

Agenda of Regular Meeting

The Board of Trustees Santa Gertrudis ISD

A Regular meeting of the Board of Trustees of Santa Gertrudis ISD will be held July 26, 2023, beginning at 6:30 PM in the SGISD Central Office
Hwy 141-King Ranch
Kingsville, Texas 78363.

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

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

1. First Order of Business
 - A. Establish a Quorum
 - B. Moment of Silence
 - C. Pledge of Allegiance
2. Comments from Public in Open Forum
3. Announcements/Communications/Presentations
 - A. Principal Reports
 - B. Athletic Director Report 3
 - C. Band Reports
 - D. Superintendent Update
4. Discuss and take possible action on Annual Retainer for Legal Counsel.
5. Discuss and review Transfer list for 2023-2024 school year.
6. Discuss and take possible action on SGISD 2023-2024 District Handbooks 4
7. Discuss and take possible action on 2023-2024 Student Code of Conduct 456
8. Consent Agenda Items
 - A. Finance Reports
 - B. Minutes for Regular Meeting June 21, 2023 555
9. Discuss and take possible action on Budget Amendments
10. Discuss and take possible action on Board Resolution to designate an officer responsible for calculating the no new revenue tax rate and the voter approval tax rate.
11. Discuss Preliminary Property Tax Values
12. Discuss and take possible action for Special Board Meeting to discuss 2023 Tax Rate and Property Values.
13. Discuss and take possible action for Public Meeting date for the Proposed tax Rate.

14. Discuss and take possible action on Board Resolution in regards to adding additional credit cards with Kleberg National Bank.
15. CLOSED SESSION
 - A. Pursuant to Tex. Govt. Code 551.074, attorney consultation regarding the Superintendent's evaluations and contract.
 - B. Pursuant to Tex. Govt. Code 551.074, consider and discuss evaluation of the Superintendent.
 - C. Pursuant to Tex. Govt. Code 551.074, consider and discuss the Superintendent's contract.
 - D. Pursuant to Tex. Govt. Code 551.074, consider and discuss recommendations from Superintendent to hire Certified Teachers and Staff
16. OPEN SESSION
 - A. Consider and take possible action on recommendation from the Superintendent to hire Certified Teachers and Staff.
 - B. Consider and take possible action regarding the Superintendent's contract.
 - C. Consider and take possible action regarding the evaluation of the Superintendent.
17. Adjournment



SGISD Athletics Board Report

Week of

7-24-23

Thank you to all of the Board Members and Volunteers who helped make the Back to School Bash and cook off a HUGE SUCCESS!

"You would be amazed at what can be accomplished when it doesn't matter who gets the credit."

We are all here to serve



Summary of Summer Strength and Conditioning / Sport Specific

Coaches have been so proud of the turnout of our kids over the summer break! Every week we had numbers at or over a 100 kids consistently and that is very encouraging as we get ready to begin the season.

The workouts changed this year and the majority of the work was done out at the Ranch gym with no A/C and outside in the heat. This kids met the challenge and we expect that to pay off for us this year. LION Tough Kids!!

Students were also given the opportunity to participate in sport specific instruction with our coaches in Football, Volleyball, Basketball, Soccer and Cross Country.

UIL rules allows for up to 90 minutes a day of sport specific drills and instruction with coaches and the players and coaches took advantage of that opportunity.

Coaches also made Summer Leagues and Clinics available for the kids to participate in. The Volleyball team participated in the HM King Volleyball tournaments and hosted weekly Clinics at the SGS Gym for our kids. Football boys participated in the Premont 7 on 7 weekly games as well. SGISD hosted basketball tournaments at SGS during the summer for HS and JH boys and girls. We appreciate all the work that the coaches and the kids put in over the summer and our Lion Nation is excited to see the kids take the field/court for the new school year.

CHAMPS CAMP

Champs Camp was moved later in the summer this year so numbers were down due to vacations however the Coaches, Athletes and TAMUK volunteers did a great job of providing a fun camp experience for the kids in football, volleyball, basketball, soccer, softball and baseball! Thank you to our guest speakers for our Character Building sessions on both days: Little Oscar Cantu (Boxing Champion) and Misty del Angel our new SGS Principal.

Meet The Lions Night

We are working to confirm the date and location of the Meet the Lions this year but there is a possibility that this event will be split into JH and HS on different nights. Stand by for more details on this event. Letterman Jackets are in and the plan will be to award these to the kids during the Meet the Lions Night.

We are expecting great things from our Student Athletes and Coaches this year. Our programs goal is to always take the field/court and represent our families, our District, and our town with integrity and pride. Hope you make it out to support the Lions every chance you get! LIONS are on the MOVE!

Coach Lozano IV



2023-2024 PARENT - STUDENT HANDBOOK

SGISD



JULY 12, 2023

Academy High School

2023-24 School Year

If you have difficulty accessing the information in this document because of disability, please contact the district at www.sqisd.net 361-384-5041.

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Course selections should be carefully considered to ensure the most accurate class schedule possible. Consideration must be given to the specific requirements of the

graduation plan which is being followed and to future plans regarding college, career, and personal goals.	78
A student may request a schedule change if he/she meets all of the following requirements:	78
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• Space is available in the desired course;	78
• Parent conference is held;	78
• Teacher recommends and/or approves schedule change;	78
• Principal reviews graduation plan; and.....	78
• Principal approves schedule change.....	78
After the first 2 weeks of each semester, no schedule changes will be made, and the student must remain in the course he/she is enrolled in until the minimum requirements of that course are completed. Requests for schedule changes due to extenuating circumstances must be reviewed by the counselor and approved by the principal. Other factors which determine schedule changes after the 2nd week of each semester are:	78
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Preface Parents and Students:

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The *Academy High School* Student Handbook is a general reference guide that is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law.

Section Two: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the *Academy High School* Student Code of Conduct. To review the Code of Conduct, visit the district’s website at www.sgisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at *Academy HS front office*.

Note: References to board policy codes are included for ease of reference. The hard copy of the district’s official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at www.sgisd.net.

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact:

Charles Odom, Principal

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form for participation in third-party surveys.

[See **Objecting to the Release of Directory Information** on page 7 and **Consent Required Before Student Participation in a Federally Funded Survey** on page 9 for more information.]

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact:

Charles Odom, Principal

Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Consent to Human Sexuality Instruction

Annual Notification

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

For further information, see the district's human sexuality instruction website at www.sgisd.net.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** on page 36 and FNG(LOCAL).

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age.
- Devote more attention to abstinence from sexual activity than to any other behavior.
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity.
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases.
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

[See Consent to Instruction of Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking on page 5.]

Consent Before Human Sexuality Instruction

Before a student receives human sexuality instruction, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

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

Before a student receives instruction on the prevention of child abuse, family violence, dating violence and sex trafficking, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

Annual Notification

Students receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

For further information, see the district's abuse prevention instruction website at www.sgisd.net

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the location indicated above.
- Remove his or her child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** on page 36 and policy FNG for information on the grievance and appeals process.

[See **Consent to Human Sexuality Instruction** on page 4; **Dating Violence** on page 41; and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page 30]

Consent to Provide a Mental Health Care Service

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison can be reached at: Mrs. Marissa Flores, District Nurse, mflores@sgisd.net, 361-384-5046 ext. 3005

The mental health liaison can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See **Mental Health Support** on page 62.]

Consent to Display a Student's Original Works and Personal Information

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork
- Special projects
- Photographs
- Original videos or voice recordings
- Other original works

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if a Student is Under Age 14

A student under age 14 must have parental permission to participate in the district's [Parenting and Paternity Awareness Program](https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum) (<https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum>). This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Opting Out of Advanced Mathematics in Grades 6-8

The district will automatically enroll a student in grade 6 in an advanced mathematics course if the student performed in the top 40 percent on the grade 5 mathematics STAAR or a local measure that demonstrates proficiency in the student's grade 5 mathematics course work.

Enrollment in an advanced mathematics course in grade 6 will enable students to enroll in Algebra I in grade 8 and advanced mathematics in grades 9-12.

The student's parent may opt the student out of automatic enrollment in an advanced mathematics course.

Prohibiting the Use of Corporal Punishment

Corporal punishment — spanking or paddling a student — may be used as a discipline management technique in accordance with the Student Code of Conduct and district policy FO(LOCAL).

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include the student's parent as a recipient on all text messages.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook)
- A student's name and grade level (for communicating class and teacher assignments)
- The name, weight, and height of an athlete (for publication in a school athletic program)
- A list of student birthdays (for generating schoolwide or classroom recognition)
- A student's name and photograph (posted on a district-approved and -managed social media platform)
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

[Choose ONE from the following:]

[Option 1: If district's FL(LOCAL) contains two directory information lists and uses the sample Required Forms for Districts with Two Directory Information Lists] As allowed by state law, the district has identified two directory information lists — one for school-sponsored purposes and a second for all other requests. For district publications and announcements, the district has designated the following as directory information: student name, address, telephone listing, photograph, date of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of his or her child's information for these school-sponsored purposes, the school will not ask permission each time the district wants to use the information for these purposes.

For all other purposes, the district has identified the following as directory information: student name, address, telephone listing, photograph, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of the student's information for these purposes, the school **must** release this information when requested by an outside entity or individual.

If a parent objects to the release of the student's information included on the directory information response form, this objection also applies to the use of that information for school-sponsored purposes, such as:

- Honor roll
- School newspaper
- Yearbook
- Recognition activities
- News releases
- Athletic programs

Note: Also see **Authorized Inspection and Use of Student Records** on page 12.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

Unless a parent has advised the district not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests from military recruiters or institutions of higher education to provide the following information about students:

- Name
- Address
- Telephone listing

Military recruiters may also have access to a student's district-provided email address, unless a parent has advised the district not to release this information.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers
- Religious practices, affiliations, or beliefs of the student or parent
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF(LEGAL) for more information.]

"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

The ED provides extensive information about the [Protection of Pupil Rights Amendment](https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance) (<https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance>), including a [PPRA Complaint Form](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>).

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

See **Consent to Human Sexuality Instruction** on page 4 and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 5 for information on a parent's right to remove a student from such instruction.

Reciting a Portion of the Declaration of Independence in Grades 3-12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes to provide the following:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution
- A specific recitation from the Declaration of Independence for students in grades 3-12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if any of the following apply:

- A parent provides a written statement requesting that his or her child be excused.
- The district determines that the student has a conscientious objection to the recitation.
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** on page 72 and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations
- Evaluative data such as grades earned on assignments or tests
- Results from diagnostic assessments

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

If a district offers tutorial services to students, state law requires a student with a grade below 70 for a reporting period to attend.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See **Standardized Testing** on page 83 for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Parent Review of Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely.

The district will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be made available for parent examination.

The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

District Review of Instructional Materials

A parent may request that the district conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level.

The district is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

For more information about requesting an instructional material review, contact the campus principal.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LEGAL) for more information.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's records. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and school counselor evaluations
- Reports of behavioral patterns
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law
- State assessment instruments that have been administered to the child
- Teaching materials and tests used in the child's classroom

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page 7, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access.
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- [File a complaint](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student’s records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance — including grades, test results, and disciplinary records — is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student’s parent unless the school receives a copy of a court order terminating parental rights or the right to access a student’s education records. A parent’s rights regarding access to student records are not affected by the parent’s marital status.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18;
- Is emancipated by a court; or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student’s education records without written consent of the parent or eligible student when school officials have what federal law refers to as a “legitimate educational interest” in a student’s records.

Legitimate educational interest may include:

- Working with the student
- Considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities
- Compiling statistical data
- Reviewing an educational record to fulfill the official’s professional responsibility
- Investigating or evaluating programs

School officials may include:

- Board members and employees, such as the superintendent, administrators, and principals
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff)
- A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer)
- A person appointed to serve on a team to support the district's safe and supportive school program
- A parent or student serving on a school committee
- A parent or student assisting a school official in the performance of his or her duties

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [See **Objecting to the Release of Directory Information** on page 7 to prohibit this disclosure.]

Release of personally identifiable information to any other person or agency — such as a prospective employer or for a scholarship application — will occur only with parental or student permission as appropriate.

The *Campus Principal* is custodian of all records for currently enrolled students at the assigned school. The *Campus Principal* is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students at:

Mrs. Julie De La Rosas at 361-384-5041

You may contact the custodian of records for students who have withdrawn or graduated at:

Mrs. Julie De La Rosas at 361-384-5041

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate custodian of records. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See **Report Cards/Progress Reports and Conferences** on page 74, **Complaints and Concerns** on page 36, and **Finality of Grades** at policy FNG(LEGAL).]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office or on the district's website at www.sgisd.net.

Note: The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records — such as a teacher's personal notes about a student shared only with a substitute teacher — do not have to be made available.

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; and
- Is currently teaching in the field or discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

[The Interstate Compact on Educational Opportunities for Military Children](https://www.dodea.edu/partnership/interstatecompact.cfm)

(<https://www.dodea.edu/partnership/interstatecompact.cfm>) entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Enrollment in the Texas Virtual School Network (TXVSN)
- Graduation requirements

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty
- On leave
- Returning from a deployment of at least four months

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](https://tea.texas.gov/about-tea/other-services/military-family-resources) (<https://tea.texas.gov/about-tea/other-services/military-family-resources>).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (for example, twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL) for more information.]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the principal for more information.

[See **Bullying** on page 27, and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as

persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

A Student in the Conservatorship of the State (Foster Care)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course. [For provisions on partial course credit for students who are not in the conservatorship of the state, see EI(LOCAL).]

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries — or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries — is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid.
- Arrange and accompany the student on campus visits.
- Assist in researching and applying for private or institution-sponsored scholarships.
- Identify whether the student is a candidate for appointment to a military academy.

- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS).
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

If you have questions, please contact the district's foster care liaison:

[See **Credit by Examination for Advancement/Acceleration** on page 40 and **Course Credit** on page 40.]

A Student Who Is Homeless

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

A student who is homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements
- Immunization requirements
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness)
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district
- Awarding partial credit when a student passes only one half of a two-half course
- Eligibility requirements for participation in extracurricular activities
- Graduation requirements

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

For more information on services for students who are homeless, contact the district's homeless education liaison:

[See **Credit by Examination for Advancement/Acceleration** on page 40 and **Course Credit** on page 40.]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the [Notice of Procedural Safeguards](https://fw.escapps.net/Display_Portal/publications) (https://fw.escapps.net/Display_Portal/publications). If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled [Parent's Guide to the Admission, Review, and Dismissal Process](https://fw.escapps.net/Display_Portal/publications) (https://fw.escapps.net/Display_Portal/publications).

Contact Person for Special Education Referrals

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Catherine Gonzales at 361-384-5041

For questions regarding post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the district's transition and employment designee:

Catherine Gonzales at 361-384-5041

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice
- An opportunity for a parent or guardian to examine relevant records
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel
- A review procedure

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Kristi Kelley at 361-384-5041

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 21.]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](https://fw.escapps.net/Display_Portal?destination=/) (https://fw.escapps.net/Display_Portal?destination=/)
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEDTEX: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)
- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the

household be transferred to the same campus — if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL) for more information.]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **Emergent Bilingual Students** on page 48 and **Special Programs** on page 83.]

A Student with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law — and who does not otherwise qualify for special education services — may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 19 and policy FB for more information.]

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact **the principal**.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws are discussed below — one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit.

Compulsory Attendance

Ages 6-18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten-grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

Compulsory Attendance — Exemptions

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days
- Required court appearances
- Appearing at a governmental office to obtain U.S. citizenship
- Taking part in a US naturalization oath ceremony

- Serving as an election clerk
- Health-care appointments for the student or a child of the student, including absences related to autism services
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician
- For students in the conservatorship of the state:
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families** on page 16.]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and may be monitored by the district. For more information, see **Telecommunication and Other Electronic Devices** on page 82 .

Secondary Grade Levels

The district will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of his or her visit to the driver's license office for each absence and must make up any work missed.

[See **Driver License Attendance Verification** on page 26.]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university if the following conditions are met:

- The board has authorized such excused absences under policy FEA(LOCAL).
- The principal has approved the student's absence.
- The student follows campus procedures to verify the visit and makes up any work missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days during the student's junior year and two days during the student's senior year for a career investigation day to visit a professional at that individual's workplace to determine the student's interest in pursuing a career in the professional's field, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6-12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

Compulsory Attendance — Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student who is absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6-18

When a student age 6-18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school.
- Request a conference between school administrators and the parent.
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is:

Charles Odom, Principal 361-384-5041]

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12-18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee. The committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the *principal or* attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under **Compulsory Attendance — Exemptions** on page 22 and absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

Official Attendance-Taking Time (All Grade Levels)

The district will take official attendance every day at *10:00 a.m.*

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within *One (1)* day of returning to school, a student who is absent for more than *Four (4)* consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The [VOE form \(https://www.tdlr.texas.gov/driver/forms/VOE.pdf\)](https://www.tdlr.texas.gov/driver/forms/VOE.pdf) is available online.

Further information may be found on the [Texas Department of Public Safety website \(https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen\)](https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen).

See **Compulsory Attendance — Exemptions for Secondary Grade Levels** on page 22 for information on excused absences for obtaining a learner license or driver's license.

Accountability under State and Federal Law (All Grade Levels)

Santa Gertrudis ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings
- A School Report Card (SRC) for each campus in the district, compiled by TEA
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA
- Information compiled by TEA for the submission of a federal report card that is required by federal law

Accountability information can be found on the district's website at www.sgisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division \(https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting\)](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting).

Armed Services Vocational Aptitude Battery Test (Grades 10-12)

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

The test shall be offered once in the school year.

Contact the principal for information about this opportunity.

Awards and Honors (All Grade Levels)

See campus counselor for Awards and Honors

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

Bullying is prohibited by the district and could include:

- Hazing

- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism

The district will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community

The district will use an age-appropriate survey regarding school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact *the campus counselor*.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by www.sgisd.net.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

The district will provide research-based interventions, which may include counseling options, for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 16.]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments** on page 16, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41, **Hazing** on page 58, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)

The district offers career and technical education programs in the following areas:

- Agriculture, Food and Natural Resources
- Business Management and Administration
- Welding and Electrical
- Health Science
- Information Technology
- Manufacturing

Admission to these programs is based on *Students desire to participate*.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district will take steps to assure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator.

[See **Nondiscrimination Statement** on page 70 for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies** on page 64.]

Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at www.sgisd.net. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior
- Withdrawal, depression, sleeping and eating disorders, and problems in school

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41 and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 5.]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology)
- Tattoos or branding
- Refillable gift cards
- Frequent runaway episodes
- Multiple phones or social media accounts
- Provocative pictures posted online or stored on the phone
- Unexplained injuries
- Isolation from family, friends, and community
- Older romantic partners

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips
- Being employed but not having a school-authorized work permit
- Being employed and having a work permit but clearly working outside the permitted hours for students
- Owning a large debt and being unable to pay it off
- Not being allowed breaks at work or being subjected to excessively long work hours
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss
- Not being in control of his or her own money
- Living with an employer or having an employer listed as a student's caregiver
- A desire to quit a job but not being allowed to do so

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 5.]

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp) (<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>)

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](http://www.txabusehotline.org) (www.txabusehotline.org).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites include resources to help increase awareness of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf) (<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>)
- [KidsHealth, For Parents, Child Abuse](https://kidshealth.org/en/parents/child-abuse.html) (<https://kidshealth.org/en/parents/child-abuse.html>)
- [Office of the Texas Governor's Child Sex Trafficking Team](https://gov.texas.gov/organization/cjd/childsextrafficking) (<https://gov.texas.gov/organization/cjd/childsextrafficking>)
- [Human Trafficking of School-aged Children](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children) (<https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children>)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](https://taasa.org/product/child-sexual-abuse-parental-guide/) (<https://taasa.org/product/child-sexual-abuse-parental-guide/>)
- [National Center of Safe Supportive Learning Environments: Human Trafficking in America's Schools](https://safesupportivelearning.ed.gov/human-trafficking-americas-schools) (<https://safesupportivelearning.ed.gov/human-trafficking-americas-schools>)

Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)

Class rank will be determined following the policy and procedures identified in Board Policy EIC Legal and EIC Local. For further information, see policy EIC.

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, unless specifically excluded in this policy. The calculation shall include failing grades. Beginning with students in the graduating class of 2018,

the calculation shall also exclude grades earned in dual credit courses outside the regular school year.

The District shall categorize and weight the semester grades in eligible Advanced Placement (AP), dual credit, Pre-AP, and locally designated honors courses, in accordance with provisions of this policy and as designated in appropriate District publications. The District shall add points to semester grades and calculate a weighted numerical grade average, in accordance with the following:

Category	Weight
Dual credit courses	Plus 10 points
Honors courses	Plus 5 points
All other eligible courses	Plus 0

No points shall be added to failing grades in a dual credit course; however, failing grades in other weighted courses shall receive the respective additional points.

For students in the graduating classes of 2016 and 2017, the District shall add—after the grade weight points have been added—5 more points to each semester grade in each course for which a student earns credit beyond the number of credits required by the state in a subject under the Recommended Program or the Advanced/Distinguished Achievement Program for graduation, e.g., for grades in a fifth credit of mathematics. The District shall record unweighted numerical grades on student transcripts.

When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank. When a student transfers semester grades for properly documented courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign weight to those grades based on the categories and grade weight system used by the District.

