the end of the grading period. (reference: FM Local and FM Legal)

- AP English Literature and Composition
- AP English Language and Composition
- AP Spanish Language
- AP Computer Science A
- AP Computer Science Principles
- AP Biology
- AP Calculus AB
- AP U.S. History
- AP Studio Art: Drawing
- AP Studio Art: 2-D Design
- AP Studio Art: 3-D Design
- AP Statistics

Advanced classes are not exempt from “no pass, no play”.

Dual credit courses in the following areas are exempt from “no pass, no play” rules.

- English
- Languages other than English Math
- Science Social
- Studies

All other dual credit courses are not exempt from “no pass, no play”.

FEDERAL PROGRAMS

Various programs, federally funded, support the supplemental instruction to students in the areas of teacher professional development, Bilingual and ESL, Career and Technology, core subject areas, and school-wide program to target at-risk students.

FIGHT SONG

Let's give a cheer for ole Palacios High
Whose football team will never say die!
Send a volley cheer on high!
Shake down the thunder from the sky!
Although the odds be great or small, The
Palacios Sharks will win over all. As our
Mighty Sharks go fighting ONWARD TO
VICTORY!

FUNDRAISERS

Fund-raising activities by student groups and/or school-sponsored projects will be allowed, with administrative approval, and under the supervision of the sponsor, for students in grades PK-12.

Fund-raising projects are limited to two product sales per organization each school year. Service-type fund raisers are not limited in number. Student participation in approved fund-raising activities, including the collection of monies, should not interfere with the regular instructional program.

Any sale of food or beverage items sold on campus during the school day, must meet the Competitive Food Nutritional Standards. The school day is defined as the period from the midnight before the beginning of the official instructional day to 30 minutes after the end of the official instructional day. Students are not permitted to participate in fund drives for non-school charitable organizations as official representatives of their school. No outside organization of any sort may solicit contributions of any type from students within the schools during school hours. Any money collected which is related to these activities should be turned in daily to the sponsor and not kept with the student or in student lockers.

GIFTED AND TALENTED PROGRAM

Students identified as Gifted and Talented are provided participation in challenging, higher level courses through Advanced and AP classes. If student performance indicates they are not being successful, exit procedures will be considered. Students identified as gifted and talented may sign a furlough to be allowed to waive participation in a designated course.

GRADING

Assignments go beyond testing memory of information and bits of knowledge. Constructive homework assignments, major projects, research papers, etc., include means for measuring a student's comprehension and problem-solving abilities as well as critical thinking skills.

The relationship between number grades and letter grades is:

90 - 100	'A
80 - 89	'B
75 - 79	'C
70 - 74	'D
69 - Below	'F

A grade of 70 and above is passing; a grade of 69 and below is failing.

Please see the Palacios ISD Grading Guidelines for specific procedures on grading.

Transfer Grades

Grades received from other districts or states use the following conversion chart.

A- ' 92	A ' 95	A+ ' 98
B- ' 82	B ' 85	B+ ' 88
C- ' 75	C ' 77	C+ ' 79

D- ' 70

D ' 72

D+ ' 74

Transferred Advanced, Pre-AP, AP, and Dual Credit classes will only receive weight for classes in which PHS offers.

Unweighted Grade Point Average (G.P.A.)

The G.P.A. is calculated on the 4.0 scale and is NOT weighted. Unweighted G.P.A. is a student's individual grade point average for classes they are enrolled in at the time of final exams per semester. Unweighted G.P.A. is recalculated at the end of each school year and will be available at the beginning of the following school year. Seniors' unweighted G.P.A. will be recalculated at the end of the 3rd quarter for final graduation unweighted G.P.A. Classes taken in Summer School, Junior High, Credit by Exam, Correspondence, and/or Credit Restoration are not calculated into unweighted G.P.A.

Unweighted G.P.A. is calculated using the following scale. All classes are given the same amount of points; there is no distinction between Regular, Advanced, Pre-AP, AP, or Dual Credit.

Student Semester Average

A (90-100)	'	4.0
B (80-89)	'	3.0
C (75-79)	'	2.0
D (70-74)	'	1.0
F (69 & Below)	'	0

GRADUATION

To receive a high school diploma from the District, a student must successfully complete the required number of credits at PHS and pass all required examinations. All high school diplomas are the same; the academic program is reflected on the transcript. The transcript indicates courses completed, grades, grade point averages, class rank, tests scores, and program of study. Legislative action could possibly change requirements. Palacios ISD will notify students, parents, and staff as changes occur.

