

**Administrative Procedure Manual
For
Palacios Independent School District**



Table of Contents

Topic	Updated	Page
Facility Standards, Safety and Security	12/8/2025	2
Memorials	11/10/2025	5

Facility Standards Safety and Security CSA (Regulation)

PURPOSE

The purpose of this regulation is to ensure compliance with law and policy regarding the use of private spaces in District facilities. This regulation provides guidance on the designation and use of multiple-occupancy private spaces based on sex, as defined in the Texas Women's Privacy Act, Government Code Chapter 3002. The Board of Trustees has directed the Superintendent to ensure that appropriate staff designate private spaces in accordance with the law. [See CSA(LEGAL) and (LOCAL)]

APPLICATION

This regulation applies to all employees, students, contractors, and visitors and governs the use of private spaces in all buildings owned, operated, or controlled by the District. The District will take every reasonable step to ensure an individual whose sex is opposite to the sex designated for a private space does not enter the private space, unless the use meets an exception or accommodation as set forth below.

DESIGNATION OF PRIVATE SPACES

Private spaces where an individual may be in a state of undress will be designated either single-occupancy or multiple-occupancy as defined by law. [See CSA(LEGAL)]

Designation of private spaces will be determined by the Superintendent or designee for all non-campus District facilities. Designation of private spaces at campus facilities will be by the campus principal or designee.

SINGLE-OCCUPANCY PRIVATE SPACES

Single-occupancy private spaces owned, operated, or controlled by the District may be designated as either male, female or unisex. The District may also designate a family restroom or a single-occupancy changing room. Single-occupancy private spaces will have a locking door unless the space is designated for use only by children under 9 or individuals needing assistance through an accommodation as described below.

MULTIPLE-OCCUPANCY PRIVATE SPACES

The District will designate each multiple-occupancy private space in a building the District owns, operates, or controls for use only by individuals of one sex. The District may change the designation of a multiple-occupancy private space from the exclusive use of one sex to the exclusive use of the other sex.

The District will designate private spaces and change the designation of multiple- or single-occupancy private spaces with appropriate notice and signage.

ATHLETIC, BAND, AND PERFORMANCE FACILITIES

A multiple-occupancy private space may be temporarily designated as a non-private space. Temporary redesignation of a space may be warranted for coaching, instruction, rehearsal, training, medical care, media coverage, parent visits, or other purposes approved by the Superintendent.

Appropriate campus or District officials will notify affected staff, participating students, and participating students' parents of a general schedule of approximate times immediately before, during, and after practices, rehearsals, events, and competitions that specific spaces will be designated non-private.

In order to ensure the privacy of student participants and others is respected, consistent protocols will be followed as a space is changing from a designated private space to a non-private space. A clear announcement will be made to ensure that no one is in a state of undress and occupants are placed on notice that the space is in a non-private status. Temporary signage must be posted at or near the entrance of the space during these times.

PROHIBITIONS

The use of a multiple-occupancy private space by an individual whose sex is opposite to the sex-designation of the private space is prohibited, unless the use meets an exception or accommodation as set forth below.

EXCEPTIONS

The following are exceptions to the designation of multiple-occupancy private spaces for the use of a single sex:

- Providing custodial services;
- Performing maintenance;
- Inspecting facilities;
- Providing medical or other emergency assistance, which includes medical assistance provided by athletic trainers, team physicians, or other medical personnel;
- Assisting an individual who needs assistance using the facility;
- Performing law enforcement duties;
- Rendering assistance to prevent a serious threat to order or safety;
- Allowing a child age nine or younger to use the space when accompanied by an individual caring for the child.

ACCOMODATIONS

The District will offer accommodations necessary to assist an individual with a disability, a young child, or an elderly individual who requires assistance to use the facility.

With or without an accommodation, a child nine years of age or younger may enter a multi-occupancy private space designated for the opposite sex of the child when accompanied by an individual caring for the child.

REPORTING VIOLATIONS

Potential violations of this regulation occurring at a school or school activity should be reported immediately to the District employee overseeing the relevant school activity or the campus principal. Potential violations of this regulation occurring at a non-campus facility should be reported immediately to the Superintendent or designee.

Within 24 hours, a report of a known or suspected violation of this regulation will be put in writing and provided to the campus principal, if any, and the Superintendent.

Violations of this policy and regulation may result in corrective or disciplinary action in accordance with District policy and rules.