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the third week of the fourth quarter of the senior year. The District shall recognize at the graduation ceremony the eligible students with the ten highest class ranks in the graduating class. To be eligible for such recognition, a student must have been continuously enrolled in the District high school for the entire three school years immediately preceding graduation.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank, respectively. To be eligible for such recognition, a student must have been continuously enrolled in the District high school for the entire three school years immediately preceding graduation. In case of a tie in weighted numerical grade averages after calculation to the thousandths place, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian:

1. Count the number of dual credit courses successfully completed by each student involved in the tie.
2. Count the number of AP courses successfully completed by each student involved in the tie.
3. Count the number of credits completed by each student involved in the tie in core academic subjects beyond the number required under the Recommended Program, the Advanced/Distinguished Achievement Program, or the foundation program with an endorsement.

If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

[See policy EIC for more information.]

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule.

[See **Schedule Changes** on page 78 for information related to student requests to revise their course schedule.]

College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program [see **Foundation Graduation Program** on page 52]; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer 2023 term through the spring 2025 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning the following:

- Automatic college admission
- Curriculum requirements for financial aid
- Benefits of completing the requirements for automatic admission and financial aid
- The Texas First Early High School Completion Program, which requires a student to provide an official copy of assessment results and transcripts, as applicable, to receive credit for the assessments and credits required for early graduation under the program
- The Texas First Scholarship Program
- The Future Texas Teachers Scholarship Program

Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest-Ranking Student** on page 32 for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** on page 51 for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** on page 17 for information on assistance in transitioning to higher education for students in foster care.]

College Credit Courses (Secondary Grade Levels Only)

Students in grades 9-12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN)
- Enrollment in courses taught in conjunction and in partnership with *Texas A&M University – Kingsville, Coastal Bend College and Del Mar College*, which may be offered on or off campus
- Enrollment in courses taught at other colleges or universities

Enrollment in these programs is based on *certain requirement*. See the *dual credit advisor*.

Under the Financial Aid for Swift Transfer (FAST) program, a student may be eligible to enroll at no cost to the student in dual credit courses at a participating institution of higher education. The FAST program allows students who are or have been educationally disadvantaged at any time during the four years preceding the student's enrollment in a dual credit course to enroll at no cost to the student. The district will determine eligibility upon the student's enrollment in the dual credit course. See the dual credit advisor for more information.

A student may be eligible for subsidies based on financial need for AP or IB exam fees. See **Fees (All Grade Levels)** on page 50 for more information.

A student may also earn college credit for certain Career and Technical Education (CTE) courses. See **Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)** on page 29 for information on CTE and other work-based programs.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Communications (All Grade Levels)

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information at the front office.

Automated Emergency Communications

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety** on page 74 for information regarding contact with parents during an emergency situation.]

Automated Nonemergency Communications

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See **Safety** on page 74 for information regarding contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

Usually, student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at www.sqisd.net. The complaint forms can be accessed www.sqisd.net or at the principal's or superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior — on and off campus, during remote and in-person instruction, and on district vehicles — and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.sgisd.net and the coordinator for this campus is listed below:

Charles Odom, Principal

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct

Interference with the transportation of students in vehicles owned or operated by the district is also considered a disruption.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

High School Grade Levels

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma
- Financial aid eligibility and how to apply for financial aid
- Automatic admission to state-funded Texas colleges and universities
- Eligibility requirements for the TEXAS Grant
- Availability of district programs that allow students to earn college credit
- Availability of tuition and fee assistance for postsecondary education for students in foster care
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

[See **Scholarships and Grants** on page 57 for more information.]

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should *contact the school counselor*. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Mental Health Support** on page 62, and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page 30 and **Dating Violence** on page 41.]

Course Credit (Secondary Grade Levels Only)

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

Credit by Examination — If a Student Has Taken the Course/Subject (Grades 6-12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

If a student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

[See the school counselor and policy EHDB(LOCAL) for more information.]

Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 6-12

A student in grade 6 or above is eligible to earn course credit with:

- A passing score of at least 80 on an examination approved by the board; or

- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP); or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office www.sgisd.net. [See policy FFH for more information.]

Dating Violence

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures**, on page 43.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults
- Name-calling
- Put-downs
- Threats to hurt the student, the student's family members, or members of the student's household
- Destroying property belonging to the student
- Threats to commit suicide or homicide if the student ends the relationship
- Threats to harm a student's past or current dating partner
- Attempts to isolate the student from friends and family
- Stalking

- Encouraging others to engage in these behaviors

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html) (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>)

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 5.]

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation
- Threatening, intimidating, or humiliating conduct
- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes
- Other kinds of aggressive conduct such as theft or damage to property

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not limited to:

- Touching private body parts or coercing physical contact that is sexual in nature
- Sexual advances
- Jokes or conversations of a sexual nature

- Other sexually motivated conduct, communications, or contact

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Threatening or intimidating conduct
- Other kinds of aggressive conduct such as theft or damage to property

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying** on page 27]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student. However, limited disclosures may be necessary to conduct a thorough investigation and comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

[See **Remote Instruction** on page 74.]

Texas Virtual School Network (TXVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [See **Extracurricular Activities, Clubs, and Organizations** on page 48.] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the *campus principal*, a

student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact *campus principal*.

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, and the like.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Materials

From Students

Students must obtain prior approval from the *campus principal* before selling, posting, circulating, or distributing more than 25 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The *campus principal is responsible for designating time, place, and manner restrictions for distribution of non-school literature from students* has designated *main office* as the location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the *campus principal* for prior review. The *campus principal is responsible for prior review of nonschool literature from community members* will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

The *campus principal* has designated *main office* as the location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with policy FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Refer to board approved 2023-2024 school dress code.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

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. [See **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** on page 84 for graphing calculator applications on computing devices.]

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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.

Student/parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 81 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.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content — commonly referred to as "sexting" — will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](https://txssc.txstate.edu/tools/courses/before-you-text/) (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state-developed program that addresses the consequences of sexting.

In accordance with state law, the district prohibits the installation or use of TikTok or any successor application or service on a district device, along with any other social media application or service determined by the governor.

Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

- English 1
- English 2
- Biology
- Algebra 1
- US History

[See **Graduation** on page 51 and **Standardized Testing** on page 83.]

Emergent Bilingual Students (All Grade Levels)

A student who is an emergent bilingual student is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page 83, may be administered to an emergent bilingual student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to emergent bilingual students who qualify for services.

If a student is considered an emergent bilingual student and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page 85.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents

can access the [UIL Parent Information Manual](https://www.uiltexas.org/athletics/manuals) (<https://www.uiltexas.org/athletics/manuals>) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas](https://www.uiltexas.org/) (<https://www.uiltexas.org/>) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. Parents 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.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB), honors, or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

A student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks. "No pass, No play Rule".

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 15 absences not related to post-district competition, a maximum of *unlimited* absences for post-district competition prior to state, and a maximum of *unlimited* absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include:

- *Future Farmers of America (FFA)*
- *Health Occupation Students of America (HOSA)*
- *Key Club*
- *National Honor Society (NHS)*
- *Student Council*

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 85.]
- A maximum fee of \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the *campus principal*. [See policy FP for more information.]

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

Grade-Level Classification (Grades 9-12 Only)

After grade 9, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
7	Grade 10 (Sophomore)
14	Grade 11 (Junior)
21	Grade 12 (Senior)

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like)
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed
- Procedures for a student to follow after an absence

[See **Report Cards/Progress Reports and Conferences** on page 74 for additional information on grading guidelines.]

Graduation (Secondary Grade Levels Only)

Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the district:

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law
- Complete the required number of credits established by the state and any additional credits required by the district
- Complete any locally required courses in addition to the courses mandated by the state
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE)
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA)

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments:

- English I
- English II
- Algebra I
- Biology
- U.S. History

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on up to two of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See **Standardized Testing** on page 83.]

Foundation Graduation Program

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM)
- Business and Industry
- Public Service
- Arts and Humanities

- Multidisciplinary Studies

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A Personal Graduation Plan will be completed for each high school student, as described on page 55.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student's sophomore year, the student and student's parent may request that the student graduate without an endorsement. The district will advise the student and the student's parent of the specific benefits of graduating with an endorsement. The student and the student's parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
Science	3	4
Social Studies	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
<i>Math</i>	3	4
<i>English/Language Arts</i>	4	4
Electives	5	7
Total	22 credits	26 credits

Additional considerations apply in some course areas, including:

- **Mathematics:** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **Physical education:** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Languages other than English:** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.
 - A student may satisfy one of the 2 required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
 - In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue.

- Science, Technology, Engineering and Mathematics (STEM)

- Business and Industry
- Public Services
- Arts and Humanities
- Multidisciplinary Studies

Financial Aid Application Requirement

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the district indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a TASFA, the student must submit one of the following:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA
- A copy or screenshot of the FAFSA acknowledgment page
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form)
- An acknowledgment receipt from an institution of higher education (IHE)
- A copy of a financial aid award letter from an IHE

Personal Graduation Plans

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement is a requirement for a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit](https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures) (<https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures>).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Available Course Options for All Graduation Programs

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

Note: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for a course in the required curriculum other than fine arts or career and technical education (CTE), the district will offer the course the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL) for more information.]

Graduation Activities

Graduation activities will include:

- *Senior Banquet*
- *Senior trip*
- *Baccalaureate*
- *Senior Walk*
- *Graduation Ceremony*

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments or been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. Keep in mind that participating in the ceremonies is not the same as graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Students who are eligible to graduate but are assigned to a disciplinary alternative education program at the end of the school year will be allowed to participate in the graduation ceremony and related graduation activities.

The following students and student groups shall be recognized at graduation ceremonies:

- Valedictorian
- Salutatorian
- Highest Ranking King Ranch Scholar
- Senior Class Officers

Graduation Speakers

Certain graduating students will be given an opportunity to speak at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[See **Student Speakers** on page 83 for student speakers at other school events.]

Graduation Expenses

Because students and parents will incur expenses to participate in the traditions of graduation — such as the purchase of invitations, senior ring, cap and gown, and senior picture — both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees** on page 50.]

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program, Teach for Texas Grant Program, and Future Texas Teachers Scholarship Program for scholarships and

grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

See **College and University Admissions and Financial Aid (All Grade Levels)** on page 34 for more information.

Contact the school counselor for information about other scholarships and grants available to students.

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

Hazing (All Grade Levels)

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal, superintendent, or law enforcement official.

[See **Bullying** on page 27 and policies FFI and FNCC for more information.]

Health — Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. You may access the [DSHS exemption form \(https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions\)](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions) online or by writing to this address:

Texas Department of State Health Services
Immunization Section, Mail Code 1946
P.O. Box 149347
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis** on page 64 .

[See the DSHS's [Texas School & Child Care Facility Immunization Requirements](https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization) (<https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization>) and policy FFAB(LEGAL) for more information.]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and from the Centers for Disease Control and Prevention's website [Head Lice Information for Parents](https://www.cdc.gov/parasites/lice/head/parents.html) (<https://www.cdc.gov/parasites/lice/head/parents.html>).

[See policy FFAA for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.

- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. If a secondary student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

See also **Food Allergies** on page 64.

Unassigned Epinephrine Auto-injectors

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

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

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

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

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

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

For additional information, see FFAC(LOCAL).

Unassigned Medication for Respiratory Distress

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained *school personnel* to administer a medication for respiratory distress on a school campus or at a school-related activity to a person reasonably believed to be experiencing symptoms of respiratory distress.

The district will provide at each campus *school personnel* who are trained to administer prescription medication for respiratory distress during regular school hours.

“Unassigned medication for respiratory distress” means albuterol, levalbuterol, or another medication designated by the executive commission of the Health and Human Services Commission for treatment of respiratory distress, prescribed by an authorized health-care provider in the name of the district with a non-patient-specific standing delegation order for the administration of a medication for respiratory distress, and issued by an authorized health-care provider.

For additional information, see FFAC(LOCAL).

Unassigned Opioid Antagonists

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained *school personnel* at each campus that serves students in grades 6-12 to administer an opioid antagonist, such as Narcan or Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

One or more authorized and trained individuals will be present on each campus subject to this policy during regular school hours.

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making
- Substance abuse prevention and intervention
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community)
- Grief, trauma, and trauma-informed care
- Positive behavior interventions and supports
- Positive youth development

- Safe, supportive, and positive school climates

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation** on page 4 and **Consent to Provide a Mental Health Care Service** on page 5 for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** on page 38 for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page 65 for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page 66 for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3-12)

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year by contacting:

Campus Principal

Physical Health Screenings/Examinations

Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program
- District marching band

- Any district extracurricular program identified by the superintendent

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of [sudden cardiac arrest](https://www.uil texas.org/health/info/sudden-cardiac-death) (<https://www.uil texas.org/health/info/sudden-cardiac-death>) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

Other Examinations and Screenings (All Grade Levels)

See policy FFAA for more information.

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website at www.sgisd.net for information regarding meningitis.

Note: Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization** on page 59.]

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the

student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies at Risk for Anaphylaxis* found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis) website (<https://www.dshs.texas.gov/texas-school-health/allergies-anaphylaxis>)

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.sgisd.net.

[See **Celebrations** on page 30 and policy FFAF for more information.]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 21 and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district full-time nurse:

Mrs. Marissa Flores at mflores@sgisd.net

The campus full-time school counselor:

Ms. Kristi Kelley at kkelley@sgisd.net

- The local public health authority, *Kleberg County*.
- The local mental health authority, *Kleberg County*.

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at www.sqisd.net.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

For further information regarding these procedures and access to the District Improvement Plan, please contact:

Camus Principal

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held two meetings. Additional information regarding the district's SHAC is available from Marisa Flores, district nurse.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at www.sqisd.net.

[See **Consent to Human Sexuality Instruction** on page 4, **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** on page 5, and policies BDF and EHAA. For more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan, please contact:

Mrs. Marissa Flores at mflores@sgisd.net

Homework (All Grade Levels)

At Academy High School, the teachers will determine the consequences for not turning in homework. Consequences may include but not limited to detention, reduced grades, parent notification or other appropriate penalty.

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection.

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy GRAA(LEGAL) for more information.]

Leaving Campus (All Grade Levels)

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

Parental consent is required before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

Santa Gertrudis Academy High School campus is a closed campus and students are not allowed to leave during lunch. A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The district discourages bringing personal items of high monetary value to school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade** on page 25.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

Grades 9-12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL) for more information.]

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual

harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Mrs. Fatima Garcia at fgarcia@sgisd.net

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Mrs. Fatima Garcia at fgarcia@sgisd.net

- For all other concerns regarding discrimination, see the superintendent:

Dr. Veronica Alfaro at valfaro@sgisd.net

[See policies FB, FFH, and GKD for more information.]

Nontraditional Academic Programs (All Grade Levels)

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 38.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 361-384-5041 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 74.]

- Becoming a school volunteer. [See **Volunteers** on page 87 and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include: *Santa Gertrudis Athletic Booster Club and Santa Gertrudis Music Parent Association (SGMPA)*.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact:

District – Dr. Veronica Alfaro at valfaro@sgisd.net

Campus – Charles Odom at codom@sgisd.net

- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **School Health Advisory Council (SHAC)** on page 65 and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the *Third Wednesday* of each month at 6:30 p.m. at *central office board room*. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at *central office*, *SGS campus* and online at www.sgisd.net. [See policies BE and BED for more information.]

Parking and Parking Permits (Secondary Grade Levels Only)

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit **from** Texas A&M University – Kingsville to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed
- Double-park
- Park across a white or yellow line
- Park in a fire lane
- Sit in parked cars during school hours

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse

their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 10.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

Prayer (All Grade Levels)

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. The school will not encourage, require, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the district will consider the following:

- Teacher recommendation
- Grades
- Scores on criterion-referenced or state-mandated assessments
- Any other necessary academic information as determined by the district

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See **Grade-Level Classification** on page 51.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page 51 and **Standardized Testing** on page 83.]

Repeating a High-School Credit Course

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Only the student's first passing grade will be included in the calculation of class ranking.

Release of Students from School

[See **Leaving Campus** on page 68.]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's performance and absences in each class or subject are issued at least once every 9 weeks.

At the end of the fourth week of a nine-week grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70 or is below the expected level of performance. If a student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See **Working Together** on page 71 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines** on page 51 and policy EIA(LOCAL) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

Required State Assessments

High School Courses End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See **Graduation** on page 51.]

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

For more information, see the principal, school counselor, or special education director

Failure to Perform Satisfactorily on STAAR or EOC

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the subsequent school year by:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily, or
- Providing supplemental instruction.

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

Personal Graduation Plans

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See **Personal Graduation Plans** on page 55 for information related to the development of personal graduation plans for high school students.]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by www.sqisd.net.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Insurance for Career and Technical Education (CTE) Programs

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- [Homeland Security's Stop the Bleed](https://www.dhs.gov/stopthebleed) (<https://www.dhs.gov/stopthebleed>)

- [Stop the Bleed Texas](https://stopthebleedtexas.org/) (<https://stopthebleedtexas.org/>)

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The district may consent to medical treatment, including dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the district needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- School Messenger
- Facebook
- Twitter
- Corpus Christi News Channels

[See **Parent Contact Information** on page 36 and **Automated Emergency Communications** on page 36.]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing** on page 83.]

Schedule Changes (Middle/Junior High and High School Grade Levels)

Course selections should be carefully considered to ensure the most accurate class schedule possible. Consideration must be given to the specific requirements of the graduation plan which is being followed and to future plans regarding college, career, and personal goals.

A student may request a schedule change if he/she meets all of the following requirements:

- Change is requested within the first five school days of a semester;
- Space is available in the desired course;
- Parent conference is held;
- Teacher recommends and/or approves schedule change;
- Principal reviews graduation plan; and
- Principal approves schedule change.

After the first 2 weeks of each semester, no schedule changes will be made, and the student must remain in the course he/she is enrolled in until the minimum requirements of that course are completed. Requests for schedule changes due to extenuating circumstances must be reviewed by the counselor and approved by the principal. Other factors which determine schedule changes after the 2nd week of each semester are:

- A student successfully completes state or district exams;
- A student completes the requirements for the course before the end of the year;
- A student enrolls in the Internship Program;
- The ARD committee recommends schedule changes;
- A teacher recommends a change and the principal approves a change-in the best interest of the student; or
- The principal approves a change.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's designated asbestos coordinator:

Central Office

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact:

Campus Main Office at 361-384-5041

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

"To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

Program.Intake@usda.gov

“This institution is an equal opportunity provider.”

The responsible state agency that administers the program is the [Texas Department of Agriculture](https://www.texasagriculture.gov/Home/Contact-Us) (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the district. See **Nondiscrimination Statement** on page 70 for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the *campus principal*. [See policy FFA for more information.]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child’s school assignment area may contact the district’s IPM coordinator:

Central Office

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior 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.

Library (All Grade Levels)

The library is open for independent student use during the following times with a teacher permit:

- During normal school operation times

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:30 a.m.

- *Courtyard*
- *Cafeteria*

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

School-Sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. See **Fees (All Grade Levels)** on page 50 for more information.

The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for

example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** on page 46 and policy FNF(LEGAL) for more information.]

Trained Dogs (All Grade Levels)

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Drug Testing (Secondary Grade Levels Only)

The district's policy FNF(LOCAL) addresses board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.

[See **Steroids** on page 62.]

Vehicles on Campus (Secondary Grade Levels Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, emergent bilingual students, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact:

Catherine Gonzales at cgonales@sqisd.net

The Texas State Library and Archives Commission's [Talking Book Program](https://www.tsl.texas.gov/tbp/index.html) (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce the following school events: *graduation, baccalaureate, drug awareness and awards ceremonies*. If a student meets the

eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See **Graduation** on page 51 for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]

Summer School (All Grade Levels)

Is offered to students who were unsuccessful on the EOC exams or need credit recovery.

Tardies (All Grade Levels)

A student who is more than tardy to class may be assigned to detention hall or given another appropriate consequence.

- 3 tardies – 1 day of ISS
- 6 tardies – 2 days of ISS
- 9 tardies – 3 days of ISS
- Any tardies afterwards will result in more corrective action by administrations (may include exclusion from a game or performance).

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels)** on page 80.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See **Safety Transfers/Assignments** on page 16, **Bullying** on page 27, and **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 19, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored 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 his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-Sponsored Field Trips** on page 81.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact *Mrs. Sandra Borjon* at sborjon@sgisd.net.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or the district has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page 6 for video and other recording by parents or visitors to virtual or in-person classrooms.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee.
- Report to the main office.
- Be prepared to show identification.
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee.
- Comply with all applicable district policies and procedures.

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page 6 for video and other recording by parents or visitors to virtual or in-person classrooms.]

Unauthorized Persons

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

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact:

Campus Office

Subject to exceptions in accordance with state law and district procedures, the district requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the district. The volunteer must pay all costs for the background check.

Voter Registration (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

Accelerated instruction, including supplemental instruction, is an intensive educational program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

Emergent bilingual student refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that emergent bilingual students make in learning the English language and is administered for those who meet the participation requirements in kindergarten-grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Appendix: Freedom from Bullying Policy

Note to Student Handbook developer: State law requires that the district's policy on bullying be distributed in its Student Handbook(s).

On April 6, 2023, TEA publicized minimum standards for bullying prevention policies and procedures in accordance with state law. TASB Policy Service included recommended revisions to FFI(LOCAL) in Update 121 in June 2023. TASB recommends that districts adopt revisions to this policy prior to the beginning of the 2023-24 school year. Districts should update the appendix to the student handbook containing FFI(LOCAL) as soon as the board adopts revisions to the policy.