GRADUATION – CAP AND GOWN RENTAL FEE

A student may rent a cap and gown from the office for purposes such as senior pictures, senior walk-through, and graduation.

HONOR ROLL

Academic Honor Rolls are based on report card grades at the end of each grading period.

“A” Honor Roll – Report card grades of 90 or above in each subject.

“A/B” Honor Roll – Report card grades of 80 or above in each subject.

NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY

See National Honor Society and National Junior Honor Society Constitutions for specific information.

NON-ACCREDITED SCHOOLS

Students entering a District school from non-accredited public, private, or parochial schools, including home schools, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.
6. Credit by Exam

PALACIOS ALTERNATIVE STUDENT SUCCESS (P.A.S.S.)

Mission Statement - The mission of P.A.S.S. is to reclaim students who have dropped out of school, to retain students who are at risk of dropping out, and to provide an alternative education environment for students who are having difficulty in a traditional campus environment.

Goal - The goals of P.A.S.S. is to provide students with an education that equips them with the academic, vocational and social skills necessary to make the most of their opportunity to succeed in a demanding, fast-paced, and rapidly changing

world.

P.A.S.S. Commitment - The P.A.S.S. commitment is for every student who enrolls at Palacios High School to be afforded an opportunity to complete their education with a valid high school diploma.

PARENTAL NOTIFICATION/STUDENT THREATS

Schools have an obligation to notify parents/guardians of issues that may affect the student's safety and well-being. Statements or threats regarding suicide, gang activity, or fear of harm must be reported to the parent/guardian. Upon hearing a student make a statement(s) or threat(s), or learning of an issue that may affect the student's safety, the faculty member shall report this information to the principal.

The principal will ensure that the student meets with his/her guidance counselor. If the issues related to the student's safety involve other students or adults on campus, the principal will conduct an investigation and take appropriate measures to provide adequate safeguards for the student

If the issues are criminal in nature, law enforcement shall be contacted. If the issues of concern occurred off campus, the principal will obtain as much information as possible and convey it to the necessary school officials or authorities.

SCHEDULE CHANGES

Schedule changes will be made only during the first week of the first semester, and the first week of the second semester, unless extenuating circumstances occur, and then only with principal approval.

SCHOLARSHIPS AND GRANTS

Although there are a variety of scholarship applications made available in the counselor's office, the amount is small compared to what is available through the Internet and colleges/universities. Students are encouraged and reminded to research areas in which scholarships may be available.

SCHOOL BUSES AND OTHER DISTRICT VEHICLES

Only eligible students may be transported in district vehicles without written permission from a principal of the campus the student attends. (See Transportation in EC-12 Student Handbook)

SCHOOL HOURS

Classes are scheduled from 7:55 – 3:45. See Bell Schedule. Students may not be checked out after 3:25 p.m. unless it is for a scheduled appointment. Any student leaving after 3:25 will be issued an absence unless a note documenting the appointment is returned to the office the next school day.

SCHOOL TRIPS

Field trips are planned by the teaching staff to support classroom lesson instruction. Permission slips signed by the parent are required of all students who go on the trip. Authorized school personnel can administer medications to students while on field trips.

As a general requirement, all students must ride school-provided transportation to and from all field trip sites. Students are not to be transported in private vehicles unless a parent/guardian makes a written request. The district is not liable for injuries occurring to students riding in private vehicles.

Overnight trips may be allowed if approved by the superintendent and Board. After Board approval, details will be communicated in writing to students and parents. All district rules of conduct and consequences will be reviewed with students prior to departure. Student and adult lodging will be made in a block on the same floor, if possible. A signed parent permission slip is a requirement for student participation.

SEMESTER EXAM EXEMPTION POLICY

9th graders may be exempt from up to 2 classes. Those classes may not be a core (English, math, science, social studies) or remedial class (reading, EOC prep).

10th graders may be exempt from up to 4 classes. Those classes may not be an EOC tested class (English I or II, Algebra I, Biology, US History, Reading, Lit Genre, AG Math, Environmental Science).

