



*Learn. Excel. Achieve. Perform.*

# Abraham Lincoln Fine Arts Academy

1023 Abe. Lincoln Ave.

Port Arthur, TX 77640

Phone (409) 984-8700

trentjohnson@paisd.org

**Trent D. Johnson, Principal**

## **Campus Rules and Expectations**

### **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. (For further information on PAISD Student Code of Conduct, visit [www.paisd.org](http://www.paisd.org) or request to view it from the campus behavior coordinator) The information contained within this document is specific to the Abraham Lincoln Fine Arts Academy campus rules and expectations for students. Students are expected to meet all State, District, and Campus rules and expectations.

### **Campus Vision**

**Learn. Excel. Achieve. Perform!**

**LEAP** into the Future!

### **Campus Mission**

The mission of Abraham Lincoln Fine Arts Academy is to promote a safe, caring, positive, and innovative learning environment that empowers teachers to prepare students to compete and thrive at the next level. Through rigorous learning of relevant instruction and supportive relationships, students will be well-prepared for secondary opportunities. Engaging, equipping, and empowering ALL scholars to achieve their unique potential by providing a purposeful teaching and learning environment, which challenges our diverse population. Abraham Lincoln Fine Arts Academy commits itself to excellence and equity in education by involving all stakeholders as partners in an ongoing process of continuous school improvement.

### **General Conduct Violations**

The categories of conduct below are prohibited at school, in vehicles owned or operated by the school district, an employee of the district, volunteer, student, or by the parent or guardian of a student 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, DAEP Placement, Placement and/or Expulsion Offenses, and Expulsion, 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 in the SCOC (Student Code of Conduct).

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## ***Instructional Time***

### **Students shall not:**

- Roam in the hallways during instructional time without an authorized pass.
- Loiter in the hallways, restrooms, classrooms or any other area on campus.
- Be allowed to tend to grooming and use of the restroom after the start of classroom instructional time. (Grooming should be taken care of prior to arrival to school no perfumes, makeup, cologne allowed on campus).
- Disrupt the learning environment (talking without consent, laughing, loud noises, or other actions that cause a disruption to the learning environment).
- Bring on campus any outside food, drinks, candy, snacks, etc. with the intent to consume, distribute, or sell.
- Leave the safety or supervision of their teacher, teacher aide, counselor, coach, administrator or any district employee acting in a supervisory role at any time without authorized written permission.
- Open any exterior or interior doors for any individuals to enter or exit without administrator permission.

## ***Disregard for Authority***

### **Students shall not:**

- Fail to comply with directives given by school personnel (insubordination).
- Violate dress and grooming standards as communicated in the Student Handbook.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district transportation/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. Record, instigate or encourage fights, scuffles, or bullying.
- 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.
- Release or threaten to release intimate visual material of a minor or a student attending Abraham Lincoln Fine Arts Academy with or without the student's consent.

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- 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.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing.
- 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.
- Wear clothing or items that reflect gang affiliation or depict any type of guns, drugs, skulls, death, violence or any other obscenities.

## General Conduct Violations

**Students may not display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device including apple watches, on school property during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time, while at school or at a school-related or school-sponsored event is strictly prohibited.**

A student who uses a telecommunications device, including cellular phones, during the school day will have the device confiscated. The parent or student may pick up the confiscated telecommunications device from the Principal's Office or designee for a fee of **\$15**. [\*See policy FNCE]

- 1st Offense: \$15.00 fine - Student may pick up device
- 2nd Offense: \$15.00 fine - Parent or legal guardian on file must pick up the phone
- 3rd Offense: \$15.00 fine - Parent conference with administrator
- 1st Refusal: 1 Day Suspension
- 2nd Refusal: 2 Day Suspension & Parent Conference with administrator

Students must wear their campus school ID during the entire school day and while on any district vehicle or sponsored field trips. The first ID will be given to students at no charge. Any student who does not have their ID on will be sent to the main office to purchase a new ID. Replacement ID's are **\$5.00**. If the lanyard or case needs to be replaced it will cost **\$2.00** per item. Students who do not have their ID will be referred to their campus administrator.

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**Students must come to school daily in P.A.I.S.D appropriate school attire. Students must adhere to the PAISD dress and grooming policy.** Policy may be found on the [www.paids.org](http://www.paids.org) website as well as a copy mailed home to parents. Violation of dress code will result in disciplinary infractions.

**All students are expected to come to school daily with their supplies ready and prepared to learn.**

## **ARRIVAL/DISMISSAL - CAR RIDERS & WALKERS**

- Classroom instruction starts at 8:40 am and ends at 4:05 pm.
- Breakfast is free and available 7:30 am until 8:30 am.
- All students will be screened and security checked prior to entering any campus or district building. Staff is stationed throughout the hallways to direct and supervise student arrival and dismissal.