The following has been formatted for the district to more easily insert its FFI(LOCAL) policy here rather than in the body of the handbook.

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.sgisd.net policy code FFI. Below is the text of *Santa Gertrudis ISD's* policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 10/2017

Bullying policy FFI(LOCAL) at www.sgisd.net

SANTA GERTRUDIS ISD ATHLETIC HANDBOOK



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

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

Santa Gertrudis Athletic Guidelines

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

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

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

Athletic Eligibility Requirements by UIL:

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

Senior: 15 credits

Sophomore: 5 credits

Junior: 10 credits

Freshman: promoted from 8th grade

Physical Examination

https://www.uilTEXAS.org/files/athletics/forms/PrePhysFormRvSD4_24_20.pdf

Section 1205 UIL CCR

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

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

Random Drug Screenings

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

Parent Consent Requirement

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

Required UIL Signed Documents

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

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

Bullying/Cyber Bullying

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

Insurance

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

SGISD Athletic Period and Sports Participation

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

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

Sport Contracts

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

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

PHONE NUMBERS

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

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

Junior High School- 361-348-5046

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

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

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

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

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

Game Day Absence- Students who miss school on the day of a game to attend a doctor's appointment or for another excused reason can participate if they are in attendance for at least ½ the school day. Any other situations other than the type described will need to be approved by the Athletic Director ahead of time.

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

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

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

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

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

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

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

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

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

Practice Expectations

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

Tardiness to practice

Contract policies will be administered by the coach and documented.

Sport Changes/Quitting

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

Trips

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

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

Grooming

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

Dressing Room Expectations

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

Injuries

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

Your Equipment

-Take pride in your equipment and facilities.

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

Training Rules

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

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

ISS/DAEP

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

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

Awards

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

Conflicting team sports

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

Please note – Playoff games take precedence over District games while District games will take precedence over non-district games.

There are situations when two sports will overlap in such a way that prevents the student from being able to participate in both sports at the same time.

Students will be asked to choose between participation in soccer and basketball.

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

Gym/Weight Rooms/Turf

- Students are to contact a coach to get into the gym or weight rooms. Do not leave the doors open with rocks or broom handles etc.
- Proper shoes are to be worn in both buildings.
- Never enter gym or tiled areas with cleats.
- No food or drinks (water only) on the turf field.
- No food allowed inside the weight rooms. Gatorade and water bottles are acceptable.
- Food is only allowed in the gym during basketball and volleyball games. There is to be no food in the stands during practice or during tutorial times when students are waiting for practice to begin. During practice, athletes may have their own Gatorade/water to drink in the gym but coaches will be responsible for immediate clean up following all practices.

Parent Concerns:

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

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

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

CHAIN OF COMMAND

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

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Athletic Handbook

Acknowledgement Form

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

“Lions” and “Lady Lions”

I _____ have read the Electronic Extracurricular
(Print Name)

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

Student Signature

Date

Parent Signature

Date



APPENDIX

FORMS

LETTERING PROCEDURES

Student Athletic Trainer

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

Baseball

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

Basketball

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

Cross-Country

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

Football

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

Golf

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

Soccer

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

Softball

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

Team Managers/Films

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

LETTERING PROCEDURES Cont.

Tennis

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

Track and Field

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

Volleyball

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

Powerlifting

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

Cheerleading:

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

SGISD ATHLETIC DEPARTMENT

SECURITY POLICY – LOCKER ROOM

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

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

Room# _____ Locker# _____

Combo _____ - _____ - _____

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

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

Athletes Signature _____

Date _____

Parents Signature _____

Date _____

DRUG TESTING POLICY FOR SGISD

<u>Scope of Policy</u>	Any student in grades 7-12 who chooses to participate in school related activities must participate in the District's Drug Testing Program which consists of random drug testing throughout the school year.
<u>Purpose</u>	- To prevent injury, illness, and harm resulting from the use of drugs or alcohol; - To help enforce a drug-free educational environment; and - To deter student use of drugs or alcohol
<u>Use of Results</u>	Drug test results shall: - be used only to determine eligibility for participation in school related activities. <u>not</u> be used to impose disciplinary sanctions or academic penalties.
<u>Confidentiality</u>	- Results shall be confidential and shall be disclosed only to: Student, Student's parents, Designated District Officials - Results shall <u>NOT</u> be maintained with a student's academic record. - Results shall <u>NOT</u> be otherwise disclosed except as required by law.
<u>Testing</u>	- Pinnacle Medical Management is currently approved to conduct random drug and alcohol testing. - This is the only company that can be used for the testing.
<u>Substances Tested For:</u>	- Alcohol - Cannabis (Marijuana) - Cocaine - Benzodiazepines - Phencyclidine (PCP) - Barbiturates - Propoxyphene - Amphetamines - Opiates - Synthetic Cannabis (Marijuana) - Metabolites of any of these substances
<u>Random Testing</u>	- Random tests shall be conducted throughout the school year. - The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. - Students shall not receive prior notice of the testing date or time.
<u>Test Procedures</u>	- Students will be called to front desk and cell phones will be collected while they are in waiting area. - SGISD monitor will always be present in the waiting room with the students.

	All Pinnacle Medical Management approved procedures will be followed for collection of test samples.
<u>Refusal to Test or Tampering</u>	- A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a <u>positive</u> test result and shall be subject to the appropriate consequences depending on previous positive test results, if any. - If a student is absent on the day of the random test, they will be tested on the next random testing date.
<u>Positive Test Results</u>	- Upon receiving results of a positive drug test, the district shall schedule a meeting with the student, the student's parent, if the student is under the age of 18, and the coach or sponsor of the school related activity to review the test results and discuss consequences. - The student or parent shall have <u>five</u> school days following the meeting to provide a medical explanation for a positive result, if any.
<u>Medical Explanation</u>	- A student may have a prescription for some of the substances tested for. - The prescription must be: - Written for the student - Current <u>Students are discouraged to take any prescribed medications that are not prescribed to them.</u>
<u>Consequences</u>	Consequences of positive test results shall be <u>cumulative</u> throughout the student's enrollment in the district.
<u>First Offense</u>	- The student shall be suspended from any school related activity for 30 calendar days following the date the student and parent are notified of the test results; this includes traveling with a team for any said school related activity. - The district shall notify the parent and student of drug and alcohol abuse prevention resources available in the area. Student must complete 3 hours of drug/alcohol related counseling from either the school counselor, Communities in Schools (CIS) representative, or an approved outside resource. Parent(s) will be responsible for any costs incurred from an outside resource. * Counseling sessions provided by the district must not interfere with core academic courses needed for graduation. - If the student wishes to return to participation in school related activities, the student must be <u>retested</u> at the end of the period of suspension and have a <u>negative</u> test result, or recently passed a random drug test within a week of the end of the suspension period. The student shall be retested on the next three random test dates.

<u>Second Offense</u>	• The student shall be suspended from any school related activity for 60 calendar days following the date the student and parent are notified of the test results; this includes traveling with a team for any said school related activity. • The district shall, once again, notify the parent and student of drug and alcohol abuse prevention resources available in the area. Student must complete 6 hours of drug/alcohol related counseling from either the school counselor, Communities in Schools (CIS) representative, or an approved outside resource. Parent(s) will be responsible for any costs incurred from an outside resource. * Counseling sessions provided by the district must not interfere with core academic courses needed for graduation. • If the student wishes to return to participation in school related activities, the student must be <u>retested</u> at the end of the period of suspension and have a <u>negative</u> test result, or recently passed a random drug test within a week of the end of the suspension period. The student shall be retested on the next three random test dates.
<u>Third Offense</u>	• The student shall be suspended from participation in any school related activity for 90 days following the date the student and parent are notified of the test results; this includes traveling with a team for any said school related activity. • Once again, the district shall notify the parent and student of drug and alcohol abuse prevention resources available in the area. Student must complete 9 hours of drug/alcohol related counseling, from either the school counselor, Communities in Schools (CIS) representative, or an approved outside resource. Parent(s) will be responsible for any costs incurred from an outside resource. * Counseling sessions provided by the district must not interfere with core academic courses needed for graduation. • If the student wishes to return to participation in school related activities, the student must be <u>retested</u> at the end of the period of suspension and have a <u>negative</u> test result, or recently passed a random drug test within a week of the end of the suspension period. The student shall be retested on the next three random test dates.
<u>Fourth Offense</u>	• The student shall be suspended from participation in any school related activity for the <u>remainder</u> of the student's enrollment in the district following the date the student and parent are notified of the test results unless the student meets requirements for reinstatement. • The district shall notify the parent and student of drug and alcohol abuse prevention resources available in the area. Student must complete 18 hours of drug/alcohol related counseling from either the school counselor, Communities in Schools (CIS) representative, or an approved outside resource. Parent(s) will be responsible for any costs incurred from an outside resource. * Counseling sessions provided by the district must not interfere with core academic courses needed for graduation. • After one calendar year, the student may apply for reinstatement into the program by completing the following: ○ Test negative on the next scheduled drug test, ○ Submit a written letter requesting reinstatement,

	○ Submit a letter of recommendation from a certified drug counselor employed outside of the district (must have met 18 hours within a calendar year), ○ Agree that if reinstated they will participate in all random drug testing, ○ Agree to the understanding that one positive result shall constitute suspension for the remainder of enrollment with no option for reinstatement. • A committee composed of a campus administrator, athletic director, counselor, and SHAC chair will conduct a hearing, review documentation, and vote on reinstatement. A vote for reinstatement must be unanimous. •
<u>End-of-semester Suspensions</u>	If a student's suspension from participation is not completed by the end of the semester, the student shall complete the assigned period of suspension during the following semester or during the first semester of the following school year.
<u>Appeals</u>	• A student or parent may appeal a decision made under this policy in accordance with FNG (LOCAL). • The student shall be <u>ineligible</u> for participation in school related activities while the appeal is pending.
<u>Extracurricular Activities</u>	• Academic UIL • Athletics • Athletic Team Managers • Band • Cheerleading • Class Officers • Flag Team • Future Farmers of America (FFA) • FCCLA • National Honor Society • Student Council • Yearbook • *Any school organization that is created throughout the Academic School Year

Additional information regarding the Santa Gertrudis ISD Drug Test Policy may be found on Board Policy Online- FNF (Local).

Any questions regarding the Drug Testing Program can be directed to the Athletic Director
361-384-5041 x3009

Santa Gertrudis Independent School District

1055 W. Santa Gertrudis

Kingsville, Texas 78363

361-384-5041/FAX 361-592-5335

Dr. Veronica Alfaro, Superintendent of Schools

Charles Odom, High School Principal

Arturo Lozano IV, Athletic Director

SANTA GERTRUDIS ISD

STUDENT DRUG TESTING

PARENT AUTHORIZATION FORM

My signature below indicates that I will view the updated SGISD updated Drug Testing Policy either online at the District Website or in the District Handbook. I recognize and understand that my child could be asked to provide a urine sample for drug analysis as part of their participation in a school related activity. I consent to any such testing conducted as part of the drug testing policy. My child and I understand that refusal to test will be treated as a positive test. I have been given the right to ask questions about the drug testing policy and I fully understand its provisions.

Parent/Guardian Name (Printed)_____

Parent/Guardian Signature: _____ Date: _____

List the name(s) of child(ren) in grades 7-12 that are being allowed to participate in the
SGISD Drug Testing Program.

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

SANTA GERTRUDIS ISD

GIFTED AND TALENTED

HANDBOOK



2023-2024

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

BOARD OF TRUSTEES

President- Flo Falcon
Vice President- Francis Regalado
Secretary- Carmen Falcon
Member- Oscar Cortez
Member- LeeRoy Montalvo
Member- Jennifer Cash
Member- April Grigg

ADMINISTRATIVE PERSONNEL 2022-2023

Dr. Veronica Alfaro- Superintendent of Schools
Fatima Garcia- Director of Curriculum and Special Programs
Susan Rutherford- Director of Federal Programs
Charles Odom- Academy High School Principal
Misty Del Angel- Santa Gertrudis Elementary/Junior High Principal
Jesse Gonzalez- SGISD Assistant Principal

Santa Gertrudis ISD

P.O. Box 592
Kingsville, TX 78364

Santa Gertrudis School

803 Santa Rosa
Kingsville, TX 78363
(361) 384-5046
(361-591-3128 fax)

Santa Gertrudis Academy High School

Poteet Hall
1055 W. Santa Gertrudis
Kingsville, TX 78363
(361) 384-5041

GIFTED and TALENTED PROGRAM CONTRIBUTORS 2022-2023

Fatima Garcia- GT Program Coordinator
Misty Del Angel- School Principal
Lori Cantu- SGS Counselor
Kristi Kelly- AHS Counselor
Leonor De Los Santos- District Testing Coordinator
Kierstin Bohanan- Santa Gertrudis Elementary Teacher
Amanda Cavazos- Santa Gertrudis Junior High Teacher
Katherine Barrera- Academy High School Teacher

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PHILOSOPHY

The Santa Gertrudis Independent School District believes that all students should be provided opportunities to develop to their fullest potential. Our commitment is to the students and to their future. Gifted students require differentiated educational experiences beyond those normally provided by the regular school program. These experiences will help them fulfill their potential toward increased contributions to the community, the state, the nation and the world.

The Texas State Plan for the Education of Gifted/Talented Students defines “gifted and talented students” as a child or youth who shows outstanding aptitude in the following areas:

- General intellectual ability,
- Specific academic aptitude,
- Creativity,
- Leadership, and
- Visual/performing arts.

Giftedness may surface as an outstanding aptitude in one or more of the core academic areas or in their ability to process information more rapidly with greater depth and complexity. Santa Gertrudis ISD is committed to meeting the needs of all the children in its schools, including those of high academic/intellectual ability whose needs may not be met by the regular curriculum.

The Gifted/Talented Program seeks to provide an appropriate match between a child’s ability, interest and motivation and the educational opportunities that can nurture these qualities to the highest degree. Students in the K-12 Gifted/Talented Program interact with trained teachers who recognize the students’ special needs and design and implement instruction to meet those needs. In recognizing the special educational needs of these children and by providing for those needs, Santa Gertrudis ISD seeks to encourage gifted/talented children to continue in the lifelong development and acquisition of knowledge, as they become adults, and to become responsible contributors to the community and to society.

Santa Gertrudis ISD seeks to find and identify giftedness through a broad screening process, using a variety of criteria in which testing is only one measure, and will ensure that these students are not overlooked.

Finally, Santa Gertrudis ISD recognizes the social and emotional concerns that arise from the special abilities of the gifted/talented learner. A knowledgeable guidance staff at local campuses can counsel and assist gifted/talented students so that these students experience not only intellectual growth, but also emotional and social growth. Santa Gertrudis ISD is committed to provide teachers and support staff with training on the nature and needs of the gifted/talented child.

DEFINITION

Gifted and talented student means a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

- (1) Exhibits high performance capability in an intellectual, creative, or artistic area;
- (2) Possesses an unusual capacity for leadership; or
- (3) Excels in a specific academic field.

TEX. EDUC. CODE ANN. § 29.121

The Santa Gertrudis Independent School District defines a gifted/talented student as one who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

1. Exhibits high performance capability in an intellectual area;
2. Excels in a specific academic field; or
3. Exhibits high performance capability in creativity

GOALS AND OBJECTIVES

District Goals and Objectives

The Santa Gertrudis Independent School District will follow state guidelines (as reflected in the Texas State Plan for the Education of Gifted/Talented Students) in the implementation of the Santa Gertrudis ISD Gifted and Talented Program. The district shall ensure that teachers, counselors, and administrators will meet or exceed minimum state requirements for training and continuing education. Santa Gertrudis ISD strives to develop and enhance a valid procedure to identify students in the area of general intellectual ability and in a specific academic field.

Student Objectives

Gifted and talented students will be expected to...

- Grow and excel in the four foundation curriculum areas (language arts, mathematics, science, and social studies) for which they have been identified as gifted/talented.
- Examine and use information by developing process skills and the ability to use the scientific method, examine information constructively and creatively, reason, think, and proceed logically.
- Create original and advanced products and performances (synthesis) which will be presented to and/or utilized by various audiences;
- Develop an understanding of the relationships of knowledge, themes, issues, and problems that exist within the disciplines; and
- Explore personal capabilities, careers, and occupational opportunities and develop enhanced habits and attitudes necessary for responsible citizenship and leadership.
- Develop their abilities in higher level, more complex thinking skills including critical, creative, and productive thinking activities that are extensions of the regular curriculum (Thinking Skills).
- Study advanced-level content and master the major concepts, skills, and processes of specific disciplines in which they demonstrate ability (Subject Matter Knowledge and Skills).
- Develop the skills necessary for self-directed learning, conduct independent studies and research projects, and extend the regular curriculum to produce advanced-level products (Research and Independent Study Skills).
- Gain an understanding of self and respect for others; develop a feeling of self-confidence and responsibility, recognizing the similarities and differences between themselves and others, and developing their own unique abilities for the betterment of both themselves and others (Self-Concept and Leadership).
- Develop the ability to communicate ideas and feelings effectively through appropriately written and oral English.

- Learn how to be sensitive to, identify, and define problems, and how to appreciate, respect, and tolerate ideas that are foreign to his/her ideology.
- Develop tools for further learning with emphasis on process and product in the cognitive areas of research, critical thinking skills, creative and productive thinking, and oral and written communication skills.
- In the affective domain, the gifted students will develop an understanding of self and others, responsibility through self-directed study, leadership through decision-making and practice, and knowledge of different disciplines and vocations by exposure to professional, scholarly, cultured, and talented persons.

Implementation

Follow state guidelines as reflected in the Texas State Plan for the Education of Gifted/Talented Students.

Professional Development

Teachers, counselors and administrators will meet or exceed minimum state requirements.

- Teachers who provide instruction and services that are a part of the program for gifted students have a minimum of thirty (30) clock hours of staff development that includes nature and needs of gifted/talented students, assessing student needs, and curriculum and instruction for gifted students.
- Teachers, other than the G/T teachers, are encouraged to maintain their individual 30 hour staff development for G/T.
- Teachers are encouraged to pursue advanced degrees or obtain additional professional development in their teaching discipline. (State Plan 4.1.1R)
- All core teachers in Santa Gertrudis ISD will be encouraged to complete 30 hours of gifted/talented training within the first semester of employment to obtain G/T certification. (19 TAC §89.2(2)), (State Plan 4.1.2A)
- Release time will be provided for teachers and administrators to visit campuses or districts that have model programs for gifted/talented students. (State Plan 4.1.2R)
- Teachers who provide instruction and services that are a part of the program for gifted students have a minimum of six (6) hours annually of professional development in gifted education. (19 TAC §89.2(3)), (State Plan 4.2A)
- All staff members receive an orientation to the district or campus program for gifted/talented students and training in the nature and needs of the gifted. (state plan 4.2.1R)
- Annually, each teacher who is new to the district receives an orientation to the district's program for gifted/talented students. (State Plan 4.2.2R)
- Administrators and counselors who have authority for program decisions have a minimum of six (6) hours of professional development that includes nature and needs of gifted/talented students and program options for gifted/talented students. (19 TAC §89.2(4)), (State Plan 4.3A)
- Members of the Santa Gertrudis ISD Board of Trustees are encouraged to pursue professional development on gifted education. (State Plan 4.3R)
- Evaluation of professional development activities for gifted/talented education is ongoing, and the results of the evaluation are used in making decisions regarding future staff development plans. (19 TAC §89.5), (State Plan 4.4A)
- Opportunities for professional development in the area of gifted education are published and provided on a regular basis and disseminated to professionals in the district. (State Plan 4.4R)

Identification

The district will rely upon a variety of measures and input in the identification process. The process will include:

1. Age appropriate intellectual assessment
2. Age appropriate creativity assessment
3. Teacher/parent referral and selection
4. Counselor referral, assessment and selection
5. Parent involvement in identification and retention

Program Prototype

Current Impact:

Santa Gertrudis High School: SAT/ACT/PSAT/AP Tests

G/T services are provided through content differentiation in the four core areas (Language Arts, Math, Science, and Social Studies). These will be provided through Honors/Pre-AP, AP, or dual-credit classes in grades 9-12.

Santa Gertrudis Elementary/Junior High: G/T services are provided through content differentiation in the four core areas and allotted time throughout the school day. (Language Arts, Math, Science, Social Studies, Pride Time, and Destination Imagination).

Curriculum and Instruction

Curriculum

To provide content differentiation through depth and complexity.

Program Design

- Programs for gifted and talented students are comprehensive, structured, sequenced, and appropriately challenging, including options in the four (4) core academic areas, arts, leadership and creativity.
- Gifted and talented students may work together as a group, work with other students and work independently during the school day as well as the entire school year.
- When possible and deemed appropriate, the district shall provide out-of-school options relevant to the student's area of strength.
- Flexible pacing is employed, allowing students to learn at the pace and level appropriate for their abilities and skills.
- Local board policies enable students to participate in dual/concurrent enrollment, credit by examination, distinguished achievement program, Honors/pre-advanced placement and advanced placement/honors courses.
- Annual evaluation activities are conducted by surveying families, students and program staff for the purpose of continued program development.
- An advisory group of community members, parents of gifted and talented students, school staff, and gifted and talented education staff meet regularly to review and recommend program policies and procedures to the district. (TASK Force Committee)

Curriculum Standards

- Curriculum for gifted and talented students provides options for intellectual, creative or artistic areas, leadership and specific academic fields.
- A continuum of learning experiences is provided that leads to the development of advanced-level products and/or performances.
- Scheduling is implemented in order to meet the needs of individual students.
- Curriculum is modified based on annual evaluations.
- Release time is provided to teachers at all levels to form vertical teams that coordinate advanced-level services.
- Student progress/performance in programs for the gifted is periodically assessed and this information is communicated to the parents or guardians.
- Resources and release time for staff are provided for curriculum development in the gifted and talented program.