11th graders may be exempt from up to 6 classes. Those classes may not be an EOC tested class (English I or II, Algebra I, Biology, US History, Reading, Lit Genre, AG Math, Environmental Science).

12th graders may be exempt up to 8 classes.

Grades: 95-100 Semester Average and no more than four absences
Grades: 90-95 Semester Average and no more than three absences
Grades: 80-89 Semester Average and no more than two absences
Grades: 75-79 Semester Average and no more than one absence
Grades: 70-74 Semester Average and no absences

Tardies: 6 or more tardies – Not exempt

- *NO ASSIGNMENTS TO ISS, DAEP, SUSPENSION, EXPULSION.*
- *ALL QUESTIONABLE ABSENCES MUST BE CLEARED UP IN THE OFFICE NO LATER THAN 2 WEEKS AFTER THE END OF THE QUARTER GRADING PERIOD.*
- *THIS EXEMPTION POLICY DOES NOT APPLY TO DUAL CREDIT CLASSES.*
- *STUDENTS MUST REMAIN IN CLASS DURING THE ENTIRE SEMESTER EXAM PERIOD.*

Additional Exemption Criteria:

- Any exempted student may opt to take the semester exam in any class to be used to attempt to improve their semester average.
- Any exempted student will not be required to attend the exam period for which an exemption was earned.
- Students who are exempt from the exam but are on campus due to extenuating circumstances (no ride, parent request, etc.) will attend their scheduled class but will not be required to take the exam.
- If all qualifications are met and the semester exam is not taken, the average of the two quarters will be entered on the report card as the exam grade.
- All fines and debts must be cleared in order for a student to be exempt from any and all exams.

STUDENT COUNCIL

See Student Council Bylaws for specific information.

TARDIES

A student is tardy if he/she is not in his/her seat in the classroom when the tardy bell rings. A student who misses more than 30 minutes is counted absent for that class. All period tardies are recorded by the teacher, to which the student is assigned during that period. The campus principal/assistant principal will determine disciplinary action for excessive tardies. Tardy consequences will be weekly.

Weekly Tardy Policy

2nd Tardy - Warning

3rd Tardy - Lunch Detention 1 day

4th Tardy - Lunch Detention 2 days

5th Tardy - Discipline referral - 1 hour of After School Detention (ASD)

6th Tardy - Discipline referral – Saturday School

7th Tardy and above –ISS assignment and additional days of ISS with each tardy at administrator's discretion

Consequences of tardies shall be cumulative through the end of the week and shall begin anew at the beginning of the week.

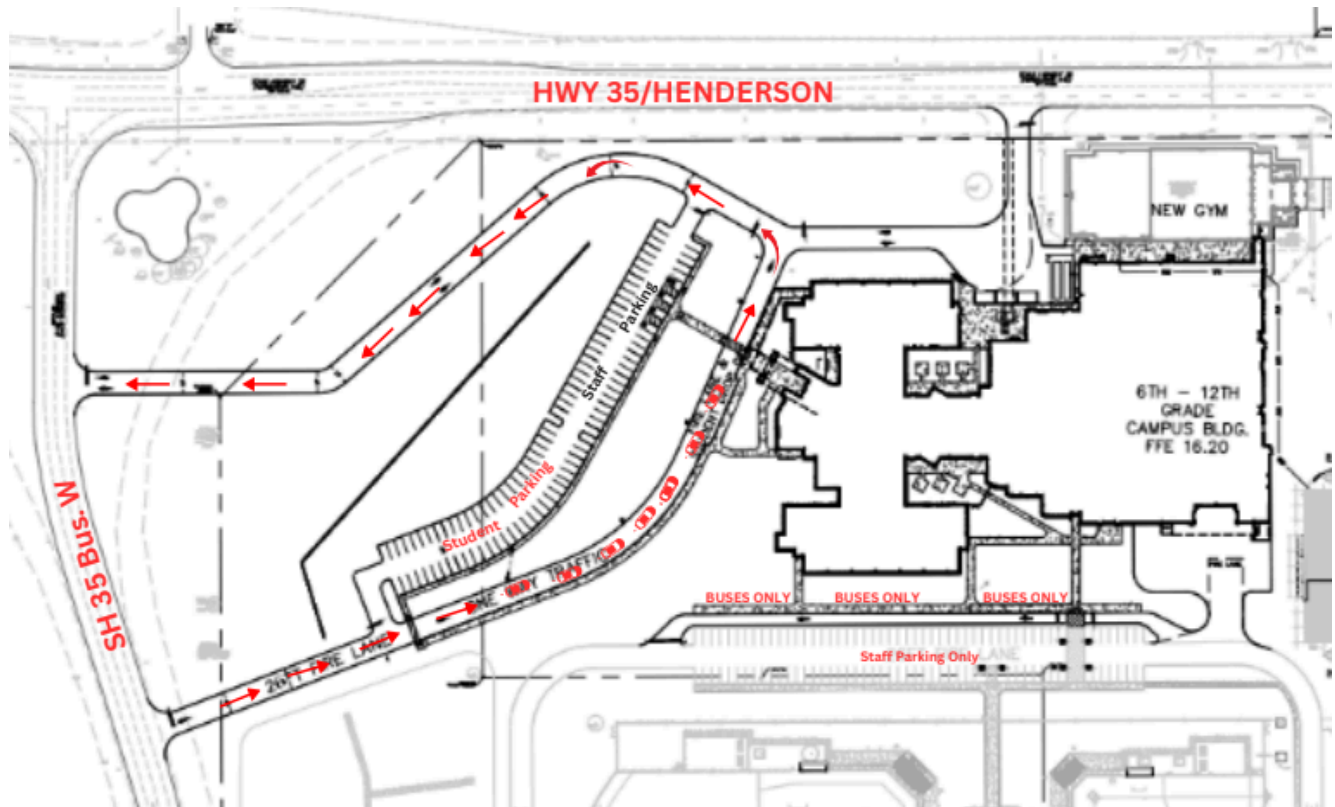
****Failure to serve assigned detention(s) will result in additional and more severe consequences.****

