Palacios Junior Senior High School
2026-2027
Campus Procedures Manual
Grades 6-12

3000 State Highway 35 Bus. West
Palacios, Texas 77465

Please note: The policies, procedures, and information contained in this manual are subject to change at any time due to updates in local, state, or federal laws, including but not limited to legislative or regulatory changes. Any such changes will take precedence over the information contained herein and will be communicated to students and families in a timely manner.

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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 2024-2025 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
- visit with a parent, stepparent, or legal guardian who is an active-duty member of the military and has been called to, is on leave from, or has just returned from a deployment of at least four months outside their regular residence.
- 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 holy day
- 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.
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		7:40	5	Transition		7:40	5
1st	7:45	8:35	50	1st	7:45	8:35	50
2nd	8:39	9:29	50	2nd	8:39	9:29	50
3rd	9:33	10:23	50	3rd	9:33	10:23	50
4th	10:27	11:17	50	4th	10:27	11:17	50
Advisory	11:21	11:54	33	Lunch	11:17	11:47	30
Lunch	11:54	12:24	30	Advisory	11:51	12:24	33
5th	12:28	1:18	50	5th	12:28	1:18	50
6th	1:22	2:12	50	6th	1:22	2:12	50
7th	2:16	3:06	50	7th	2:16	3:06	50
8th	3:10	4:00	50	8th	3:10	4:00	50

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

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. Palacios ISD in accordance with House Bill 1481 has implemented a new electronic communications policy aimed at reducing student distractions and minimizing interruptions to the learning process. While students are permitted to have electronic devices, they must keep them powered off and stored in a bag, purse, personal vehicle, or backpack throughout the school day. Storing the device on their person is not allowed. This encompasses class time from the first to the last instructional period, passing periods, restroom breaks, and lunch

The use of cell phones 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 without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office.

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 for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Searches on page 76 and policy FNF for more information.] Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

***Secondary Cell Phone Procedures**

[See Cell Phone Policy at www.palaciosisd.org]

Consequences

First Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; The confiscation must be documented. Parent or Guardian must pick up the device from the campus office.

Second Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; After School Detention for 3 days. Parent or Guardian must pick up the device from the campus office.
Third Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; In School Suspension for 3 days. Parent or Guardian must pick up the device from the campus office. Loss of extra-curriculars for 5 calendar days.
Fourth Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; Out of School Suspension for 3 days. Parent or Guardian must pick up the device from the campus office. Loss of extra-curriculars for 10 calendar days.
Fifth Offense	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day; DAEP for 10 days. Parent or Guardian must pick up the device from the campus office.
Sixth Offense and Subsequent Offenses	Confiscation of phone; Administrator contact parent; Cell phone/device held in the office until the established pickup time the next school day;; DAEP for at least 30 days. Parent or Guardian must pick up the device from the campus office.

CHECK OUT PROCEDURES

To maintain campus safety and uphold district expectations, the following procedures govern all student releases during the instructional day. These guidelines are shared with parents, students, and staff to ensure transparency and consistency.

- All individuals who arrive on campus to pick up a student must present a valid, government-issued photo ID.
- Students will not be released to anyone who is not listed as an authorized contact in the student's records.
- Parents/guardians may request the release of their child via phone only if the student has a valid campus-issued parking permit on file.
- Students without a parking permit are presumed to have arrived by school transportation or by parent drop-off and may not be released via phone without in-person verification.
- The caller must provide identifying information (e.g., driver's license number) that can be verified by campus staff to confirm the identity of the requesting parent/guardian.
- Parents/guardians requesting that someone other than themselves pick up their child must ensure the individual is listed in PEIMS as an approved contact authorized to transport the student.
- If the individual is not listed, the parent must come in-person to update the student's contact information with the registrar before the student can be released.

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.
- Delivery to students of flowers, balloons, breakfast/lunch, and other such items are not allowed.
- Students who arrive after 7:45 MUST report to the front office before entering the campus.
- Students are not allowed to leave for lunch. Any student being checked out by a parent/guardian right before lunch will be marked absent for at least the following class period (5th period) or at most the remainder of the day.
- If a parent is unable to appear in person, and their student meets the driver release requirements (see above), the parent may submit an email request to the principal for review.
- 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 3:30 so that school dismissal procedures will not be disrupted.
- State law does not allow anyone to interrupt a class, including parents.
- 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 a "Verification Form" at least 1 school day before the date of absence, which must be signed/sealed by the appropriate college, university, or military official during visitation.
4. Verification form must be returned to Attendance Clerk within 3 days of visit 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 .51607

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.

<u>Students have the responsibility to:</u>

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 an 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, playing in the lobby, etc.

4. Children who do not remain seated after the first reminder will be escorted to their parents/guardians to be required to remain with them through the end of the event.
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 without needing to give a prior verbal warning if behavior is deemed inappropriate. Removal from the facility may result in withdrawal of privileges and may result in further action.

All spectators at PISD UIL events agree to abide by the Rules of Conduct set forth in the University Interscholastic, League, Constitution and Contest Rules, including:

- No insults or personal comments of any kind are to be directed towards game officials, contest judges, referees, or workers;
- Inappropriate language or profanity will not be tolerated and will result in immediate ejection from the event;
- Taunting or ridiculing of either team or any participants is not allowed;
- Spectators may not enter the court/field/contest area during a contest.