Family and Community Involvement

Families and the community play a vital role in the development of the gifted students in Santa Gertrudis ISD. Parents are their children's first teachers and can offer great insight into their learning needs and capabilities. Parents are a valuable resource in developing an educational program that best meets the needs of their children. One of the major goals in the G/T program is to encourage parents to be informed and to be involved in their gifted child's education. They have a designated role in the identification process, program options and evaluation of the program. Annual orientation meetings are held to inform parents and community members of assessment procedures and options that are part of the G/T Program. Annual update meetings are provided for parents of students who are identified and served in the program.

Santa Gertrudis ISD has developed written policies on student identification that are approved by the local school board of trustees and disseminated to parents. (19 TAC §89.1), (State Plan 5.1A)

Santa Gertrudis ISD will provide an array of learning opportunities for gifted/talented students in kindergarten through grade twelve and shall inform parents of the opportunities. (19 TAC §89.3), (State Plan 5.2A)

Products and achievements of gifted students will be shared with the community. (State Plan 5.2.3R) The district will evaluate the effectiveness of the program annually and use the data to modify and update district and campus improvement plans. Parents are included in the evaluation process. (TEC §11.251-11.253), (State Plan 5.3A)

The District shall ensure that information about the District's Gifted /Talented Program is available to parents and community members and provide orientation, so that they have an opportunity to develop an understanding of and support for the program.

Parents may choose to be involved in their child's education in productive ways, such as:

- Assist in obtaining resources for class assignments
- Chaperon field trips
- Serve as mentors for independent student projects
- Participate in the Texas Association for the Gifted and Talented (TAGT) at own cost

EVALUATION

Annual evaluation activities are conducted for the purpose of continued program improvement and development. Evaluation takes place in two ways: program evaluation and individual student evaluation.

The Gifted/ Talented Program itself is evaluated by one or more of these methods:

1. Group discussions/Focus Groups
2. Questionnaires completed by students, parents, and teachers.
3. Observation by outside evaluator.

The evaluation of the student takes place in a variety of methods. Evaluations may be formal or informal.

1. Standardized test to assess acquisition of skills on an individual basis.
2. Student product analysis (by teacher and student).
3. Teacher observation of student performance.
4. Student self-evaluation/Self-reflection.

Santa Gertrudis Independent School District administrators and teachers will ensure that student assessment and services for gifted and talented students comply with accountability standards defined in the Texas State Plan for the Education of Gifted/Talented. Student evaluation methods will include student products, grades, surveys, teacher observations, and special program participation numbers.

IDENTIFICATION PROCESS

Kindergarten

In the spring, all kindergarten students will be evaluated using the following assessment instruments:

- ☐ Naglieri
- ☐ Renzulli, Learning Characteristics
- ☐ Renzulli, Creativity

Kindergarten students will be identified and placed in the G/T Program by March 1st of each year. All students who qualify for GT services will participate in activities that enhance higher order thinking and problem solving skills in the regular classroom.

Elementary: Grades 1 – 2

New nominees will be identified for G/T placement using the Baldwin Matrix with the following assessment instruments:

- Renzulli, Learning Characteristics
- Renzulli, Creativity
- Renzulli, Motivation (2nd Grade)
- Renzulli, Leadership (2nd Grade)
- Naglieri 3 (NNAT-3)
- SAGES3 and/or Iowa Battery Assessment Test– (Screening Assessment for Gifted Elementary School Students)
- Baldwin Matrix (Revised to fit campus needs)

Elementary: Grades 3-8

New nominees will be identified for G/T placement using the Baldwin Matrix with the following assessment instruments:

- Renzulli, Learning Characteristics
- Renzulli, Creativity
- Renzulli, Motivation
- Renzulli, Leadership
- Nagleri, Ability
- SAGES3
- Baldwin Matrix (Revised to fit campus needs)

Secondary: Grades 9 - 12

The Gifted and Talented Program at the secondary level emphasizes content differentiation through depth and complexity in the four core areas of the curriculum.

New referrals will be identified for the G/T Program placement using the Baldwin Matrix with the following instruments:

- Renzulli, Learning Characteristics
- Renzulli, Creativity
- Renzulli, Motivation
- Renzulli, Leadership
- Nagleri, Ability
- Woodcock Johnson Achievement Battery

SGISD may individualize evaluations based upon students' unique interests and strengths. These determinations will be made by the SGISD GT Committee.

Timeline for G/T Screening

December

- Parent information notice/consent distributed
- Complete referral forms (K-12)
- Results available to Committee (grades 1-12)
- Parents notified in writing (grades 1-12)

January

- Testing for Kindergarten (all Kindergarten students with parent consent)

February

- Testing for 1-12
- Results available to committee (K)
- Committee meets and makes placement decisions (K)
- Parents notified in writing (K)

March

- Services begin for students (K)

April

- Results available to committee (1-12)
- Committee makes placement decisions (1-12)
- Parents notified in writing (1-12) (services begin in fall 2021)

May

- Program review

EXIT POLICY

A student may be exited from the Gifted/Talented Program through the following procedures when it is determined that it would be in the best interest of the student and/or program.

1. The student may, with parental permission, request to be removed from the program. In such cases, a conference between the parent, principal, teacher, counselor and the student, (if appropriate) must be held.
2. The parent(s) may request that the student be removed from the program. In such cases, the procedures outlined in (1) above will be followed.
3. The student may be considered for removal from the program based on committee recommendations according to the following:

3A. High School: A high school student must maintain a nine week average of 85 or above. A conference must be held with the parent, principal, teacher, counselor and/or student, as deemed appropriate. The student may then be placed on probation. Should the below average occur during the second nine weeks, the student's performance will be reviewed and a decision made regarding placement for the next school year.

Grades for students in a G/T dual credit class will be reviewed at mid-term. If the grade average is below 85, the student may be removed from the G/T Program. Should the below average grade occur during the second semester, the student's performance will be reviewed and a decision made regarding placement for the next school year.

3B. Junior High School: A junior high student must maintain an overall 85 G.P.A in core classes (Reading, Writing, Math, Science, and Social Studies). If a nine weeks G.P.A. is below 85 and/or the student is involved in disciplinary problems in any class, a conference must be held with the parent, principal, counselor, G/T Committee, and/or student, as deemed appropriate. The student may then be placed on probation. If a semester G.P.A. is below 85, the student may be removed from the Gifted/Talented Program. Should the lower than 85 G.P.A. occur for a second semester, the student's performance will be reviewed regarding placement for the next school year.

3C. Elementary: An elementary student must maintain a nine weeks overall average of 85 or above. If a nine weeks average is below 85, a conference will be held with the parent, principal, counselor and student (if appropriate). The student may be placed on probation until the end of the following nine weeks. At this time, student performance will be reviewed and a decision will be made regarding continued placement.

Disciplinary exclusion is at the discretion of the individual campus with consultation with the G/T Committee. Re-entry will be contingent upon reapplication for selection to the program for the following school year.

FURLOUGH POLICY

The District may place on furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with administrative regulations, a furlough shall be granted for specified reasons and for a specified period of time.

The campus Gifted/Talented Committee shall decide if a requested furlough shall be granted and the length of time appropriate.

At the end of a furlough, the student may reenter the gifted program, be placed on another furlough or be exited from the program.

A student who is exited from the gifted program must retest before being allowed to enter back into the program.

REASSESSMENT POLICY

The Santa Gertrudis Independent School District shall not perform routine reassessments.

TRANSFER POLICY

The Santa Gertrudis Independent School District Gifted/Talented Program will recognize and honor the identification criteria of other school districts. Any student who enrolls in the Santa Gertrudis Independent School District who was identified and served in a Gifted/Talented Program in the previous district will be served by the Santa Gertrudis I.S.D. Gifted/Talented Program.

GRIEVANCE POLICY

Any parent or student may appeal non-acceptance to the Gifted/Talented Program by following the procedures listed below in the order given:

1. Submit in writing to the campus principal the reason(s) for appeal and request for conference.
2. An alternate evaluation will be conducted with the student to obtain additional data for consideration.
3. Conference with parent, principal, counselor, and the student, if appropriate, will be conducted. Results of additional assessment will be reviewed. The GT committee will come to a recommendation of placement.
4. If needed, a conference will be conducted with the Director of Instructional Leadership and the Superintendent.
5. If at this time the parent/student continues to be non-accepting, the grievance will be taken to the School Board.

SANTA GERTRUDIS INDEPENDENT SCHOOL DISTRICT

Teacher Referral and Parent Permission Form

Student Name

Teacher Name

Gifted and talented students are those who excel consistently or who show the potential to excel in any one (or combination of) the following areas: general intellectual ability, specific subject matter aptitude, and creative and productive thinking ability. These students require educational experiences beyond those normally provided by the regular program.

Your child has been referred to the Gifted/Talented Program as defined above.

I authorize the use of school-adopted standardized instruments, which are utilized in the selection process. I give my permission for my child to be tested, and if he/she qualifies, to be enrolled in the Gifted/Talented Program.

Parents will be notified in writing whether or not their child met the qualification criteria to enter the program.

In the event I have additional questions regarding the Santa Gertrudis Independent School District Gifted/Talented program, I understand that my questions should be directed to the campus principal or counselor.

Parent Signature

Address

Date

This form needs to be completed and returned no later than

_____.

EL DISTRITO INDEPENDIENTE ESCOLAR DE SANTA GERTRUDIS
REFERIDO Y PERMISO DE LOS PADRES PARA EL PROGRAMA DE ESTUDIANTES DOTADOS Y TALENTOSOS

Nombre del estudiante

Nombre de maestro(a)

Los estudiantes dotados y talentosos son aquellos que sobresalen consistentemente o que muestran potencial para distinguirse en alguna (o cualquier combinación) de las siguientes áreas: habilidad general intelectual, aptitud específica de alguna asignatura, habilidad creativa y pensamiento productivo. Estos estudiantes requieren experiencias educativas más allá de las que normalmente se proveen en un programa educacional regular.

Su hijo(a) a sido referido como candidato para el Programa de Estudiantes Dotados y Talentosos como se define arriba.

Doy mi autorización para el uso de instrumentos estandarizados adoptados por la escuela, los cuales son utilizados en el proceso de selección. También, doy mi permiso para que mi hijo(a) sea sometido a prueba y , si califica, sea inscrito en el Programa de Estudiantes Dotados y Talentosos.

Los padres serán notificados por escrito si su hijo(a) cumplió o no con los requisitos para entrar en el programa.

En caso de que yo tuviera preguntas adicionales con respecto al Programa de Estudiantes Dotados y Talentosos del Distrito Independiente Escolar de Santa Gertrudis, entiendo que mis preguntas deberán ser dirigidas al director o consejero del campo escolar.

Firma del Padre o Tutor

Dirección

Fecha

Esta forma deberá ser completada y entregada a más tardar el

SANTA GERTRUDIS INDEPENDENT SCHOOL DISTRICT
PO Box 592
Kingsville, Texas, 78364
(361) 384-5087

Parent Notification Letter

To the Parents/Guardians of _____:
The Screening Committee for the Santa Gertrudis Independent School District's Gifted and Talented Program has met and reviewed the student matrixes to determine placement.

_____ **At this time, your child, _____, does not meet the requirements for placement. Your child may be nominated for placement again at a later time.**

_____ **Your child, _____, has met the requirements for placement in The Gifted and Talented Program. Your child will be served through a program that focuses on higher order thinking and creative problem solving skills.**

Please feel free to contact the campus principal or counselor at 384-5046, should you have additional questions.

Sincerely,

Principal

EL DISTRITO INDEPENDIENTE ESCOLAR DE SANTA GERTRUDIS
PO Box 592
Kingsville, Texas, 78364
(361) 384-5087

Carta de Notificación a Los Padres

A los Padres o Gudianes de _____:
El Comité de Escrutinio del Distrito Independiente Escolar de Santa Gertrudis del Programa de Estudiantes Dotados y Talentosos se reunió y revisó las matrices de los estudiantes para determinar la colocación de éstos.

_____ Aunque, _____ no alcanza a cumplir con los requisitos en este momento, él/ella puede ser nominado(a) para su colocación otra vez mas tarde en el ano.

_____ Habiendo cumplido con toda la criteria requerida, _____, a calificado para estar en el programa. Él/ella será ayudado a través de un programa que se enfoca el área de razonamiento y solución de problemas a niveles más altos.

Por favor siéntase libre de llamar al director o consejero si usted tiene preguntas adicionales.

Sinceramente,

El Director

SANTA GERTRUDIS INDEPENDENT SCHOOL DISTRICT
PO Box 592
Kingsville, Texas, 78364
(361) 384-5087

GIFTED/TALENTED PROGRAM

Parent/Teacher/GT Committee Conference Documentation

Purpose of Conference (check one):

- ☐ Furlough
☐ Reassessment
☐ Exit
☐ Probation

A conference regarding the participation of _____ in the Gifted/Talented Program was held
_____, 20____.

At this conference, the following topics were discussed (add additional documentation as needed):

Principal Date

Teacher Date

Parent Date

EL DISTRITO INDEPENDIENTE ESCOLAR DE SANTA GERTRUDIS
PO Box 592
Kingsville, Texas, 78364
(361) 384-5087

PROGRAMA DE ESTUDIANTES DOTADOS Y TALENTOSOS

Documentacion de la conferencia dentro de padres, maestros, y la comite

Proposito de la conferencia:

_____ **Permiso**
_____ **Re-evaluacion**
_____ **Salida del programa**
_____ **Periodo de prueba**

Una conferencia con respecto a la participación de _____ en el Programa de Estudiantes Dotados y Talentosos fue llevada a cabo el _____ , 20_____.

En esta conferencia se discutieron los siguientes temas:

El Director

Fecha

El Maestro

Fecha

El Padre o Tutor

Fecha

SANTA GERTRUDIS INDEPENDENT SCHOOL DISTRICT
PO Box 592
Kingsville, Texas, 78364
(361) 384-5087

GIFTED/TALENTED PROGRAM

Teacher/Parent Request for Exit

_____ is currently enrolled in a Gifted/Talented class. At this time, I request that he/she be considered for withdrawal from the program for the following reason: _____

_____.

If such a decision is made and the student wishes to reapply at a later date, reentry will be contingent upon reapplication for selection to the program for the following year.

Parent Signature

Teacher Signature

Date

EL DISTRITO INDEPENDIENTE ESCOLAR DE SANTA GERTRUDIS
PO Box 592
Kingsville, Texas, 78364
(361) 384-3087

PROGRAMA DE ESTUDIANTES DOTADOS Y TALENTOSOS

[Solicitud De Salida Del Programa Del Programa Hecho Por El Maestro Ó El Padre](#)

_____ está actualmente inscrito en una clase de
Estudiantes Dotados y Talentosos. En este momento, solicito que él/ella sea considerado para darse
de baja del programa porque:

_____.

Si la decisión es aceptada y el estudiante desea hacer una nueva solicitud más adelante, su entrada al
programa será contingente a una nueva solicitud para la selección al programa para el año siguiente.

Firma del Padre o Tutor

Firma del Maestro

Fecha

SANTA GERTRUDIS INDEPENDENT SCHOOL DISTRICT
PO Box 592
Kingsville, Texas, 78364
(361) 394-5087

GIFTED/TALENTED PROGRAM

NOTICE OF PROGRAM PROBATION- HIGH SCHOOL

_____ is currently enrolled in a
**Gifted/Talented class. The district policy encourages that a student must maintain an overall
nine weeks average of 85 or above in all core subjects. If an overall nine weeks average is below
85, a conference will be held with the parent, principal, counselor and student (if appropriate).
The student may be placed on probation until the end of the following six weeks.**

Please be advised that your child is at this time considered on probation in the Gifted/Talented
Program due to an overall average below 85. At the end of the following nine weeks your child's
performance will be reviewed and a decision will be made regarding continued placement.

G/T Teacher Signature

Parent Signature

Date

SANTA GERTRUDIS INDEPENDENT SCHOOL DISTRICT
PO Box 592
Kingsville, Texas, 78364
(361) 384-5087

Dotados / talentosos

PROGRAMA AVISO DE LA LIBERTAD CONDICIONAL DEL PROGRAM-ACADEMY

_____ está actualmente matriculado en una clase de Dotados / Talentosos. La política del distrito recomienda que el estudiante debe mantener un promedio general de nueve semanas de 85 o más en todas las materias básicas. Si un total promedio de nueve semanas está por debajo de 85, una conferencia se llevará a cabo con el padre, director, consejero y el estudiante (si procede). El estudiante será puesto en libertad condicional hasta el final de las siguientes seis semanas. Tenga en cuenta que su hijo está en este momento considera en libertad condicional en el Programa de Dotados / Talentosos debido a una media global por debajo de 85. Al final de las nueve semanas siguientes el rendimiento de su niño será revisado y se tomará la decisión respecto a la colocación continua

G / T Firma del Maestro

Firma del padre

Fecha

NAME: _____

GRADE: _____

DATE: _____

ASSESSMENT	5	4	3	2	1	N/A
Renzulli	66-60	59-53	52-42	41-31	30-21	
Renzulli learning Characteristics						
Renzulli Creativity Characteristics						
Renzulli Motivation Characteristics						
Renzulli Leadership Characteristics						
Naglieri Ability Index	128+	126-120	119-112	111-104	103-96	
Sages 2	130	129-121	120-111	110-90	89-80	
Sages2 Math/Science Quotient						
Sages2 Lang/Arts/Soc/Stu Quotient						
Sages2 Reasoning Quotient						
Column of Tally Checks						
Weight	x5	x4	x3	x2	x1	
Add Across						
Total						

ADVANCED STUDIES HANDBOOK

2023-2024



**SANTA GERTRUDIS
ACADEMY HIGH SCHOOL**

Academic Excellence

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PREFACE

To Students and Parents:

Welcome to the 2023-2024 school year! In order for this New Year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. The Academy High School Advanced Studies Handbook is designed to provide a resource of some of the basic information that you and your child will need during their participation in the Advanced Studies Program.

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

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

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

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

COVID -19 STIPULATIONS

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

UPDATED SGISD ADVANCES STUDIES POLICIES

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

Entrance Requirements

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

Limitations

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

Transcribing of Grades

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

Exceptions

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

Payment Plans

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

Repercussions

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

RESPONSIBILITIES

STUDENT

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

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

NOTE:

The Advanced Studies program is a PRIVILEGE not a right.

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

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

PARENT

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

Campus Administration and Advanced Studies Facilitator

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

ENTRANCE REQUIREMENTS

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

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

EOC STAAR:

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

TSI Test Requirement

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

ATTENDANCE:

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

ACADEMIC HISTORY:

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

DISCIPLINE:

Students are expected to be in good overall standing.

ACT, SAT AND TSI TEST

TEXAS SUCCESS INITIATIVE

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

High School GPA:

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

TSI(Students testing after January 2021):

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

ACT:

- Composite 23
- English 19
- Math 19

SAT(After March 2016

- EBRW 480
- Math 530

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

ACT/ SAT/TSI FEES

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

GRADES

LETTER GRADES/WEIGHTED GRADES

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

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

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

RANKING

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

ELIGIBILITY

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

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

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

WITHDRAWALS

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

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

ACADEMIC REVIEW

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

An academic review will take place when:

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

NOTE:

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

ATTENDANCE

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

DISCIPLINE

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

GUIDELINES FOR COLLEGE ENROLLMENT

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

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

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

LUNCH TIME

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

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

LOITERING

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

Leaving Campus

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

TRANSPORTATION

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

TEXTBOOKS

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

Guidelines for students accepted Fall 2015 and after

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

COURSE(S)

CBC COURSE REQUIREMENT

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

SUMMER COURSE(S)

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

ONLINE COURSE(S)

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

APPENDIX I

ACKNOWLEDGMENT FORM

Parent Copy

My child and I have received a copy of the S.G. Academy High School Advanced Studies Student Handbook 2023-2024. I understand that the handbook contains information that my child and I may need during the school year and that all students will be subject to the disciplinary consequences outlined in the code of conduct as well as academic probation for their behavior and performance in all college courses.

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

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

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

ACKNOWLEDGMENT FORM

Advanced Studies Campus Administration Copy

My child and I have received a copy of the S.G. Academy High School Advanced Studies Student Handbook 2023-2024. I understand that the handbook contains information that my child and I may need during the school year and that all students will be subject to the disciplinary consequences outlined in the code of conduct as well as academic probation for their behavior and performance in all college courses.