Memorials - Administrative Regulation

A. PURPOSE

Although schools are designed primarily to support learning and should not serve as the main venue for the memorializing of current or former students or staff, the Palacios Independent School District recognizes that the loss of a current or former student or staff member profoundly impacts students, staff, families, and our community. The purpose of this Administrative Regulation is to set forth uniform guidelines when responding to the death of a student or staff member. When a student and/or staff member dies, it is generally a school-wide (if not a community-wide) tragedy. Schools are often immediately identified as having some community-based responsibility to make sure the student or staff member's life is recognized and honored. The District is committed to supporting the grieving and healing processes. The District is obligated, however, to exercise caution in the method used to recognize the deceased student, staff member, and his/her family.

B. DEFINITIONS

Memorials: Objects or activities to remember an event or deceased person(s).

Living Memorials: A memorial intended to be sustained over time.

Crisis Response Team (CRT): An appointed group of staff members who develop and execute district-wide procedures for the handling of mental health needs in the recovery phase of a crisis situation needing grief support.

Crisis: Any natural disaster or unexpected event that negatively affects a student, a staff member, or a significant group of the school population and usually involves serious emotional, psychological, and/or physical injury or death.

Impact: The magnitude of the potential loss or seriousness of the crisis.

C. GENERAL STATEMENT OF ADMINISTRATIVE REGULATION

Memorial activities expressed at school must be coordinated and approved through the Crisis Response Team (CRT) for temporary memorials, as well as the building and District administration. The CRT will assist families and students in selecting memorial activities that are suitable for the school and support students and staff in healthy bereavement practices related to temporary memorials. It is further recognized that building administration should have discretion in these situations to make professional judgments -- in consultation with the Superintendent or

designee and CRT -- to best meet the overall needs of students, staff, parents, and the community as a whole.

District funds (Public Funds) shall not be used to purchase any permanent or temporary memorial. Any gifts or solicitations provided in relation to a permanent or temporary memorial will be processed pursuant to Board policy CDC.

D. TEMPORARY MEMORIALS

1. Temporary memorials for deceased students and staff allow students and staff to express their grief positively and constructively. They should be approved by the school principal in consultation with the Crisis Response Team, may be displayed within the school building until the day of the funeral, but for no longer than one week following the death, and will then be given to the custodial family by designated District officials. Temporary memorials cannot alter or damage District furniture, fixtures, and/or equipment.
2. Allowable temporary memorials include flower arrangements, banners, pictures, notes, and student desk displays. Allowable temporary memorials may only be placed in locations approved by and monitored by school officials. The school principal, in consultation with the Superintendent, has the discretion to move or remove inappropriate temporary memorials that violate School Board policy and/or regulation, the student code of conduct, or are likely to cause a material and substantial disruption to the school environment.
3. A "moment of silence" may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should only occur within two (2) school days following school notification of the death. Moments of silence are also approved for use at School Board meetings, graduation, and co-curricular events in which the deceased participated, or would have participated in.
4. A student who has passed before their graduation date will be represented by an empty chair at the graduation ceremony for their graduating class. The empty chair can be explained in the opening ceremony remarks upon the consent of the student's parent or guardian, but the deceased's name will not be read among the list of names to receive their diploma unless they met all graduation requirements pursuant to Board Policy EIF.
5. Small, appropriate, and discreet memorial symbols are allowed to be worn by individual students or staff on school grounds with the prior approval of the school principal. All such memorial symbols shall comply with School Board policies, regulations, the student dress code, and the student code of conduct.

E. PERMANENT SCHOOL MEMORIALS

Any individual or group considering honoring a deceased member of the Palacios ISD school community shall make their request in writing and submit their written request to the Superintendent or the Palacios ISD School Board. The District may submit or transfer such requests to the Palacios ISD Education Foundation for consideration. No permanent memorials will be considered until six (6) years following the death of the individual. The Board or its designee will contact the family of the deceased to discuss such memorial arrangements. The Board may approve permanent memorials on a case-by-case basis and may not grant authorization to every request.

In considering requests for permanent memorials, the Board will take into account the recommendations of the Superintendent regarding the cost, if any, to the District for future maintenance and upkeep of the memorial.

In the event the Board approves a memorial, it is strongly recommended that such memorials be in the form of perpetual awards, scholarships, or recognition via digital display at an approved location. Such permanent memorials (perpetual awards or scholarships) may be transferred to the Palacios ISD Education Foundation to maintain, and implement. Contributions may be made to a general scholarship fund established by the District. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the students, the District, or the community. Items received become the property of the District and will be used for the purpose for which they were donated.