**Students are TARDY after 8:40 am.**

**All tardy students must enter the building through the main entrance.**

**TARDY-** Students who are a late car rider arriving to school must be accompanied by a parent/guardian who must sign his/her child in at the front desk prior to the child's entrance into the building.

**Excessive Tardies will result in campus disciplinary actions** such as detention, ISS, OSS or as deemed appropriate.

In order for all our students to be safe and secure, we maintain an arrival policy that assists in eliminating confusion at the start of the day. Your cooperation in following the procedures established is critical in making our student drop off/pickup safe and secure.

All students should be dropped off on the rear (Thomas Blvd.) side of the building.

- Sixth grade students report to the girls' gym.
- Seventh grade students report to the boys' gym
- Eighth grade students report to the auditorium

Students are not allowed to leave the classroom during dismissal until they have been dismissed via the PA System. Any student leaving prior to being dismissed will be subject to disciplinary infraction up to 3 days OSS.

Car riders and walkers will be released from the front gate (near Thomas Blvd.). Reentry is not permitted.

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**CAR RIDERS ARE NOT ALLOWED TO BE PICKED UP OR DROPPED OFF IN THE BACK OF THE BUILDING/BUS LOADING ZONE or PARKING LOT. (Three DAY SUSPENSION)**

## **ARRIVAL/DISMISSAL - BUS RIDERS**

- Classroom instruction starts at 8:40 am and ends at 4:05 pm.
- Breakfast is free and available 7:30 am until 8:30 am.
- All students will be screened and security checked prior to entering any campus or district building. Staff is stationed throughout the hallways to direct and supervise student arrival and dismissal.

**Students are TARDY after 8:40 am.**

•**Excessive Tardies** will result in campus disciplinary actions such as detention, ISS, OSS or as deemed appropriate.

Students must have a school issued hard copy ID to ride the bus. Our buses proceed down the entry drive and into the back entrance lot. Students proceed directly from the bus to either the cafeteria to eat breakfast or directly to their designated morning holding area.

- Sixth grade students report to the girls' gym.
- Seventh grade students report to the boys' gym
- Eighth grade students report to the auditorium

Students are not allowed to leave the classroom during dismissal for the bus until their bus number has been called or their grade level has been dismissed. Any student leaving prior to being dismissed will be subject to disciplinary infraction up to 3 days OSS.

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## Disciplinary 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. Students, parents, and guardians should be mindful that certain offenses, also committed on a prior occasion, might result in a disciplinary assignment that is increased in duration, or severity, or both, consequently.

- Verbal correction, oral or written.
- Restorative discipline practices
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Scholastic penalties as permitted by policy
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Removal from Bus
- 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.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use in accordance with FO (Local).
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the SCOC
- Other strategies and consequences as determined by school officials.

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## Disciplinary Process

### MINOR INFRACTIONS

**First Offense (teacher discretion):** Student Warning / teacher-student conference / Classroom Management Plan – Teacher should redirect student and handle discipline problem in class

**Second Offense:** Mandatory Parent Contact Required \*Teachers Please Document\* (If needed Parent-Teacher Conference)

**Third Offense:** Counselor referral – Counselor parent contact required and counselor documents all actions.

**Fourth Offense:** Discipline referral to assistant principal

**Examples of Minor Infractions:** disturbing class, eating in class, disrespectful to teacher or others, not following directives, sleeping, and no supplies/unprepared for instruction etc.

### MAJOR INFRACTIONS

**First Offense:** Automatic discipline referral sent to assistant principal's office (Student consequence given according to Texas Code of Conduct)

**Examples of Major Infractions:** Fighting, drugs, alcohol, bullying (cyber-bullying), truancy (skipping class), vaping, safety violations etc.



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## Misconduct

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

## 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 conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made. The number of days of a student's suspension shall be determined by the campus behavior coordinator, but shall not exceed three school days. In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take self-defense, intent or lack, disciplinary history, and disability into consideration. The appropriate administrator shall determine any restrictions on participation in school sponsored or school-related extracurricular and co-curricular activities. The parent or guardian will be given a written notice of the action taken and a copy emailed to the email address on file.

## 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 FNG (LOCAL). A copy of this policy may be obtained from the administrator's office or through Policy online at the following address: [www.paisd.org](http://www.paisd.org).