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

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

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

APPENDIX II

Texas A&M University-Kingsville Dual Enrollment Course Crosswalk- Subject to Change

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

BIOL 1307/1107	General Biology II	Sci Design 2 / 13037210	1	READ or ELAR	BIOL 1306/1106	4
BIOL 2375	Life Science	Sci Design 1/ 13037200	1	READ or ELAR	NONE	3
BIOL 2401	Human Anatomy and Physiology I	Sci Design 1/ 13037200	1	READ or ELAR	6 SCH of CHEM recommended	4
BIOL 2402	Human Anatomy and Physiology II	Sci Design 2 / 13037210	1	READ or ELAR	6 SCH of CHEM recommended	4
CHEM 1311/1111	General Inorganic Chemistry I	Sci Design 1/ 13037200	1	MATH	MATH 1314 and a year of HS chemistry	4
CHEM 1312/1112	General Inorganic Chemistry II	Sci Design 2 / 13037210	1	MATH	CHEM 1311/1111	4
CHEM 1405	General Intro into Chemistry	Sci Design 1/ 13037200	1	Non-TSI	NONE	4
GEOG 1301/1101	Physical Geography Meteorology	Sci Design 1/ 13037200	1	Non-TSI	NONE	4
GEOG 1302	Phy Geog Climate and Mankind	Sci Design 2 / 13037210	1	Non-TSI	NONE	3
GEOG 2472	Intro to Geographic Info Sys	GIS/N1302805	1	Non-TSI	3 hours of natural science	4
GEOL 1301/1101	Earth Science I	Earth Sci/03060200	1	Non-TSI	NONE	4
GEOL 1302/1102	Intro Ocean, Astron & Atmos	Earth Sci/ 03060200	1	Non-TSI	NONE	4
GEOL 1303/1103	Physical Geology	Sci Design 1/ 13037200	1	Non-TSI	NONE	4
GEOL 1304/1104	Historical Geology	Sci Design 2 / 13037210	1	Non-TSI	GEOL 1303/1103	4
PHYS 1301/1101	College Physics I	Sci Design 1/ 13037200	1	MATH	MATH 1314 & MATH 1316 (one year of hs physics or PHYS 1373 is recommended)	4
PHYS 1302/1102	College Physics II	Sci Design 2 / 13037210	1	MATH	PHYS 1301/1101	4
PHYS 1303/1103	Stars and Galaxies	Earth Sci/03060200	1	Non-TSI	NONE	4
PHYS 1304/1104	Solar System	Earth Sci/ 03060200	1	Non-TSI	NONE	4
PHYS 1375	Physics	Sci Design 1/ 13037200	1	MATH	MATH 1314	3
PHYS 2325/2125	University Physics I	Sci Design 1/ 13037200	1	MATH	MATH 2413	4

Language, Philosophy and Culture (Core Requirement 3 SCH)

ANTH 2302	Intrd to Anthropology	Spec Topics SS/03380002	1	Non-TSI	NONE	3
ENGL 2342	Introduction to Literature	Ind. Study Engl/ 03221800	1	READ & WRIT or ELAR	ENGL 1301 & ENGL 1302	3
HIST 2321	World History to 1500	Spec Topics SS/03380002	1	READ or ELAR	NONE	3
HIST 2322	World History since 1500	Spec Topics SS/03380002	1	READ or ELAR	NONE	3
PHIL 1301	Intro to Philosophy	Spec Topics SS/03380002	1	Non-TSI	NONE	3
SPAN 1313	Elementary Spanish I	Spanish III /03440300	1	Non-TSI	NONE	3
SPAN 1314	Elementary Spanish II	Spanish IV/03440400	1	Non-TSI	SPAN 1313	3
SPAN 1373	Spanish for Heritage Speakers	Spanish III /03440300	1	Non-TSI	Department Approval	3
<u>Creative Arts (Core Requirement 3 SCH)</u>						
ARTS 1303	Art History I	Art Appreciation/ 05001100	1	Non-TSI	NONE	3
ARTS 1304	Art History II	Art Appreciation/ 05001100	1	Non-TSI	NONE	3
COMM 2304	Introduction to Film	Indep Study Spch/03241200	1	Non-TSI	NONE	3
MUSI 1305	Explorations in Music History	Music Apprec. /03155600	1	Non-TSI	NONE	3
MUSI 2306	Intro to Music History and Lit	Music Apprec. /03155600	1	Non-TSI	Designed for Music Majors	3
MUSI 2308	History of Jazz	Music Apprec. /03155600	1	Non-TSI	NONE	3
MUSI 2310	History of Rock and Roll	Music Apprec. /03155600	1	Non-TSI	NONE	3
MUSI 2320	Music and Many Cultures	Music Apprec. /03155600	1	Non-TSI	NONE	3
THEA 2310	Introduction to Theatre	Theatre II/03250200 Theatre III/03250300	1	Non-TSI	NONE	3
<u>American History (Core Requirement 6 SCH)</u>						
HIST 1301	American History to 1877	Adv. SS/ 0338001	1	READ or ELAR	NONE	3
HIST 1302	American History since 1877	US History/03340100 Adv SS/ 0338021	1	READ or ELAR	NONE	3
<u>Government/Political Science (Core Requirement 3 SCH)</u>						
POLS 2301	Government and Politics of US	US Government/03330100	0.5	READ or ELAR	NONE	3

POLS 2302	Government and Politics of TX	Spec Topics SS/03380002	0.5	READ or ELAR	NONE	3
<u>Social and Behavioral Science (Core Requirement 3 SCH)</u>						
ANTH 2301	Introduction to Archeology	Spec Topics SS I/03380002 Spec Topics SS II/03380022	0.5	Non-TSI	NONE	3
ECON 2301	Principles of Macroeconomics	Economics / 03310300	0.5	MATH	MATH 1314 & MATH 1324	3
ECON 2302	Principles of Microeconomics	Eco Adv Studies/ 03310301	0.5	MATH	MATH 1314 & MATH 1324	3
POLS 2304	Introd to Political Science	Polical Sci I/ 13018300	0.5	READ or ELAR	NONE	3
POLS 2340	World Politics	Spec Topics SS/03380002	0.5	READ or ELAR	NONE	3
PSYC 2301	Intro to Psychology	Psychology / 0350100	0.5	READ or ELAR	NONE	3
SOCI 1301	Principles of Sociololgy	Sociology/ 0370100	0.5	Non-TSI	NONE	3
SOCI 1306	Social Problems	Spec Topics SS II/03380022 Spec Topics SS III/03380032	0.5	Non-TSI	SOCI 1301	3
SOCI 2361	Pluralistic Society	Spec Topics SS II/03380022 Spec Topics SS III/03380032	0.5	Non-TSI	NONE	3
<u>Component Option A - Communication (Core Requirement 3 SCH)</u>						
COMM 1307	Introd to the Mass Media	Contemp Media/ 0324140	1	Non-TSI	NONE	3
COMS 1311	Intro to Oral Communication	Comm Apps/03241400	0.5	Non-TSI	NONE	3
COMS 1315	Bus and Professional Comm	Public Speaking/03240900	1	Non-TSI	NONE	3
COMS 2374	Professional Communication	Prof Comm/1309900	0.5	READ & WRIT or ELAR	ENGL 1302 (Cannot obtain credit in both COMS and ENGL 2374)	3
ENGL 2374	Professional Communication	Prof Comm/1309900	0.5	READ & WRIT or ELAR	ENGL 1302 (Cannot obtain credit in both COMS and ENGL 2374)	3
<u>Component Option B - Communication (Core Requirement - up to three (3) semester credit hours. The following course(s) are allowed)</u>						
EDHL 1254	Contemporary Wellness	Health Ed/03810100	0.5	Non-TSI	NONE	2
ENGL 2314	Technical Writing	Tech Writing /0322100	1	READ & WRIT or ELAR	ENGL 1301 & ENGL 1302	3

GEOG 1303	World Geography	Spec Topics SS/03380002 Spec Topics SS II/03380022 Spec Topics SS III/03380032	0.5	Non-TSI	NONE	3
ISYS 1301	Personal Computer Applications	BIM / 13011400	1	Non-TSI	NONE	3
If a science lab is completed (as noted above), up to 3 SCH can be used to fulfill this core requirement.						

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

APPENDIX III

General Requirements for Graduation with a Baccalaureate Degree

TAMUK has established General Education requirements for all baccalaureate degrees. A general education results in the acquisition of a common body of essential knowledge and skills that together facilitate the development of students as individuals and as members of communities. Students are strongly advised to consult their individual degree plans and academic advisers for any specific requirements for their majors within the General Education curriculum.

Students are also advised to consult the online catalog for any additions to the course offerings. **Some courses are listed in two areas; a student may count such a course in either area, but not both.**

That common body of essential knowledge and skills shall include each of the following component areas and must equal 42 semester credit hours:

Communication-Rhetoric/Composition Required: 6 semester credit

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

Mathematics Required: 3 semester credit hours

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

Life and Physical Sciences Required: 6 semester credit hours

Course	Title	Semester Credit Hours
Select 2 of the following:		6

Course	Title	Semester Credit Hours
<u>ANTH 2303</u>	Intro to Physical Anthrop	
<u>BIOL 1306</u>	General Biology I	
<u>BIOL 1307</u>	General Biology II	
<u>BIOL 2375</u>	Life Science	
<u>BIOL 2401</u>	Human Anatomy and Physiol ¹	
<u>BIOL 2402</u>	Human Anat and Physiology II ¹	
<u>CHEM 1311</u>	Gen Inorganic Chemistry I	
<u>CHEM 1312</u>	Gen Inorganic Chemistry II	
<u>CHEM 1405</u>	General Introd to Chemistry ¹	
<u>GEOG 1301</u>	Physical Geography Meteorology	
<u>GEOG 1302</u>	Phy Geog Climate and Mankind	
<u>GEOG 2472</u>	Intro to Geographic Info Sys ¹	
<u>GEOL 1301</u>	Earth Science I	
<u>GEOL 1302</u>	Intro Ocean, Astron & Atmos	
<u>GEOL 1303</u>	Physical Geology	
<u>GEOL 1304</u>	Historical Geology	
<u>PHYS 1301</u>	College Physics I	
<u>PHYS 1302</u>	College Physics II	
<u>PHYS 1303</u>	Stars and Galaxies	
<u>PHYS 1304</u>	Solar System	
<u>PHYS 1375</u>	Physics	
<u>PHYS 1471</u>	Acoustical Foundations of Musi ¹	
<u>PHYS 2325</u>	University Physics I	
<u>PHYS 2326</u>	University Physics II	
Total Semester Credit Hours		6

Language, Philosophy and Culture Required: 3 semester credit hours

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

Creative Arts Required: 3 semester credit hours

Code	Title	Semester Credit Hours
Select 1 of the following:		3
ARTS 1303	Art History I	
ARTS 1304	Art History II	
COMM 2304	Introduction to Film	

Code	Title	Semester Credit Hours
MUSI 1305	Explorations in Music History	
MUSI 2306	Intro to Music Hist and Lit	
MUSI 2308	History of Jazz	
MUSI 2310	History of Rock and Roll	
MUSI 2320	Music of Many Cultures	
THEA 2310	Introduction to Theatre	
Total Semester Credit Hours		3



American History Required: 6 semester credit hours

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



Government/Political Science Required: 6 semester credit hours

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



Social and Behavioral Sciences Required: 3 semester credit hours

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

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

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

Component Option B

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

Code	Title	Semester Credit Hours
ANTH 2301	Introduction to Archeology	3
ANTH 2302	Introd to Anthropology	3
BIOL 1106	General Biology Laboratory I	1
BIOL 1107	General Biology Laboratory II	1
BIOL 2401	Human Anatomy and Physiol ¹	4
BIOL 2402	Human Anat and Physiology II ¹	4
CHEM 1111	Gen Inorganic Chem Lab I	1
CHEM 1112	Gen Inorganic Chem Lab II	1
CHEM 1405	General Introd to Chemistry ¹	4
EDKN 2335	Sport in Global Society	3
ENGL 1171	Information Literacy	1
ENGL 2314	Technical Writing	3
ENGL 2331	Global Issues in Literature	3
GEOG 1101	Phys Geography Meteorology Lab	1
GEOG 1102	Phys Geog Climate and Mankind	1
GEOG 1303	World Geography	3
GEOL 1101	Earth Science I Laboratory	1
GEOL 1102	Intro Ocean Astron & Atmos Lab	1
GEOL 1103	Physical Geology Laboratory	1
GEOL 1104	Historical Geology Lab	1
HIST 2321	World History to 1500	3
HIST 2322	World History since 1500	3
HSCI 2323	Marriage and Family Relations	3
ISYS 1301	Personal Computer Applications	3
MATH 2413	Calculus I ¹	4

Code	Title	Semester Credit Hours
MATH 2414	Calculus II ¹	4
PHIL 1301	Introd to Philosophy	3
PHYS 1101	Coll Physics I Laboratory	1
PHYS 1102	College Physics II Lab	1
PHYS 1103	Stars and Galaxies Laboratory	1
PHYS 1104	Solar System Laboratory	1
PHYS 1471	Acoustical Foundations of Musi ¹	4
PHYS 2125	University Physics I Lab	1
PHYS 2126	University Physics II Lab	1
POLS 2340	World Politics	3
SOCI 2361	Pluralistic Society	3

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

- I. Academic/Technical Support Services
Pathways Academic Assistance Center (PAAC) - Tutoring <http://www.tamuk.edu/studentsuccess/PAAC/>

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

JaVALab Online (Introductory MATH courses)
https://www.tamuk.edu/artsci/departments/math/online_tutoring.html

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

Information Technology Services (ITS)
Phone: (361) 593-4357

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

Support Hours:

24 hours a
day 7 days a
week

- II. Accessing Blackboard/JNET/University Email Address
For a tutorial on how to access Blackboard, Jnet, and your University email address [click here.](#)

- III. Bacterial Meningitis Vaccination Requirement
<https://www.tamuk.edu/meningitis/>

In accordance with Texas Senate Bill 1107 (now TEC 51.9192), it is required that all

- new students
- transfer students
- and returning students who have had a fall or spring semester break in their attendance at an institution of higher education

provide proof of a current bacterial meningitis vaccination or booster 10 days prior to the first class day of the entering semester.

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

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

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

- IV. Change of Personal Data Form (to change name, date of birth, address or Social Security Number)
<https://www.tamuk.edu/registrar/forms.html>

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

V. Class schedule/Attendance

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

VI. College Student Status

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

VII. Course Transferability & Degree Plan

Academic dual credit(s) may be applied towards the core curriculum or to other specific degree program requirements of an

academic associate's degree or baccalaureate degree at Texas public higher education institutions. However, transferred credits are not guaranteed to count towards a specific degree program. Some public institutions may award elective credit instead. In some instances, an institution may choose not to award transfer credit for academic courses taken in dual credit programs. If a student knows which institution they plan to attend after high school (other than Texas A&M University-Kingsville), we recommend that they seek guidance from an advisor at that institution. <https://www.tccns.org/>
https://as2.tamuk.edu:9203/PROD/bwgcartc.P_TAC_StateSelect

Students enrolled in the dual enrollment program at Texas A&M University-Kingsville will have a degree plan on file from the time they are accepted into the program. This degree plan will be based on the major the student selects at the time they apply to the program. Please note, course degree plans are specific to the degree course requirements at Texas A&M University- Kingsville. A student can change their selected major at any time. Please contact the dual enrollment office at Texas A&M University-Kingsville for more information. (361) 593-2279
koddep000@tamuk.edu

VIII. Disability Resource Center

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

IX. FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. I understand that in order for anyone other than my high school dual enrollment contact(s) and/or high school/district administrators, I, the student, must submit a FERPA Authorization Release

Form indicating the individual(s) that can have access to my Texas A&M University-Kingsville academic records to the university.

Under §99.31 and §99.34, FERPA allows protected student data to be exchanged between the University and District for students that are dually enrolled without the consent of either the parents or the student. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the University has designated the District as a school official with legitimate educational interests in the educational records of the students who participate in the dual enrollment program to the extent that access to the records is required by the District to carry out the functions of the program. The District shall provide points of contact (must be employees of the District) to receive data via a secure method from the University. The District agrees to maintain the confidentiality of the students' educational records in accordance with the provisions of FERPA. The District shall not release educational records to any third party without written consent by the student.

Additional information can be found online

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

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

X. Financial Responsibility Agreement and Policy

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

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

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

Fall and Spring

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

Summer Session I & II

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

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

<https://www.tamuk.edu/enrollment-management/dualenrollment/Resources.html>

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

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

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

XI. Holds

A registration hold will be placed on all dual enrollment students once they are admitted. This hold will remain on a student's account since the dual enrollment office facilitates all admission and registration decisions. Students at no point in time will be allowed to register online on their own since the dual enrollment office must verify their eligibility in order to process a request. A financial hold may be placed on your account for any unpaid balance that can prevent future registration as will prevent you from obtaining an official college transcript from Texas A&M University-Kingsville. Final numerical grades will still be submitted to your high school each semester to be applied

to your high school transcript by the appropriate office within your district. However, you will not be able to obtain an official college transcript or register until all balances have been paid in full.

XII. How to pay your dual enrollment tuition

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

Minimum Grade Requirements

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

Scholastic Probation

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

2.0 cumulative institution grade point average.

Enforced Withdrawal

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

Removal of Enforced Withdrawal Status by Summer Study

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

XIII. Refunds

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

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

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

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

Information on how to request an official transcript can be found by visiting the following link. https://www.tamuk.edu/registrar/RGAD_RESOURCES/transcripts.html

XV. Students Moving/Leaving the High School

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

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

XVI. Student Handbook

The student handbook provides you with information regarding the variety of services that will help you during your time as a dual enrollment student. Additional information is provided in the handbook such as:

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

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

Office of the Dean of Students

Phone: (361) 593-3606

Email: kirsten.comparry@tamuk.edu

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

XVII. Student Recognition

University dual enrollment students of highest academic rank will be honored by the University each Fall and Spring semester for the Prestigious Award, Distinguished Award, or Academic Excellence Award.

- i. The Prestigious Award requires a grade point average of 4.00 on all work attempted for a particular semester, with a minimum of 12 semester credit hours completed, exclusive of credit only (CR) courses.
- ii. The Distinguished Award requires a grade point average of 3.65 on all work attempted for a particular semester, with a minimum of 9 semester credit hours completed, exclusive of credit only (CR) courses.
- iii. The Academic Excellence Award requires a grade point average of 3.5 on all work attempted for a particular semester, with a minimum of 6 semester undergraduate hours, exclusive of credit only (CR) courses.

XVIII. Testing Requirements

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

XIX. Title IX

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

Contact Information:

Phone: (361) 593-4758

Joe T. Henderson, Chief Ethics & Compliance Officer joe.henderson@tamuk.edu

Tasha Clark, Title IX Coordinator

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

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

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

Beginning with the 2007-2008 academic year, undergraduate students subject to SB 1231 will be permitted only six (6) nonpunitive drops during their undergraduate studies. Therefore, drops falling under SB 1231 annotated on official transcripts received from other colleges and/or universities, will be transferred to the University for the

purpose of maintaining the number of drops accumulated by the student. For additional information on drops subject to SB 1231, refer to the section of the catalog titled “Academic Regulations” under the sub-title of “Dropping a Course.”

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

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

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

When a student withdraws from the University, a refund of tuition and fees is based on the date of the withdrawal and the number of weeks of the enrolled semester/term/session. The refund policy is based on legislative law found under the Texas Education Code, Chapter 54, Article 54.006.

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

APPENDIX V

TAMUK TSI CHART

Texas A&M University-Kingsville Dual Enrollment Eligibility Requirements

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

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

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

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

Subject to Change

SANTA GERTRUDIS ISD

MULTI-TIERED SYSTEM OF SUPPORTS HANDBOOK

Response to Intervention



2023-2024

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

BOARD OF TRUSTEES

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Fatima Garcia- Director of Curriculum and Special Programs
Catherine Gonzalez- Director of Special Education and Diagnostician
Charles Odom- Academy High School Principal
Rox-Anne Guajardo- Santa Gertrudis Elementary Principal
Jesus Gonzalez- SGISD Assistant Principal

Santa Gertrudis ISD

P.O. Box 592
Kingsville, TX 78364

Santa Gertrudis School

803 Santa Rosa
Kingsville, TX 78363
(361) 384-5046
(361-591-3128 fax)

Santa Gertrudis Academy High School

Poteet Hall
1055 W. Santa Gertrudis
Kingsville, TX 78363
(361) 384-5041

RESPONSE TO INTERVENTION PROGRAM CONTRIBUTORS 2023

Catherine Gonzalez- Director of Special Education & Diagnostician
Lori Cantu- SGS Counselor
Kristi Kelly- AHS Counselor
Leonor De Los Santos- Testing Coordinator
Melissa Mata- RTI Teacher
Natalia Contreras- RTI Instructional aide

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APPENDICES

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- I. Parent Notification of Tiered Intervention
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DEFINING MTSS AND RESPONSE TO INTERVENTION

Multi-Tiered Systems of Support (MTSS) is a whole behavioral, and social-- child approach that integrates academic, emotional instruction and support. MTSS optimizes student growth through a proactive, preventative framework comprised of multiple layers, or tiers, aligned to the varying needs of our students. Tier 1 effective school-wide systems and differentiated core instruction, Tier 2 targeted intervention and Tier 3 intense and individualized intervention from the pillars of this integrated continuum of student supports (Buffom, Mattos, & Weber, 2010).

As a framework, MTSS establishes intentionality and efficient organization of all district and campus services offered for both students and staff. It aligns our work and facilitates a focus on collaboration, growth, and multifaceted approaches to student support. With implementation fidelity, MTSS has the power to close achievement gaps and address the critical needs of all students including those served by special programs such as Bilingual/ESL, Gifted and Talented (GT), 504/Dyslexia, and Special Education.