In the event a living memorial, such as a tree, is requested and approved, the living memorial may be marked with a modest-sized, permanent stone and plaque that indicates the name and relevant information of the person being memorialized. Other types of memorials may be considered for approval by the Board, using the same process shown above. Any kind of memorial, including wording on a plaque, as well as any memorial service on school property, must be approved by the Board or its designee.

Placement of any permanent memorial, such as a tree or plaque, may be removed, transplanted, taken down, or discarded by the District in the event the school is experiencing demolition, modifications, if the tree has died, or for any other reason when the District determines, in the District's sole discretion, that the memorial should be removed or moved. As school property held in trust for school purposes, individuals wishing to place a memorial of any kind must understand that the memorial may not be a permanent fixture on District property, and the District has no responsibility to move the memorial. Any permanent memorial must meet the following criteria.

1. A permanent memorial may not be installed until at least six (6) years following the death of the student or staff member, and is limited to the students or staff members who attended/worked in the District.
2. On-campus permanent memorials for deceased students and staff must be approved by the campus principal and recommended by the Superintendent to the School Board for final approval. The family of the deceased student or staff member should provide consent before a permanent memorial is established.
3. Scholarship and endowment memorials may be established either as one-time or perpetual awards, with a description of the purpose of the endowment or scholarship. Perpetual awards or scholarships are exempt from the six (6) year restriction described above.
4. Permanent memorials may not include the retirement, alteration, or discontinued use of District property.
5. The District reserves the right to accept or decline permanent memorials, and to refer requests for permanent memorials in the form of perpetual awards or scholarships to the Palacios ISD Education Foundation.

F. YEARBOOKS

Upon request of the family, a student or staff member who has passed may be acknowledged by the school in the yearbook of the year of their death, if the request is made before the final yearbook deadline. Parent/guardian or family input is encouraged in the development of the acknowledgment. With the approval of the yearbook sponsor, the acknowledgment will be free of charge if space is available in the yearbook. If space is not available, the cost of the acknowledgment must be covered by the family or a donation.

H. COMMEMORATIVE EVENTS

Upon request of the family, a commemorative event may be held in the name of a deceased student or staff member within the calendar year following the death. Requests to use District facilities for the event shall be made in accordance with School Board Policy/Facilities Use Request forms found on the District website.

Commemorative events held at District facilities are limited to memorial services and candlelight vigils. The Superintendent, in consultation with the campus Principal and Crisis Response Team, has the discretion to approve school-wide memorial activities in certain extenuating circumstances, such as when a crisis event or the death of a student or staff member has a significant impact on a majority of students, staff, and community. Such approved activities cannot be held during the

school day. Advertisements for commemorative events must occur outside the school day. A facilities use request form must be submitted and approved before the event.

I. NAMING OR RE-NAMING FACILITIES OR GROUNDS

The District will not name any facilities in honor of a deceased individual or event.

J. PROHIBITED MEMORIAL ACTIVITIES

The following practices are prohibited due to conflicts with other District policies/regulations, state/federal requirements, and/or the risk of re-traumatization of surviving students and staff:

1. Memorials, activities, or events other than those described in sections D-H above.
2. Formal, school-wide recognition of anniversary dates (school staff, in consultation with the Crisis Response Team, will monitor anniversary dates and may provide counseling and/or other supportive activities to students to assist with grief recovery).
3. Memorials requiring the use of public funds to purchase, develop, or maintain.
4. Memorials requiring the alteration of the routine of a regular school instructional day, school activities, or the activity schedule.
5. Memorials requesting or promoting fundraisers during the school day or by a school-sponsored club/event.
6. Monuments, statuary, markers, or permanent memorials containing photographs/pictures of the deceased on school property.

K. EXISTING MEMORIALS

Existing memorials established before the adoption of this Administrative Regulation will remain intact. Existing memorials are the sole responsibility of the entity providing the memorial; District staff and/or District funds may only be used to maintain current memorials as part of the regular maintenance processes and/or to ensure safe conditions. Scholarship and endowment memorials established before the adoption of this Administrative Regulation must remain viable and in good standing. The District reserves the right to remove a memorial if it is defunct, in disrepair, not in good standing, not maintained or able to be maintained, or is contrary to the overall educational needs of District students or District Goals or policies as established by the Board.