TRAFFIC FLOW

To enhance the safety of student crossings in front of and behind the secondary campuses, the following regulations will be implemented:

The main entrance of the school is located on SH 35 Business West. This driveway is for parent pick up and drop off and is one way. Vehicles must enter the school from the south driveway and exit the school through the north driveway. All parents/visitors must enter the school using this driveway through the main entrance.

Bus pick up is in the southern parking lot entering from Perryman Drive. Traffic flow is one way from east to west. This is NOT a parent pick up or drop off zone; only staff may utilize this parking lot during school hours.



TRANSCRIPTS

To request transcripts, a “transcript request” form must be filled out on the counselor’s Google Classroom or the PISD website. Please allow one week for processing.

TUTORIALS

All students may attend tutorial sessions voluntarily. Each campus shall develop and conduct a tutorial program and inform students and parents of the schedule. Each teacher shall establish a schedule of tutorial time(s).

VEHICLES

Parents must use the designated entrance on SH 35 Business West for student drop off and pick up. Unauthorized drop off or pick up zones may lead to law enforcement notification and possible ticket violation.

Vehicles parked on school property may be subject to search based on an administrator’s reasonable suspicion. If search privileges are denied by the student, parents and/or law enforcement authorities will be contacted.

Students driving on campus must possess a valid Texas driver’s license and visibly display a parking permit.

Parking permits are mandatory for all vehicles on campus and may be revoked if leaving school without permission. Students are not allowed to linger in vehicles or parking areas before or after school and must park in designated student parking areas.

Fast or reckless driving will lead to disciplinary action. Students risking others’ safety with their driving may be prohibited from bringing vehicles on campus.

Driving to school is a privilege that may be revoked if rules are not followed:

- Students must park in the designated student parking zone directly in front of the school or FAB parking lot.
- The parking lot next to the baseball/softball fields is off-limits for student parking.
- Riding in the bed of pickup trucks is not permitted for students driving pickups to school.
- All students must visibly display a current parking decal on the front windshield, which is renewed annually. Additional parking decals can be purchased if needed.
- Vehicles without a valid parking permit may be booted, and a removal fee of \$25 is required.

- Students are not permitted in the parking lot during the school day without administrator or officer permission/supervision.
- Late arrivals or early departures require checking in/out through the front office to avoid disciplinary consequences.

VISITORS

Visitors will be limited on campus.

- All visitors must check in at the front office and present a picture ID.
- A visitor badge will be issued in the main office and must be worn at all times.
- Parent visitors may only speak to their own child and are prohibited from communicating with other students.
- Student visitors are not allowed during school hours.