SGISD utilizes Response to Intervention (RTI) as a multi-tiered approach to providing instruction, service and interventions at increasing levels of intensity to struggling learners. The purpose of RTI is to provide quality instruction for all students with focused interventions for students who struggle and frequent monitoring of each student's response to the instruction and focused intervention. Response to intervention was also designed to function as one part of a data-based process of identifying learning disabilities. RTI provides the framework for prevention of learning difficulties, intervention when students do not learn at the expected rate for the grade level, as well as identification of students who need intensive interventions in addition to quality instruction in regular classroom in order to learn at grade-level expected rates. The RTI framework is part of well-integrated system of instruction available to every student. RTI may also address behavior concerns.

RTI is the practice of meeting the academic and behavioral needs of all students through a variety of services containing the following key elements:

- High-quality instruction and scientific research-based tiered interventions aligned with individual student need
- Frequent monitoring of student progress to make results-based academic and/or behavioral decisions
- Application of student response to data to important educational decisions (such as those regarding placement, intervention, curriculum, and instructional goals and methodologies)

The instructional approaches used within the general education setting should result in academic and/or behavioral progress for the majority of the students. Struggling students are identified using data-based student progress monitoring and provided intensive instruction. The use of scientifically validated curricula and teaching methods expected in an RTI model leads to data-based school improvement.

RTI looks like:

- A systematic problem-solving approach that ensures no student falls through the cracks
- Good teaching, good classroom management
- Consistent use of research-based interventions and strategies for struggling students

What RTI is not:

- A program or curricula
- A form of special education
- The same for every student

BENEFITS OF RTI

RTI holds the promise of ensuring that all children have access to high quality instruction and that struggling learners, including those with learning disabilities, are identified, supported, and served early and effectively. Driven and documented by reliable data, the implementation of RTI can result in the following:

- More effective instruction
- Increased student achievement
- More appropriate learning disability identification
- Increased professional collaboration
- Overall school improvement
- Improved behavior issues

FIDELITY OF IMPLEMENTATION

Current research indicates that the most common cause of failed intervention is a lack of fidelity of implementation. Scientific research may indicate that an intervention model is successful, but that success can only be dependably duplicated if teachers are provided sufficient on-going program-specific training, agree to implement all aspects of the model as designed and as tested, and uphold that agreement. Fidelity to the research design should be documented; gaps in fidelity should be identified and corrected.

ASSESSMENT LEADING TO DATA BASED DECISIONS

Effectiveness of an intervention is determined by student progress monitoring via formative assessments. The following are utilized:

- Universal screeners for all students
- Diagnostics to determine what students can and can't do
- Progress monitoring to determine the desired effects are obtained

Progress monitoring allows for guiding the decision to choose effective, targeted instructional techniques and establish goals that will enable all students to advance appropriately toward the attainment of state achievement standards. RTI decision-making processes are dependent upon reliable student performance data and data-collection systems.

BENEFITS OF PROGRESS MONITORING

- Accelerated learning due to appropriate instruction
- Informed instructional decisions
- Effective communication with families and other professionals about students' progress
- High expectations for students by teachers
- Appropriate special program referrals
- Documentation of student progress for accountability purposes

RTI TIER MODEL AND DESCRIPTIONS

Tier I. Research Based Core Curriculum and Intentional Teaching

- In class supports
- 70%- 80% of population

Tier II. Explicit Small Group Interventions & Embedded Learning Activities

- Reading Lab/Tutorials
- Math Lab/Tutorials
- Saturday School Referral (if applicable)
- 15%- 25% of population

Tier III. Individualized Scaffolding Strategies

- May require specialized instruction
- May require referral to 504/special education
- 5% of population

It is important to note that this is a guiding model only designed to assist RTI teams in identifying severity of interventions needed. Special circumstances may arise in which supports/percentages may not reflect the above reference.

Parent notification is required to be given when a student is identified as requiring Tier II supports. Progress reports will be provided to parent concurrent with the issuance of report cards.

RTI TEAM MEMBERS

In order to make the most appropriate and informed decisions for students, the following should be members of the RTI decision making committee:

- Counselor or Interventionist
- Administrator
- Classroom Teacher
- Additional stakeholders in the success of the student should also be considered

TASKS OF THE RTI COMMITTEE

The RTI committee is charged with making decisions based upon student need as evidenced by data provided by the members. The main tasks that face the committee for each student discussed are to answer the following questions:

- What is the difficulty the student is facing?
- How is the difficulty going to be addressed?
- When will the team reconvene to monitor progress?

The answers to these questions will differ depending on the needs of each individual student. A "one-size-fits-all" approach is not utilized in RTI

STAAR/EOC Decisions

The Texas Education Agency allows for certain accommodations to be utilized by students on state assessments if certain criteria are met. It is up to the counselor/interventionist to maintain documentation of decisions made regarding STAAR assessments and accommodation decisions.

College Entrance Exam Decisions

RTI Meeting information may be utilized to pursue student accommodations on college entrance exams. It is up to the counselor/interventionist to maintain documentation of decisions made regarding administration of college entrance exams.

HOW AND WHEN RTI MEETINGS ARE SCHEDULED

Grades Pre-K through 8th

Academic Concerns:

RTI Days will be scheduled about at least once a quarter during teacher conference times to allow for discussion of student difficulties and progress towards goals. This guideline will be followed as long as it is appropriate for the student in question. The committee may agree to meet more or less times depending on the concern. Supporting documentation to be brought to this meeting includes the following, but is not limited to:

- Documentation of communication with parent
- Reading levels
- Benchmark scores
- Grades
- Math levels
- Snapshot scores

Behavior concerns:

Counselor will schedule a meeting. Supporting documentation to be brought to this meeting includes the following, but is not limited to:

- Documentation of communication with parent
- Discipline records

Grades 9-12

The school counselor will schedule meetings regarding academic and behavioral concerns. Areas of consideration that may require that an RTI meeting be held includes the following:

- Failure lists
- Not meeting standard on EOC
- Persistent discipline issues

All Grade Levels

Parents may request that an RTI meeting be held for their student; however, it is recommended that a parent/teacher conference be held initially to address student concerns.

ADDITIONAL QUESTIONS REGARDING RESPONSE TO INTERVENTION AT SANTA GERTRUDIS ISD

Additional questions and clarifications may be directed to the Director of Curriculum and Special Programs.

fgarcia@sgisd.net

361-384-5087, ext. 3004

School-Wide Systems for Student Success: A Response to Intervention (RtI) Model

ACADEMIC SYSTEMS

BEHAVIORAL SYSTEMS

TIER 3/TERTIARY INTERVENTIONS

1-5%

- Individual Students
- Assessment-Based
- High Intensity

TIER 2/SECONDARY INTERVENTIONS

5-15%

- Some Students (At-Risk)
- High Efficiency
- Rapid Response
- Small Group Interventions
- Some Individualizing

TIER 1/UNIVERSAL INTERVENTIONS

80-90%

- All Students
- Preventive, Proactive

1-5%

TIER 3/TERTIARY INTERVENTIONS

- Individual Students
- Assessment-Based
- Intensive, Durable Procedures

5-15%

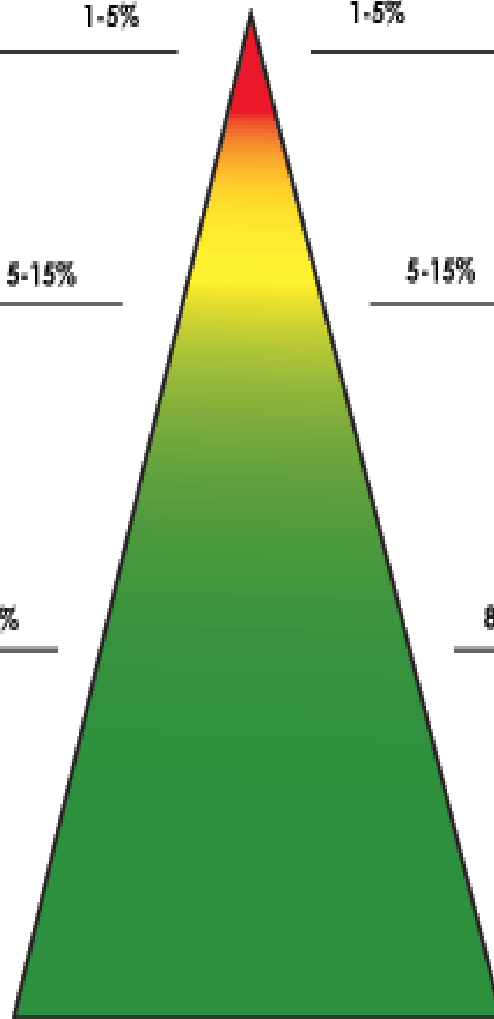
TIER 2/SECONDARY INTERVENTIONS

- Some Students (At-Risk)
- High Efficiency
- Rapid Response
- Small Group Interventions
- Some Individualizing

80-90%

TIER 1/UNIVERSAL INTERVENTIONS

- All Settings, All Students
- Preventive, Proactive



Response to Intervention

Collaborative Problem Solving Process

Steps to creating an RTI plan

Step 1: Problem Identification	During the Initial Team Meeting, student strengths and concerns are discussed. The teacher requesting assistance identifies one or two concerns to focus on (critical concerns). Baseline data related to the critical concern areas are collected prior to meeting. Once the student's current performance in the targeted areas have been determined, the student's expected performance can be set and a specific, measurable goal is developed.
Step 2: Intervention Design	The RTI team works collaboratively to generate possible intervention actions that are logically linked to the critical concerns and baseline data. The team determines which evidence-based instructional strategies will be implemented during the intervention period, when and how often the intervention will occur and how intervention effectiveness will be monitored.
Step 3: Implementation	During this stage, the intervention is implemented by the teacher with fidelity and slight modifications are made as needed. The teacher collects data to monitor progress of the intervention.
Step 4: Evaluation	The teacher brings current data to the Follow-Up Team Meeting. Through data analysis, the RTI team determines the degree to which the student is progressing toward the establish goal(s). A typical implementation cycle is six to nine weeks in length. If the goal is met, the case is closed. If the goal is not met, the teachers determine appropriate outcome and next steps.

Response to Intervention

Collaborative Problem Solving Team Meeting Agendas

Initial Team Meeting

1. Referring teacher shares information from *Student Information form*.
2. Team analyzes data and asks clarifying and probing questions to define problem.
3. Team prioritizes one or two target areas of concern and develops SMART goal.
4. Team collaborates to create plan and records on *Intervention Action Plan (appropriate Tier) form*.

Follow-Up Team Meeting

1. Referring teacher shares updated student information.
2. Team discusses effectiveness of implemented *Intervention Action Plan*.
3. Team decides on outcome and records on the new *Intervention Action Plan form*.

Components of Effective Collaborative Problem Solving Teams

1. All team members participate fully, feel valued, and are responsible for the end result of the meeting.
2. The referring teacher comes prepared with necessary information and data for meetings.
3. Parents are notified, invited, and encouraged to participate in the creation of the RTI plan.
3. The RTI plans created in the meetings are implemented with fidelity.

Tier I Intervention Action Plan

Student _____ Grade _____ Referring Teacher _____ Date _____

Tier I Target Concern: _____

Write one target SMART goal (e.g., Goals should be **s**pecific, **m**easurable, **a**ttainable, **r**ealistic and **t**imely)

Subject: _____	Goal: _____ _____ _____ _____			
WHAT is the intervention? From: _____ to _____	WHEN will it take place?	HOW will it be delivered?	By WHOM will it be implemented?	OUTCOME Follow up date: _____
1.	Frequency: Duration:	☐ Small group ☐ 1:1 ☐		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.
2.	Frequency: Duration:	☐ Small group ☐ 1:1		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.

Tier I Target Concern: _____

Write one target SMART goal (e.g., Goals should be **s**pecific, **m**easurable, **a**ttainable, **r**ealistic and **t**imely)

Subject: _____	Goal: _____ _____ _____ _____			
WHAT is the intervention? From: _____ to _____	WHEN will it take place?	HOW will it be delivered?	By WHOM will it be implemented?	OUTCOME Follow up date: _____
1.	Frequency: Duration:	☐ Small group ☐ 1:1 ☐		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.
2.	Frequency: Duration:	☐ Small group ☐ 1:1		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed.

				Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.

Progress Monitoring Data

Date	Progress Monitoring Tool	Score	Comments

Intervention Status/Recommendations (check one):

- ☐ Problem resolved: Exit Tier I
- ☐ Student making progress: Continue Tier I Intervention
- ☐ Student making progress slowly: Redesign or modify intervention at Tier I
- ☐ Student not progressing: Initiate Tier 2 Intervention

Entry Tier I Signatures			Follow-up Tier I Signatures	
Date:			Date:	
Signature	Position		Signature	Position

Tier II Intervention Action Plan

Student _____ Grade _____ Referring Teacher _____ Date _____

Tier II Target Concern: _____

Write one target SMART goal (e.g., Goals should be specific, measurable, attainable, realistic and timely)

Subject: _____	Goal: _____ _____ _____			
WHAT is the intervention? From: _____ to _____	WHEN will it take place?	HOW will it be delivered?	By WHOM will it be implemented?	OUTCOME Follow up date: _____
1.	Frequency: Duration:	☐ Small group ☐ 1:1 ☐		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.
2.	Frequency: Duration:	☐ Small group ☐ 1:1		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.

Tier II Target Concern: _____

Write one target SMART goal (e.g., Goals should be specific, measurable, attainable, realistic and timely)

Subject: _____	Goal: _____ _____ _____			
WHAT is the intervention? From: _____ to _____	WHEN will it take place?	HOW will it be delivered?	By WHOM will it be implemented?	OUTCOME Follow up date: _____
1.	Frequency: Duration:	☐ Small group ☐ 1:1 ☐		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.
2.	Frequency:	☐ Small group		☐ Continue; Intervention strategy produced satisfactory results.

	Duration:	○ 1:1		○ Additional intervention strategies needed. ○ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.

Progress Monitoring Data

Date	Progress Monitoring Tool	Score	Comments

Intervention Status/Recommendations (check one):

- Problem progressing on grade level: Exit Tier II, return to Tier I
- Student making progress: Continue Tier II Intervention
- Student making progress slowly: Redesign or modify intervention at Tier II
- Student not progressing: Initiate Tier III Intervention

Entry Tier II Signatures			Follow-up Tier II Signatures	
Date:			Date:	
Signature	Position		Signature	Position

Tier III Intervention Action Plan

Student _____ Grade _____ Referring Teacher _____ Date _____

Tier III Target Concern: _____

Write one target SMART goal (e.g., Goals should be **s**pecific, **m**easurable, **a**ttainable, **r**ealistic and **t**imely)

Subject: _____	Goal: _____ _____ _____			
WHAT is the intervention? From: _____ to _____	WHEN will it take place?	HOW will it be delivered?	By WHOM will it be implemented?	OUTCOME Follow up date: _____
1.	Frequency: Duration:	☐ Small group ☐ 1:1 ☐		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.
2.	Frequency: Duration:	☐ Small group ☐ 1:1		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.

Tier III Target Concern: _____

Write one target SMART goal (e.g., Goals should be **s**pecific, **m**easurable, **a**ttainable, **r**ealistic and **t**imely)

Subject: _____	Goal: _____ _____ _____			
WHAT is the intervention? From: _____ to _____	WHEN will it take place?	HOW will it be delivered?	By WHOM will it be implemented?	OUTCOME Follow up date: _____
1.	Frequency: Duration:	☐ Small group ☐ 1:1 ☐		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results; meeting with school based special education team is needed.
2.	Frequency: Duration:	☐ Small group ☐ 1:1		☐ Continue; Intervention strategy produced satisfactory results. ☐ Additional intervention strategies needed. ☐ Intervention strategy did not provide satisfactory results;

				meeting with school based special education team is needed.

Progress Monitoring Data

Date	Progress Monitoring Tool	Score	Comments

Intervention Status/Recommendations (check one):

Problem progressing on grade level: Exit Tier III, return to Tier II

Student making progress: Continue Tier III Intervention

Student making progress slowly: Redesign or modify intervention at Tier III

Student not progressing: Consider referral for 504 or special education

Entry Tier III Signatures		Follow-up Tier III Signatures	
Date:		Date:	
Signature	Position	Signature	Position

SANTA GERTRUDIS ISD RTI STUDENT INFORMATION FORM 2020-2021

Student: _____ ID: _____ Grade: _____ Teacher: _____ Date: _____

SPECIAL PROGRAMS: ☐ ESL ☐ RTI ☐ 504 ☐ SPED ☐ AT-RISK

Has the student ever been retained? _____	Primary language? _____
How many absences? _____	Has the student attended a school other than SGISD? _____ If yes, where? _____
Has attendance been a previous factor? _____	Has the student previously been served in any special programs? _____

STATE ASSESSMENTS				TPRI/AR LEVELS		CURRENT GRADES		SNAPSHOT/BENCHMARK	
3	R:	Mt:			BOY:	R_____M_____	Reading/ELA		Student Score
4	R:	Mt:	W:				Math	Reading/ELA	Class Average
5	R:	Mt:	S:		MOY:		Science	Math	
6	R:	Mt:				R_____M_____	Social Studies	Science	
7	R:	Mt:	W:		EOY:		Other	Social Studies	
8	R:	Mt:	S:	SS:		R_____M_____			

Please indicate areas of concern: READING MATH SCIENCE SOCIAL STUDIES WRITING OTHER _____

What did you observe to cause concern? _____

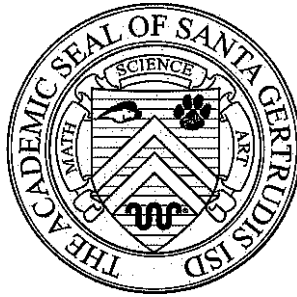
Specify TOP 3 areas/characteristics that are causing student concerns:

	READING	MATH	BEHAVIOR
Phonics		Number Sense	Does not complete homework
Fluency		Place Value	Poor/Incomplete Assignments
Vocabulary		Fractions/Decimals	Does not attend school/class regularly
Comprehension		Measurement/Time	Disruptive when asking for assistance
Written Language		Geometry	Appears frustrated with teacher requests
Oral Language		Problem Solving	Reluctant to join group activities
Phonemic Awareness		Computation + - x /	Other: _____

PARENT/GUARDIAN CONTACT (REQUIRED):

*****This form is to be completed by teacher and brought to RTI meetings.

Santa Gertrudis School
School
P.O. Box 592
Kingsville, TX 78364
(361) 384-5046
Fax: (361) 592-3128



Santa Gertrudis Academy High

MS 183-TAMUK
1055 W. Santa Gertrudis
Kingsville, TX 78363
(361) 384-5041

Santa Gertrudis ISD
PO Box 592
Kingsville, TX 78364
(361) 384-5087
(361) 591-7736 (fax)
www.sgisd.net

Date:

Dear parent of _____

Based on screening/record review, your child _____ has been referred to the RTI team to review his/her academic progress and determination of his/her needs. The RTI team uses a problem-solving process to review your child's progress and needs, using an integrated approach to the delivery of instruction for all students and matching the needs of your child with appropriate interventions.

The RTI team will be meeting on _____ at _____ and would like to request your attendance if at all possible.

If you have any questions or need further information, please call the campus office at 361-384-5087.

Respectfully,

School Principal
Santa Gertrudis Independent School District

Santa Gertrudis
School
P.O. Box 592
Kingsville, TX 78364
(361) 384-5046
Fax: (361) 592-3128



Santa Gertrudis
Academy High School
MSC 183
Kingsville, TX 78363
(361) 384-5041
Fax: (361) 592-5335

Santa Gertrudis ISD
P.O. Box 592
Kingsville, TX 78364
(361) 384-5087
Fax: (361) 592-7736
www.sgisd.net

Date:

Dear parent of _____

Santa Gertrudis Independent School District wants all students to succeed. This involves students performing on grade level and meeting passing standard on state and district assessments. We understand that some students may need more assistance because not all children learn in the same way. Our goal at Santa Gertrudis is to provide the best educational material and other resources to allow our children to be successful. Your child has been recommended for additional assistance through the RTI team, therefore, he/she will be assisted in the using the following strategies/interventions:

Intervention	Frequency	Duration

The proposed interventions are designed to help your child improve his/her academic skills by developing individual paths to learning. This intervention may involve missing some non-core area academic classes such as: Art, Specials, etc. If you have any questions, please call 361-384-5087. Thank you.

School Principal
Santa Gertrudis Independent School District

Santa Gertrudis
School
P.O. Box 592
Kingsville, TX 78364
(361) 384-5046
Fax: (361) 592-3128



Santa Gertrudis
Academy High School
MSC 183
Kingsville, TX 78363
(361) 384-5041
Fax: (361) 592-5335

Santa Gertrudis ISD
P.O. Box 592
Kingsville, TX 78364
(361) 384-5087
Fax: (361) 592-7736
www.sgisd.net

Date:

Dear parent of _____

We are pleased to inform you that your child is being exited from the RTI program. Your child has shown growth and will therefore return to accessing the general curriculum without additional interventions or strategies. To ensure that these gains are maintained, he/she will continue to be monitored during the next academic year.

Additionally, should his teachers feel that your student is in jeopardy of regression, your child may be reassessed by the RTI team. In this instance, you will be notified. Our goal is to help our students succeed. Please call 361-384-5087 with any questions or concerns.

School Principal
Santa Gertrudis Independent School District

Santa Gertrudis School Student Handbook

2023-2024 School Year



If you have difficulty accessing the information in this document because of disability, please contact the district at fgarcia@sgisd.net or 361-384-5087.

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The Santa Gertrudis Independent School District

Mission

The mission of Santa Gertrudis Independent School District is to engage in unique educational experiences and opportunities for students' success.