## Parental Protocols for Parents for Conferences and/or Concerns

Effective communication between parents and school personnel is crucial to ensure that any concerns are addressed promptly and appropriately. To maintain a streamlined and efficient process, it is essential to follow a structured chain of command when addressing campus-level concerns. ***The following outlines the protocols parents should use when contacting school staff about various issues, emphasizing the importance of addressing concerns at the campus level before escalating to the Central Administration building.***





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## Protocols for Conferences and/or Concerns

- **Instructional Concerns/Grades/Classroom-Level Concerns**
  - **First Contact: Teacher of Record**
    - Contact via email or phone.
    - Teachers can only respond during their planning period or non-instructional times.
    - Allow at least 24 hours for a response.
    - If the teacher does not address the concern, proceed to the next step.
  - **Second Contact: Counselor**
    - Contact after the teacher has been reached and the issue remains unresolved.
    - Allow at least 24 hours for a response.
    - Counselors manage multiple tasks daily; your patience is appreciated.
    - If the concern is not resolved by the counselor, proceed to the next step.
  - **Third Contact: Assistant Principal**
    - Allow at least 24 hours for a response.
    - If unresolved, proceed to the next step.
  - **Final Campus Contact: Principal**
    - Allow at least 24 hours for a response.
    - All measures will be taken to ensure an appropriate outcome for your child.
    - If unresolved, the principal will schedule another opportunity to resolve the issue.
    - If all campus-level measures fail, the principal will contact a designated supervisor at the Central Administration building for assistance.

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- **Concerns Above the Classroom Level**

- Contact the Counselor, Assistant Principal, and lastly, the Principal in that order.
- **If the chain of command is not followed, you will be politely redirected to the appropriate first step to ensure the concern is properly addressed and that the proper protocol has been followed.**

## **Role of the School Receptionist - 409-984-8700**

- The school receptionist will be the single point of contact and serve as a liaison between parents and school personnel.
- The receptionist will document each parental call with a concern.
- The receptionist will email the involved party, and cc the principal in the communication.
- The person to whom the concern is addressed must respond to the parent or entity within 24 hours of the initial notice of concern.

If you have any questions, comments, or concerns, the following individuals are available to assist:

Assistant Principal Kenya Moses (6th Grade) - [kenya.moses@paisd.org](mailto:kenya.moses@paisd.org).

Assistant Principal Ireese Gregory (7th Grade) - [ibattles@paisd.org](mailto:ibattles@paisd.org).

Assistant Principal Albert Moses (8th Grade) - [albert.moses@paisd.org](mailto:albert.moses@paisd.org).

Assistant Principal Carlecia Roberts (8th Grade) - [carlecia.roberts@paisd.org](mailto:carlecia.roberts@paisd.org).

Counselor Jean Babineaux-Bergeron (6th Grade & 7th A-L) - [jean.bergeron@paisd.org](mailto:jean.bergeron@paisd.org)

Counselor Tracy Andrus (7th M-Z & 8th Grade) - [tracy.andrus@paisd.org](mailto:tracy.andrus@paisd.org)

Principal Trent Johnson - [trentjohnson@paisd.org](mailto:trentjohnson@paisd.org)

We look forward to a wonderful school year and a wonderful partnership as we prepare to educate your child to LEAP for lifelong success. Thank you for choosing Abraham Lincoln Fine Arts Academy and P.A.I.S.D for your educational needs.

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## Abraham Lincoln Fine Arts Academy Dress Code Standard

Uniforms are REQUIRED for ALL middle school students.



- Solid color tops: navy blue, white, light blue, red, black, or grey
- Collared, knit, button polo/golf style shirt or dress style buttoned shirts/blouses
- Undershirts must be white, black, grey, or same color as top shirt.
- Solid color bottoms: black, khaki, or navy blue
- Pants, slacks, skirts, capri pants, and knee-length shorts are acceptable. Skirts should be no shorter than 3" above the knee.
- School spirit and college/university shirts may be worn **ONLY** on days designated by campus administration.
- Jeans may be worn **ONLY** on designated school spirit days for grades pre-K through 8, provided they are worn with appropriately approved school spirit shirts. Jeans **MUST** be plain with **NO HOLES** (distressed) or embellishments.
- **ALL** outer garments (jackets/sweaters) must be completely unzipped/unbuttoned while on campus. **NO** other outer garments (pull over sweaters, additional shirts) may be worn on top of the required uniform shirt.

### Backpacks



**CLEAR BACKPACKS ONLY!**

**SAFETY & SECURITY REQUIREMENT**

**NO OTHER BACKPACKS WILL BE ALLOWED**



**NO HOODIES  
without  
zippers**

**NO CROCS  
or**



**YEEZY FOAM RUNNERS**



*Please refer to the Student Code of Conduct  
for additional dress code information.*