Spectators further understand that failure to comply with the above rules will result in the offending spectator being ejected from the event. Game officials and school district personnel are authorized to eject spectators from the contest area. Spectators who are ejected from the event will not receive a refund nor be allowed to return for the semester.

Any spectator that commits an assault on a participant, inclusive of officials and contest judges, will be suspended from attending ALL future events and activities sanctioned by the UIL.

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 at any time.

DETENTION

Students may be required to attend Lunch Detention, After School Detention, or Friday/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 Friday/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 District Dress and Grooming on the PISD website at www.palaciosisd.org :

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 and refer to PJSH Course guide for a list of AP courses)

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

(Refer to PJSH Course Guide for more information) 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 PJSH 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

Graduation Ceremony is a privilege, not a right, and can be revoked up to and during the ceremony. To receive a high school diploma from the District, a student must successfully complete the required number of credits at PJSH 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 Junior Senior High 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

The district makes school bus transportation available to all students living two or more miles from school and to any eligible students who are experiencing homelessness. This service is provided at no cost to students. (See Transportation in EC-12 Student Handbook)

SCHOOL HOURS

Classes are scheduled from 7:40 – 4:00. See Bell Schedule. Students may not be checked out after 3:30 p.m. unless it is for a scheduled appointment. Any student leaving after 3:30 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.

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for their child to ride with or be released after the event to the parent or another adult designated by the parent.

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.

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.

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

Tardy Consequences

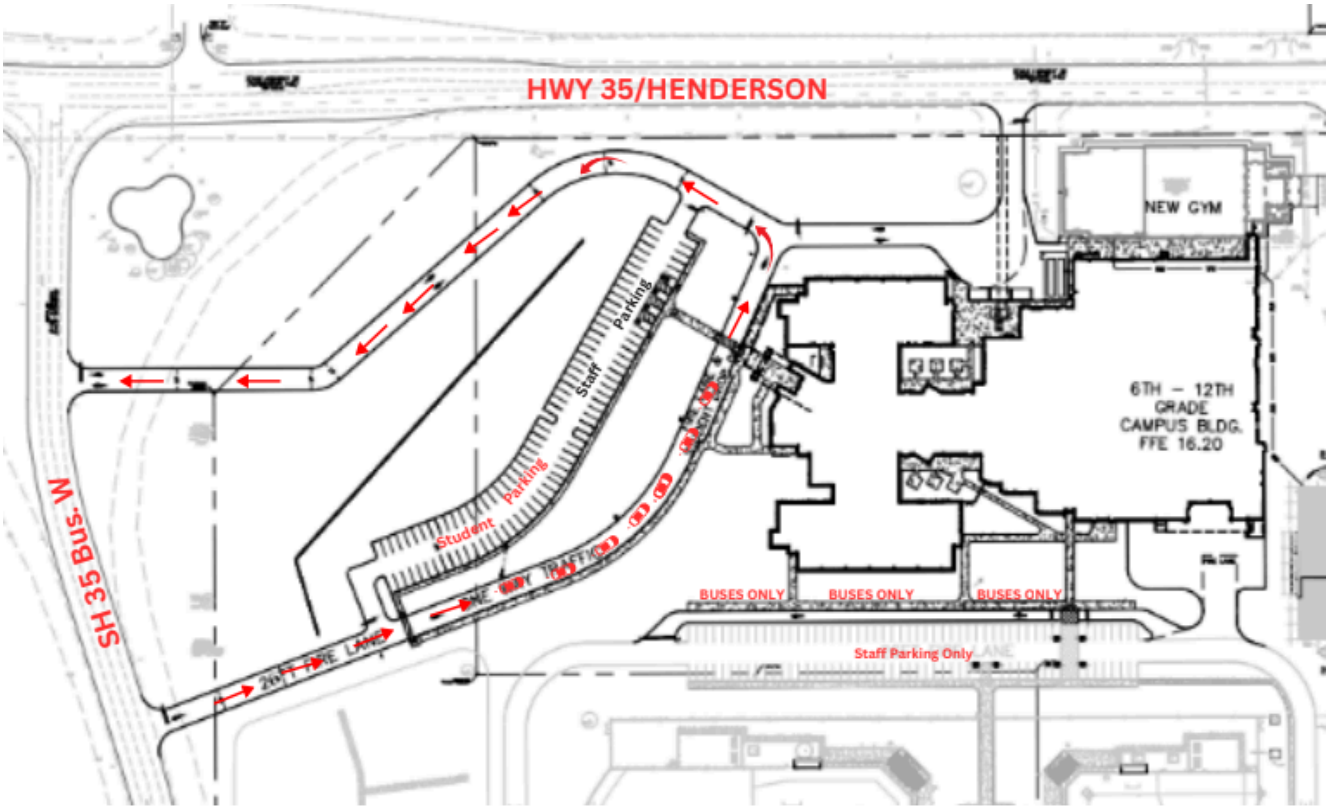
1st Tardy - Admin Warning
2nd Tardy - Lunch Detention 1 day
3rd Tardy - Lunch Detention 2 days
4th Tardy - Discipline referral - 1 hour of After School Detention (ASD)
5th Tardy - Discipline referral - 2 hours of After School Detention (ASD)
6th Tardy - Discipline referral – Saturday School
7th Tardy and above –ISS assignment and additional days of ISS with each tardy at administrator's discretion

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.