Vision

We strive to unleash our lion potential: Leading the way in educational innovation.

Santa Gertrudis Independent School District

Board of Trustees

Florinda Falcon, President

Delia Perez, Vice President

Francis Regalado, Secretary

Robert Caldera, Trustee

Oscar Cortez, Trustee

Carmen Falcon, Trustee

LeeRoy Montalvo, Trustee

District Administration

Dr. Veronica Alfaro	Superintendent of Schools
Fatima Garcia	Data Fellow/Curriculum Director/Special Programs
Catherine Gonzalez	Special Education Director
Leo De Los Santos	Testing Coordinator
Amanda Ramirez	Business Office Manager

Campus Administration

Rox-Anne Guajardo	Principal
Jesse Gonzalez	Assistant Principal
Kayla Canales	Counselor

The Alma Mater

Far above the plains of Texas,
With its skies of blue,
Stands our noble Alma Mater
Glorious to view,
Lift the chorus speed it onward,
Loud her praises tell
Hail to thee our Alma Mater,
Hail Academy!

The Fight Song

Hooray, Academy!
Hooray, Academy!
Someone in the crowd is yelling,
One, two, three, four,
Who you gonna yell for?
Academy!
That's who!

Preface

Parents and Students:

Welcome to the new school year!

Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

The Santa Gertrudis School Student Handbook is a general reference guide that is divided into two sections:

Section I: Parental Rights will help you respond to school-related issues regarding curriculum and the school environment.

Section II: Other Important Information for Parents and Students is organized alphabetically by topic. Where applicable, it is divided by age and/or grade level.

Note: Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with board policy and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is **not** meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Santa Gertrudis School Student Code of Conduct. To review the Code of Conduct, visit the district’s website at www.sgisd.net. State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at your child’s home campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

For questions about the material in this handbook, please contact your campus principal.

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact:

Veronica Alfaro

SGISD Superintendent

valfaro@sgisd.net

361-384-5087

Complete and return to the student's campus the following forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment Form or Acknowledgment of Electronic Distribution of Student Handbook,
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form.

[See **Objecting to the Release of Directory Information** on page and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on page for more information.]

Note: References to board policy codes are included for ease of reference. The hard copy of the district's official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at www.sgisd.net.

Accessibility

If you have difficulty accessing this handbook because of a disability, please contact:

Veronica Alfaro

Superintendent

valfaro@sgisd.net

361-384-5087.

Section I: Parental Rights

This section describes certain parental rights as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Conduct a Psychological Evaluation

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining written parental consent.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Provide a Mental-Health Care Service

The district has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison can be reached at:

Lori Cantu

SGS School Counselor

lcantu@sgisd.net

361-384-5046

The mental health liaison can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

For further information, see **Mental Health Support** on page .

Consent to Display a Student's Original Works and Personal Information

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14

A student under age 14 must have parental permission to participate in the district's parenting and paternity awareness program. This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

Consent to Video or Audio Record a Student when Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a co curricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Prohibiting the Use of Corporal Punishment

SGISD does not use corporal punishment which is defined as: —spanking or paddling a student—may be used as a discipline management technique in accordance with the Student Code of Conduct. In accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

Limiting Electronic Communications between Students and District Employees

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity. The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition);
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and a second for all other requests. For district publications and

announcements, the district has designated the following as directory information: student name, address, telephone listing, photograph, date of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of his or her child's information for these school-sponsored purposes, the school will not ask permission each time the district wants to use the information for these purposes.

For all other purposes, the district has identified the following as directory information: student name, address, telephone listing, photograph, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If a parent does not object to the use of the student's information for these purposes, the school **must** release this information when requested by an outside entity or individual.

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

A student will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in or receive financial assistance under a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [For more information, see policy EF(LEGAL).]

"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The Protection of Pupil Rights Amendment (PPRA) requires that a parent be notified when a survey is not funded by the U.S. Department of Education.

A parent has a right to deny permission for his or her child's participation in:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

A parent may inspect a survey created by a third party before the survey is administered or distributed to his or her child.

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The ED provides extensive information about the [Protection of Pupil Rights Amendment](#), including a [PPRA Complaint Form](#).

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for course materials.

State law requires that the district provide written notice before each school year of the board's decision to provide human sexuality instruction.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

Heritage Keepers Abstinence Education is a classroom-based curriculum that teaches students the benefits of practicing sexual abstinence and the risks that can be associated with sexual activity outside of marriage. Students learn resistance skills and tactics to help them practice abstinence and build relationships without having sex. The program also provides information about male and female reproductive systems, as well as sexually transmitted diseases.

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details.)

Reciting a Portion of the Declaration of Independence in Grades 3–12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused,
- The district determines that the student has a conscientious objection to the recitation, or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL).]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** on page and policy EC(LEGAL) for more information.]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
- Evaluative data such as grades earned on assignments or tests, or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs, see policies EC and EHBC, and contact the student's teacher.]

Right of Access to Student Records, Curriculum Materials, and District Records / Policies

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

- A parent may review his or her child's records. These records include:
- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law,
- State assessment instruments that have been administered to the child, and
- Teaching materials and tests used in the child's classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an "eligible" student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information** on page , are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;

- Provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

For more information about how to file a complaint, see <https://studentprivacy.ed.gov/file-a-complaint>.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance—including grades, test results, and disciplinary records—is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student's parent—whether married, separated, or divorced—unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18,
- Is emancipated by a court, or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student:

- When district officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include:
 - Board members and employees, such as the superintendent, administrators, and principals;
 - Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
 - A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);

- A parent or student serving on a school committee; or
- A parent or student assisting a school official in the performance of his or her duties.

“Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility to the school and the student; or investigating or evaluating programs.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [To prohibit this disclosure, see **Objecting to the Release of Directory Information** on page 16.]

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy

of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students at:

Misty Del Angel
SGS Principal
mdelangel@sgisd.net
361-384-5046

You may contact the custodian of records for students who have withdrawn or graduated at:

Misty Del Angel
SGS Principal
mdelangel@sgisd.net
361-384-5046

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See Finality of Grades at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 79, and **Complaints and Concerns** on page 38.]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office or on the district's website at www.sgisd.net.

Note: The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student shared only with a substitute teacher—do not have to be made available.

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived, and
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitled children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.
- The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:
 - Called to active duty,
 - On leave, or
 - Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

Parental Role in Certain Classroom and School Assignments

Multiple-Birth Siblings

State law permits a parent of multiple-birth siblings (e.g., twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL).]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to

- Transfer of his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.
- Consult with district administrators if the district has determined that his or her child has engaged in bullying and the board has decided to transfer the child to another classroom or campus.

Transportation is not provided for a transfer to another campus. See the principal for more information.

[See **Bullying** on page 35, and policies FDB and FFI for more information.]

- Request the transfer of his or her child to a neighboring district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the district will transfer the assailant.

Student Use of a Service / Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

A Student in the Conservatorship of the State (Foster Care)

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course.

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration** on page 42, **Course Credit** on page 43, and **A Student in Foster Care** on page 26 for more information.]

A Student Who Is Homeless

A student who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Awarding partial credit when a student passes only one semester of a two-semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a homeless student to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a homeless student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the district's homeless education liaison, Nicole Rodriguez, at 361-384-5087.

[See **Credit by Examination for Advancement/Acceleration** on page 42, **Course Credit** on page 43 , and **Students who are Homeless** on page 26 for more information.]

A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a **written request** for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than **15 school days** after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written

consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an **exception** to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Catherine Gonzalez

Director of Special Education

cgonzalez@sgisd.net

361-384-5087.

Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice,
- An opportunity for a parent or guardian to examine relevant records,
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and
- A review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Lori Cantu

SGS Counselor

lcantu@sgisd.net

361-384-5046

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page 29.]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** on page 29 and policy FB for more information.]

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL).]

A Student Who Speaks a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** on page 50 and **Special Programs** on page 78.]

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

Section II:

Other Important Information for Parents and Students

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section.

It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level.

Should you be unable to find the information on a particular topic, please contact:

Misty Del Angel

SGS Principal

mdelangel@sgisd.net

361-384-5046.

Absences / Attendance

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Between Ages 6 and 18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Exemptions to Compulsory Attendance (All Grade Levels)

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. [See **Children of Military Families** on page 24 for more information.]

An absence of a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran will also be excused by the district.

Failure to Comply with Compulsory Attendance (All Grade Levels)

School employees must investigate and report violations of the state compulsory attendance law.

A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the

attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Between Ages 6 - 18

When a student between ages 6 - 18 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is the campus principal. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.

- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

The actual number of days a student must be in attendance to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

Official Attendance-Taking Time (All Grade Levels)

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00 a.m., which is during the third instructional hour as required by state rule.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

Please Note: Attendance, whether virtual or face-to-face, must be documented with the same procedures below.

Documentation after an Absence (All Grade Levels)

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused.

Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor's Note after an Absence for Illness (All Grade Levels)

Upon arrival or return to school, a student absent for more than 4 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school to determine whether the absence or absences will be excused or unexcused.

[See policy FEC(LOCAL).]

Accountability under State and Federal Law (All Grade Levels)

Santa Gertrudis Independent School District and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the district's website at www.sgisd.net. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

Awards and Honors (All Grade Levels)

NJHS - See NJHS Handbook

Honor Roll (A, A/B)

Perfect attendance

Citizenship

School Spirit

Lion Heart

Million Word Reader

Lonestar/Bluebonnet Book Award

Bullying (All Grade Levels)

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and

intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying at www.sgisd.net.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments** on page 25.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments** on page 25, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 44, **Hazing** on page 54, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Celebrations (All Grade Levels)

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[See **Food Allergies** on page 64.]

Child Sexual Abuse and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at www.sgisd.net. Trafficking includes both sex and labor trafficking.

As a parent, it is important for you to be aware of **warning signs** that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;

- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owning a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#).

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

Communications—Automated (All Grade Levels)

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See **Safety** on page 72 for information regarding contact with parents during an emergency situation.]

Non Emergency

Your child's school will request that you provide contact information, such as your phone number and email address, for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number.

The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply.

If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety** on page 72 for information regarding contact with parents during an emergency.]

Complaints and Concerns (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual, available on the district's website at www.sgisd.net. A copy of the complaint forms may be obtained in the principal's or superintendent's office.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—on and off campus, during remote (when applicable) and in-person instruction, and on district vehicles—and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district's website at www.sgisd.net and the coordinator for this campus is listed below:

Misty Del Angel
SGS Principal
mdelangel@sgisd.net
361-384-5046

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;

- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Middle / Junior High School Grade Levels

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should make an appointment or email her at lcantu@sgisd.net. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[See **Mental Health Support** on page 62, and **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children** on page 37 and **Dating Violence** on page 43.]

Credit by Examination - If a Student Has Taken the Course / Subject (Grades 6-12)

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

[For further information, see the school counselor and policy EHDB(LOCAL).]

***Credit by Examination for Advancement / Acceleration
If a Student Has Not Taken the Course / Subject***

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. The dates on which examinations are scheduled during the 2019–20 school year will be published in appropriate district publications and on the district's website.

The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system.

When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific examination only once.

If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

Students in Grades 1–5

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

Students in Grades 6–12

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination, a scaled score of 50 or higher on an examination administered through the CLEP, or a score of 3 or higher on an AP examination, as applicable. A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

Dating Violence, Discrimination, Harassment, and Retaliation

(All Grade Levels)

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or www.sgisd.net. [See policy FFH.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html) (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>)

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parents. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted. [See **Bullying** on page 35]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

Discrimination

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 43.]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

SGISD will not be offering any distance learning opportunities for 2022-2023. Should anything change, we will continue to follow TEA and CDC guidelines.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, etc.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Non School Materials

From Students

Students must obtain prior approval from the campus principal before selling, posting, circulating, or distributing more than 25 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The campus principal has designated the front office and designated bulletin boards as the location for approved nonschool materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See FNG(LOCAL) for student complaint procedures.]

From Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA.

To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the campus for prior review. The campus principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA or GF.]

The campus principal has designated front reception as the location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following: **See separate SGS Dress Code.**

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and other Electronic Devices

For safety purposes, the district permits students to possess personal cell phones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [For graphing calculator applications on computing devices, see **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials** on page .]

A student must have approval to possess other telecommunications devices such as laptops, tablets, or other portable computers.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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 for a fee of \$15.

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.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page and policy FNF.]

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.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child ["Before You Text" Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

English Learners (All Grade Levels)

A student who is an English learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the

LPAC for an English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** on page , may be administered to an English learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [See **Transportation** on page .]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request.

To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

In addition, the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English—may not participate in extracurricular activities for at least three school weeks.
- If a student is enrolled in a state-approved course that requires demonstration of the mastery of an essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.
- If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.
- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: NJHS and Student Council

Fees (All Grade Levels)

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.

- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
 - A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 81.]
 - A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
 - In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal. [For further information, see policy FP.]

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 54.]

Grading Guidelines (All Grade Levels)

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Daily Work/Homework -	35%
Quiz/Projects -	35 %
Tests -	30%
Total -	100%

[See **Report Cards/Progress Reports and Conferences** on page 54 for additional information on grading guidelines.]

Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 54.]

Hazing (All Grade Levels)

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** on page 35 and policies FFI and FNCC.]

Health - Physical and Mental

Student Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she will not be attending that day.

It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea-free without diarrhea-suppressing medications for at least 24 hours.

A parent should contact the school nurse if a student has been diagnosed with COVID-19 or may have COVID-19.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained online at [Affidavit Request for Exemption from Immunization](#) or by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis
- Polio
- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

As noted at **Bacterial Meningitis** on page , entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this or other vaccination requirements.

[See the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#) and policy FFAB(LEGAL) for more information.]

Head Lice (All Grade Levels)

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time, and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

Notice will also be provided to parents of elementary school students in the affected classroom.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](#).

[See policy FFAA.]

Medicine at School (All Grade Levels)

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellant is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is able to do so.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care

provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

[Counselors utilize Character Education classes, as well as Social Emotional Learning strategies to address student's needs as needed.]

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation** on page and **Consent to Provide a Mental Health Care Service** on page for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;

- **Counseling** on page for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** on page for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** on page for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Elementary School

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

Junior High / Middle School

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters.

For additional information on the district's requirements and programs regarding junior high and middle school student physical activity requirements, please see the principal.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the school nurse to obtain the results of his or her child's physical fitness assessment conducted during the school year by contacting:

Marissa Flores

District Nurse

mflores@sgisd.net

361-384-5046

Physical Health Screenings/Examinations

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

[See policy FFAA.]

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures.

[See policy FFAA for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

State law requires the district to provide information about bacterial meningitis:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common, and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal, or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the [Centers for Disease Control and Prevention \(CDC\)](#), particularly the CDC's information on [bacterial meningitis](#), and the [Texas Department of State Health Services](#).

Note: DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#) and policy FFAB(LEGAL) for more information.]

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL) for more information.]

Food Allergies (All Grade Levels)

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at [Allergies and Anaphylaxis](#).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.sgisd.net.

[See policy FFAF and **Celebrations** on page .]

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** on page and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school

property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The SGISD nurse:

Marissa Flores

SGISD District Nurse

mflores@sgisd.net

361-384-5041

- The SGS school counselor:

Lori Cantu

School Counselor

mdelangel@sgisd.net

361-384-5041

- The local public health authority, Department of State Health Services, PHR 11
Address: 100 W. King Ave. Kingsville, TX 78363, which may be contacted at (361)-221-3023
- The local mental health authority, Coastal Plains Community Center,
Address: 1621 E Corral Ave, Kingsville, TX 78363, which may be contacted at (361) 592-6481.

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at www.sgisd.net.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD

- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

For further information regarding these procedures and access to the District Improvement Plan, please contact:

Dr. Veronica Alfaro

SGISD Superintendent

valfaro@sgisd.net

361-384-5087

Substance Abuse Prevention and Intervention (All Grade Levels)

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: [Mental Health and Substance Abuse](#).

Suicide Awareness and Mental Health Support (All Grade Levels)

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please visit [Texas Suicide Prevention](#) or contact the school counselor for more information related to suicide prevention services available in your area.

You may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district's SHAC is available from the district nurse.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

[See policies at BDF and EHAA. See **Human Sexuality Instruction** on page for additional information.]

Student Wellness Policy / Wellness Plan (All Grade Levels)

Santa Gertrudis ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Julie Wheeler, 361-384-5041 with questions about the content or implementation of the district's wellness policy and plan.

Homework (All Grade Levels)

Please read each student's teacher syllabus and homework expectations.

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.

- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[For further information, see policy FL(LEGAL).]

Leaving Campus (All Grade Levels)

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal

has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place to document parental consent:

For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch

[PK-8th grade students may not leave campus for lunch.]

At Any Other Time during the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Lost and Found (All Grade Levels)

A “lost and found” collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding “attendance for credit or final grade.” [See **Attendance for Credit or Final Grade** on page .]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

DAEP Makeup Work

Elementary and Middle / Junior High School Grade Levels

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

In-School Suspension (ISS) and Out-of- School Makeup Work (All Grade Levels)

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, Santa Gertrudis ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups.

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Susan Rutherford, HWY 141, King Ranch, 361-384-5087.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Catherine Gonzalez, HWY 141, King Ranch, 361-384-5087.
- All other concerns regarding discrimination: See the superintendent, Dr. Veronica Alfaro, HWY 141, King Ranch, 361-384-5087.

[See policies FB, FFH, and GKD.]

Parent and Family Engagement (All Grade Levels)

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page .]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at 361-384-5046 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page .]
- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers** on page .]
- Participating in campus parent organizations. Parent organizations include: Santa Gertrudis School PTO, Santa Gertrudis Athletic Booster Club, Santa Gertrudis Music Parent Association (SGMPA).
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact campus principal.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council (SHAC)** on page .]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.

- Attending board meetings to learn more about district operations. Regular board meetings are held on the *last Wednesday* of each month at 6:30 p. m. at SGISD Central Office Board Room. An agenda for a regular or special meeting is posted no later than 24 hours before each meeting at each campus and online at www.sgisd.net [See policies BE and BED for

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 70.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

[See policy EC for more information.]

Prayer (All Grade Levels)

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

Elementary and Middle / Junior High Grade Levels

In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies.

In grades 5 and 8, there is now only one mathematics and reading testing opportunity. Prior law incorporated two retesting opportunities for students, if the students did not perform satisfactorily on the initial assessment. Beginning 2021-2022 school year, students will only have one testing opportunity.

A student in grade 5 or 8 is no longer required to be retained at the same grade level based on STAAR.

Grade placement committees have been eliminated, though school systems still have the flexibility to retain students if deemed appropriate locally.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See **Standardized Testing** on page 79.]

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations, will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level as recommended by the Accelerated Learning Committee.

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

Release of Students from School

[See **Leaving Campus** on page 66.]

Report Cards / Progress Reports and Conferences (All Grade Levels)

Report cards with each student's grades or performance and absences in each class or subject are issued at least once every 9 weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 70 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL) and **Grading Guidelines** on page 53.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days. The district may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

Retaliation

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 43.]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and on district vehicles is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, campus behavior coordinator, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Insurance for Career and Technical Education (CTE) Programs

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Occasionally, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will annually offer students between grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, all parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

The emergency care authorization form will be used by the district when a student's parent or authorized designee is unable to be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- School Messenger
- Facebook
- Twitter

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing** on page 79.]

Schedule Changes (Middle / Junior High and High School Grade Levels)

Course selections should be carefully considered to ensure the most accurate class schedule possible. Consideration must be given to the specific requirements of the graduation plan which is being followed and to future plans regarding college, career, and personal goals.

A student may request a schedule change if he/she meets all of the following requirements:

- Change is requested within the first five school days of a semester;
- Space is available in the desired course;
- Parent conference is held;
- Teacher recommends and/or approves schedule change;
- Principal reviews graduation plan; and
- Principal approves the schedule change.

After the first 2 weeks of each semester, no schedule changes will be made, and the student must remain in the course he/she is enrolled in until the minimum requirements of that course are completed. Requests for schedule changes due to extenuating circumstances must be reviewed by the counselor and approved by the principal. Other factors which determine schedule changes after the 2nd week of each semester are:

- A student successfully completes state or district exams;
- A student completes the requirements for the course before the end of the year;
- A student enrolls in the Internship Program;
- The ARD committee recommends schedule changes;
- A teacher recommends a change and the principal approves a change-in the best interest of the student; or
- The principal approves a change.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Analay Cantu, the district's designated asbestos coordinator, at 361-384-5041.

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

See Jennifer Caldera, jcaldera@sgisd.net to apply for free or reduced-price meal services.

See CO for more information.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals according to the grace period set by the school board, and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact Sandra Borjon, the district's IPM coordinator, at 361-384-5046 or sborjon@sgisd.net.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- 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.

Library (All Grade Levels)

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Lunch
- 7:45-4:00

Use of Hallways during Class Time (All Grade Levels)

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:15 am a.m.

- Gymnasium
- Cafeteria

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

School-sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

Searches

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to

search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item—found in district property provided to the student—that is prohibited by law, district policy, or the Student Code of Conduct.

Searches in General (All Grade Levels)

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may occasionally conduct searches.

District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicion less security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) and **Electronic Devices and Technology Resources** on page for more information.]

Trained Dogs (All Grade Levels)

The district will use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Drug Testing (Secondary Grade Levels Only)

The district's policy FNF(LOCAL) addresses board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.

[See **Random Drug Testing Program Guidelines** handout through the SGISD Athletic Program Director]

[See **Steroids** on page .]

Sexual Harassment

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page .]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, homeless students, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Nicole Rodriguez, 361-384-5087.

The Texas State Library and Archives Commission's [Talking Book Program](#) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law for the student to be promoted to the next grade level, unless the student is enrolled in a reading or math course intended for students above the student's current grade level.

Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individualized education plan (IEP). [See **Promotion and Retention** on page for additional information.]

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Students in Foster Care (All Grade Levels)

In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Nicole Rodriguez, who has been designated as the district's foster care liaison, at 361-384-5087 with any questions.

[See **Students in the Conservatorship of the State** on page 79 for more information.]

Students Who are Homeless (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education liaison:

Fatima Garcia

Director of Special Programs

fgarcia@sgisd.net

361-384-5087

[See **A Student Who is Homeless** on page .]

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce the following school events: graduation, baccalaureate, drug awareness, and awards ceremonies. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See policy FNA(LOCAL) regarding other speaking for information related to student speakers at graduation ceremonies.]

Summer School (All Grade Levels)

For any student who did not pass STAAR in grades 3-8th, or is performing below grade level, accelerated instruction during the summer will be delivered to those students.

Tardies (All Grade Levels)

A student who is tardy to class by more than 3 times may be assigned to detention hall or given another appropriate consequence.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments** on page , **Bullying** on page , and **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** on page , for other transfer options.]

Transportation (All Grade Levels)

School-sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent. [See **School-sponsored Field Trips** on page for more information.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 361-384-5046.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

Vandalism (All Grade Levels)

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which your child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal, who the district has designated to coordinate the implementation of and compliance with this law.

[See EHBAF(LOCAL).]

[For video and other recordings by parents or visitors to virtual or in-person classrooms, see **Consent to Video or Audio Record a Student when Not Already Permitted by Law** on page .]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Unauthorized Persons

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

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

Visitors Participating in Special Programs for Students

Business, Civic, and Youth Groups

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Career Day

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the principal's secretary for more information and to complete an application.

Subject to exceptions in accordance with state law and district procedures, the district requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the district. The volunteer must pay all costs for the background check.

Withdrawing from School (All Grade Levels)

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete

certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS is the Texas Department of Family Protective Services.

DPS stands for the Texas Department of Public Safety.

DSHS stands for the Texas Department of State Health Services.

ED stands for the U.S. Department of Education.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal Every Student Succeeds Act passed in December 2015.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary, for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TEC stands for the Texas Education Code.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Appendix: Freedom from Bullying Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [https://pol.tasb.org/Policy/Download/777?filename=FFI\(LOCAL\).html&title=STUDENT%20WELFARE&subtitle=FREEDOM%20FROM%20BULLYING](https://pol.tasb.org/Policy/Download/777?filename=FFI(LOCAL).html&title=STUDENT%20WELFARE&subtitle=FREEDOM%20FROM%20BULLYING). Below is the text of Santa Gertrudis ISD policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on 10/27/2017

Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on *[board adoption date]*

[Paste the text of your bullying policy FFI(LOCAL) here as plain text (“Keep text only”), then reformat it with the handbook styles.]

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

- For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

1. The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

2. Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

3. The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

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

False Claim

5. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

6. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

7. To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

8. Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format

9. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report

10. When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

11. The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

12. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

13. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.
14. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

15. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

16. If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

17. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
18. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

19. Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

20. The principal or designee shall refer to FDB for transfer provisions.

Counseling

21. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

22. If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

23. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

24. A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

25. Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

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

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Santa Gertrudis ISD



2023–2024 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please email
fgarcia@sgisd.net

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Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Santa Gertrudis ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

www.sgisd.net

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact Timmie Hoecherl to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources ext 1005 if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to Timmie Hoecherl.

Introduction

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

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

District Information

Mission Statement, and Goals

Policy AE

Mission

The mission of Santa Gertrudis Independent School District is to engage in unique educational experiences and opportunities for students' success.

Vision

We strive to unleash our lion potential: Leading the way in educational innovation.

Goals

Goal 1-- All facilities need to be compliant with TEA Standards by providing for a safe, clean, and well maintained environment that contributes to energy efficiency and the success of all stakeholders in conducting various educational activities by 2023.

Goal 2--SGISD will strive to ensure student success by establishing support services that meet the needs of 100% of its student population by the end of the school year 2023.

Goal 3--SGISD community and parental involvement will increase by 5% by the end of the school year 2023.

Goal 4--SGISD will strive to increase technology in the classroom by providing each junior high and high school student their own electronic device by the end of the 2023 while also providing teachers the tools necessary to effectively integrate these devices.

Board of Trustees

Policies BA, BB series, BD series, and BE series

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected in November and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside on Santa Gertrudis- King Ranch in the district.

Current board members include:

- Florinda Falcon-President
- Francis Regalado-Vice President
- Carmen Falcon-Secretary
- Jennifer Cash-Trustee
- Oscar Cortez-Trustee
- April Grigg-Trustee
- LeeRoy Montalvo-Trustee

The board usually meets The Last Wednesday of the Month at 6:30 PM in SGISD Board Room. In the event that large attendance is anticipated, the board may meet at the SGS Library. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and Campus Doors at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

Board Meeting Schedule

- July 26, 2023
- August 30, 2023
- September 27, 2023
- October 25, 2023
- November 15, 2023
- December 13, 2023
- January 24, 2024
- February 21, 2024
- March 20, 2024
- April 24, 2024
- May 15, 2024
- June 19, 2024
- July 24, 2024

Administration

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

School Calendar

1st Qtr–Jul. 26th – Sept. 28th 45 days
 2nd Qtr–Oct. 10th – Dec. 15th 42 days
 3rd Qtr–Jan. 4th – Mar. 7th 42 days
 4th Qtr–Mar. 18th – May 17th 42 days
 171 days



Santa Gertrudis ISD
2023-2024



		July	August	September	October
Staff Development		S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
Teacher Workdays					
Holidays					
Labor Day	Sept. 4 th	2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9	1 2 3 4 5 6 7
Thanksgiving	Nov. 20 th -24 th	9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16	8 9 10 11 12 13 14
Christmas	Dec. 18 th -Jan. 2 nd	16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23	15 16 17 18 19 20 21
Martin L. King	Jan. 15 th	23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30	22 23 24 25 26 27 28
Livestock Show	Feb 1 st & 2 nd	30 31			29 30 31
Easter	Mar 29 & Apr 1 st				
Testing		November	December	January	February
PSAT	Oct. 11 th	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
EOC Fall Testing Dates/Windows					
Engl I/Engl II	Dec 5 th /7 th	5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
Bio/Alg/US Hist	Dec 5 th – 7 th & 12 th	12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
Spring EOC/ STAAR Windows					
Engl I/Engl II EOC	Apr 23 rd & 25 th	19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
3-8 Reading	Apr 23 rd	26 27 28 29 30	24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29
US Hist	Apr 24 th		31		
Science 5 th /8 th	Apr 24 th				
Social Studies 8 th	Apr 25 th				
Biol/Algebra I	Apr 30 th & May 2 nd				
Math 3-8	April 30				
Intercession		March	April	May	June
October 2 nd –6 th		S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
March 11 th -15 th					
Early Release					
December 15 th		3 4 5 6 7 8 9	1 2 3 4 5 6	5 6 7 8 9 10 11	2 3 4 5 6 7 8
January 31 st		10 11 12 13 14 15 16	7 8 9 10 11 12 13	12 13 14 15 16 17 18	9 10 11 12 13 14 15
May 17 th		17 18 19 20 21 22 23	14 15 16 17 18 19 20	19 20 21 22 23 24 25	16 17 18 19 20 21 22
Bad Weather		24 25 26 27 28 29 30	21 22 23 24 25 26 27	26 27 28 29 30 31	23 24 25 26 27 28 29
January 15 th and April 1 st		31	28 29 30		30

2/2023

Helpful Contacts

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

Superintendent: Dr. Veronica Alfaro

Business Manager: Amanda Ramirez

School Directory

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

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Santa Gertrudis ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Fatima Garcia, Data Fellow and Curriculum, PO Box 592 Kingsville, TX 78364, fgarcia@sgisd.net, and 361-584-5087 x1003*. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: *Fatima Garcia, Data Fellow and Curriculum, PO Box 592 Kingsville, TX 78364, fgarcia@sgisd.net, and 361-584-5087 x1003*

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. Nurses (RN) and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed Online or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Timmie Hoecherl in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Dr. Veronica Alfaro when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Dr. Veronica Alfaro if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Timmie Hoecherl if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Dr. Veronica Alfaro.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Marissa Flores by July 31, 2023.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, Online training regarding seizure disorder aware-ness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

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

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by the 45th day prior to the first day of instruction. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Superintendent's office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 18 for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Dr. Veronica Alfaro 361-384-5087.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Dr. Veronica Alfaro, Superintendent, 361-384-5087 to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the superintendent.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation

Policy DN series

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

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

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

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 18.)

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

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

Paychecks

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

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

The schedule of pay dates for the 2023-2024 school year follows:

Pay Date
Thursday, August 10, 2023
Friday, August 25, 2023
Friday, September 8, 2023
Friday, September 22, 2023
Friday, October 6, 2023
Friday, October 20, 2023
Friday, November 3, 2023
Friday, November 17, 2023
Friday, December 1, 2023
Friday, December 15, 2023
Friday, January 5, 2024
Thursday, January 25, 2024
Friday, February 9, 2024
Friday, February 25, 2022
Friday, March 8, 2024
Friday, March 22, 2024
Wednesday, April 10, 2024
Thursday, April 25, 2024
Friday, May 10, 2024
Friday, May 24, 2024
Friday, June 7, 2024
Friday, June 21, 2024
Wednesday, July 10, 2024
Thursday, July 25, 2024

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 10 days is necessary to activate this service. Contact Timmie Hoecherl for more information about the automatic payroll deposit service. Employees will only be allowed to make changes to account information or dollar amounts to be deposited twice within a school year with a new direct deposit form in person.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and PK3/4 Tuition. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 Saturday and ends at Midnight Sunday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

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

Travel Expense Reimbursement

Policy DEE

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

Health, Dental, and Life Insurance

Policy CRD

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Timmie Hoecherl for more information.

Supplemental Insurance Benefits

Policy CRD

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

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and

dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Creative Risk Management, effective for the 2023-2024 school year.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

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

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

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

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System

of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See page 11 for information on restrictions of employment of retirees in Texas public schools.

Other Benefit Programs

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Comp Time
- Local
- State

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 5 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

Medical Certification. Any employee, who is absent more than 5 days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

All Santa Gertrudis ISD employees requesting an absence from duty must submit their request via AESOP online service. Request must be submitted no later than 6:00 am the morning of said absence. AESOP will not accept requests after 6:00 am. Employees must then call AESOP designee for their campus or administrator.

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts,

and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 14 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Discretionary leave shall not be allowed during or on:

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

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

Local Leave

Lesson Plans

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

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

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

Leaving Campus Procedures

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

Extended Leave

Vacation

Policy DED

Sick Leave Bank (or Pool)

- At the beginning of the school year (during open enrollment), each employee will be given the opportunity to "donate" a sick-day (or multiple days) to the SGISD Sick Leave Bank.
- There are no limits on the number of sick days an employee may donate to the Sick Leave Bank.
- The Sick Leave Bank can be used for self and immediate family member emergencies.
- An employee must have donated at least one day to the Sick Leave Bank in order to receive sick leave days from the bank.

- Prior to school starting, a Sick Leave Bank committee will be appointed by the Superintendent.
- The committee will have at minimum: one staff member from SGS, one staff member from AHS, and one administrator.
- An application will need to be submitted to the Sick Leave Bank when a staff member is requesting a day/days. All supporting documentation will be submitted with the application.
- All state and local days must be used by the employee before requesting days from the Sick Leave Bank.
- A staff member can request a day/days from the Sick Leave Bank in the following circumstances (but not limited to): hospitalization, sickness, accidents, chronic illness, etc.
- A staff member can apply for a total of 5 days from the Sick Leave Bank. After the initial five days, the employee must reapply in five day increments.
- In the event that there are no days left in the Sick Leave Bank and an employee requests a day/days, an email will be sent to the district staff in order to see if anyone is willing to donate a day/days.
- An employee can apply for use of the Sick Leave Bank retroactively, especially when circumstances limit the employee from completing paperwork.
- If a staff member experiences a catastrophic event (loss of limb, traumatic brain injury, cancer diagnosis, organ transplant), any employee can apply for use of the Sick Leave Bank and an email will be sent to staff in order to open up personal sick leave day donations to the employee.

Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the service member.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must**

also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and

the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA(LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact Timmie Hoecherl for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

When an employee is ready to return to work, The Superintendent should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

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

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

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to The Superintendent.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

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

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably

discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Dr. Alfaro. In most cases, the length of federal military service cannot exceed five years.

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

Employee Relations and Communications

Employee Recognition and Appreciation

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

District Communications

Throughout the school year, the Superintendent's Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

The Kingsville Record, campus newsletters, and the district website.

Parent-Teacher Communication

The teacher will:

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

Teacher's Mailboxes

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

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

DGBA Local Policy.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 60 for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

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

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

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

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

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

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

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

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and

- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

DIA Local policy

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 42 and *Bullying*, page 39 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent that the educator attempts to conceal the communications;
 - f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - g. Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.

11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with the student.

19 TAC 249.3(51)

FFH Policy

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made Online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at <https://docs.google.com/forms/d/e/1FAIpQLSciNnP045pJEfNA2tOuJ5eHI9YU63Ro8wnDhEnL3liSGdwhEQ/viewform>. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact Jesus Suarez.

Personal Use of Electronic Communications

Policy CQ, DH

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined

below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use SportsYou or Remind for messaging, (text messaging is prohibited) and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 8 p.m. and 6 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH, DHB, DHC

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

- Crimes involving school property or funds

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

Moral turpitude includes the following:

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

If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

Certified Employees. The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance

- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Uncertified Employees. Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

Alcohol and Drug-Abuse Prevention

Policy DH

Santa Gertrudis ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

DH (Local) Policy.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, DBD

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

- A personal financial interest

- A business interest
- Any other obligation or relationship
- Non-school employment

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Fundraisers

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

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

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

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

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 55 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.

- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Jesus Gonzalez.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call University Police or King Ranch Security immediately.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the campus offices. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations:

Television stations are KRIS, KIII, KZTV in Corpus Christi and on the district website www.sgisd.net. Staff will also be notified via School Reach when possible.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockdown, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

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

Name and Address Changes

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

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Dr. Alfaro. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

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

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 60. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 60. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available Online.

Dismissal of Noncontract Employees

Policies DCD, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 35.)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

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

Reports to Texas Education Agency

Policies DF, DHB, DHC

Certified Employees. The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the district must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful

act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Santa Gertrudis ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to [Dr. Veronica Alfaro, Superintendent, valfaro@sqisd.net, and 361-384-5087](mailto:valfaro@sqisd.net).

Student Records

Policy FL

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

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

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to The Campus Principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

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

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report

the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

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

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Miscellaneous

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

Appendix

Staff Dress Code

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

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

Appropriate footwear must be worn at all times.

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

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

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

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

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

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

Caps and hats are not allowed in any building.

Revised July 2022

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SGS 6th Grade Band
“Rehearse with Intensity, Perform with Passion, Live with Honor”

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

Welcome to the Santa Gertrudis School Band!! Your child is embarking on a fantastic and rewarding musical journey by becoming a member of the Santa Gertrudis Beginning Band Program. The study of music will enrich your child's life by teaching discipline and by teaching that hard work brings success. Studies have proven that students who are involved in music programs also excel academically.

Students, by accepting membership in the Santa Gertrudis School Band, you agree to perform to the best of your abilities and work together with the band staff in making this year's band the finest musical organization that our combined efforts can produce. We do not expect every person in the band to be a virtuoso musician or performer. We do expect mature, responsible attitudes and actions -and lots of hard work!

In addition to providing a quality music education, the Santa Gertrudis Band Program also recognizes the need to educate the whole child. As band directors, we seek to develop the character and citizenship of each member of our band, assisting each child to attain his/her own personal best. Band is a year long commitment.

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

Sincerely,

S. Mae Trevino- Mendez
Mmendez@sgisd.net

Raymond E. Mendez
Rmendez@sgisd.net

Shane Vasquez

CONDUCT

Any organization is judged, in the eyes of others, by the actions of its individual members. Whenever you are identified as a member of the band, your actions reflect on the entire band. ALWAYS conduct yourself in such ways that bring only CREDIT to yourself and your band. ALWAYS conduct yourself with pride.

DISCIPLINE

All discipline will be handled on an individual basis.

1. First offense-- warning
2. Second offense—Detention will be given
3. Third offense— parent call, loss of chair or band placement

Punishment will be determined by the severity of the offense. We expect the best from our students and will not tolerate discipline problems. Detention will be served before school or after school.

All SGS and SGISD rules apply.

Grading

35% Daily playing/participation/equipment

35% Quizzes/performances

30% Tests

Class Rules

For a successful band program, the band staff will enforce the following
class rules.

Students must always use the ramp.

Do not jump on or off the stage!

1. No food or drinks.
2. No chewing gum.
3. No talking or playing while the teacher is speaking,
4. No talking when another student is asking or answering a question.
5. No talking or playing when another student is asked to play.
6. Leave the stage cleaner than you found it.
7. Do not throw things.
8. Do not lean or write on the music stands.
9. Students who are not in band are not allowed on stage.
10. Be respectful to others.

This class will be a safe environment for everyone. Any kind of bullying will not be tolerated.

Procedures

Entering Class

1. Enter band area quickly, quietly and courteously.
2. Leave backpacks outside the cafeteria door, lined up against the wall.
3. When you are told to do so, carefully assemble your instrument.
4. Have all your materials: book, sticks(percussion) and instrument.
5. Do not play your instrument until instructed by director.

Dismissal

1. When instructed, carefully put instrument back in case and place it in its designated area.
2. If you are on the stage, you will use the ramp and wait to be dismissed from class.
3. When dismissed, do not run.

Expectations

Students are to take their instrument home every day. (Exception will be large instruments.)

Instruments should be labeled with student name.

Students are expected to practice daily for at least 10-15 minutes.

Students will be: dedicated, disciplined, always try their best, have a good attitude and encourage others.

Performances

The beginner band will perform at a winter recital, and at a spring concert. If we have an opportunity the band will play at a contest. These performances are mandatory and are for a grade.

Attire for these performances will be black shoes, black pants, and the band polo shirt. Ordering information for polo will go out at a later date.

INSTRUMENTS AND EQUIPMENT

Band members are expected to keep their instruments in excellent condition. Students should:

1. Have three playable reeds at all times (Woodwinds)
You cannot use any old reed! When purchasing reeds, please use the brands that we recommend. We will attempt to make reeds available as much as possible.

2. Cases should be kept clean and closed.
3. Oil valves and grease slides as needed (Brass)
4. Names must be clearly marked on all instrument cases. Instruments and cases will be inspected.

Percussion must:

1. Purchase a pair of concert snare sticks (SD 1 Generals or SD2 Boleros)
2. Keep provided stick bags in order and well organized.

INSTRUMENT STORAGE

SGS and its Band directors are not responsible for instruments that are lost or stolen. Instrument storage areas are provided as a convenience and are not 100% secure. Instruments are to be put on shelves or designated areas. Percussion players must put all sticks, mallets, and auxiliary percussion in percussion storage.

**INSTRUMENTS SHOULD GO HOME AS MUCH AS POSSIBLE!
Instruments are money and they will disappear!!!**

School owned instruments are supplied free of charge to give the band well-balanced instrumentation. It is the duty of each student playing a school instrument to take the best possible care of it and is responsible for any damage brought about through carelessness. A deductible may be asked for in the event of needed repairs.

Parents will be responsible for the cost of the instrument or insurance deductible (whichever is less) in the event a school owned instrument is lost or stolen due to the child's negligence. Parents are not liable if the instrument is stolen from the band storage areas.

INSTRUMENT INSURANCE

S.G.I.S.D. does not insure personally owned instruments. Parents should check your homeowner's policy for coverage. Parents can also check with the music store where the instrument was purchased.

Be sure you keep a written record at home of the make, model, serial number, and finish. This information is necessary to properly identify an instrument and/or file a police report.

Communication

Remind will be used to make class announcements. Parents may use this to ask questions, however the best way to reach the band directors is through email. All major issues will be discussed by phone or conference. The directors are here to help in any way we can and we will gladly set up a conference. Students are encouraged to communicate with the directors.

I have read and understood the handbook prepared by the band directors of Santa Gertrudis School and agree to abide by the terms set by the Directors.

Parent's Name _____

Parent's signature _____

Student's Name _____

Student's signature _____

Date _____

Contact Information:

Address _____

Phone Numbers: Cell: _____

Students Cell number (for Remind) _____

Parent's E-Mail _____

Please return this page by August 6th 2021.

Santa Gertrudis Academy High School

Mighty Lion Band

Kingsville, Texas



2023 – 2024

SANTA GERTRUDIS ACADEMY HIGH SCHOOL LION BAND

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

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

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

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

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

Sincerely,

Raymond E. Mendez

S. Mae Trevino-Mendez

Shane Vasquez

Band Directors

-----Policies-----

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

Key Guidelines_____

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

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

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

Facilities

We are very fortunate to be utilizing the Bellamah Music Building on the tamuk campus as our band hall this year.

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

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

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

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

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

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

Equipment

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

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

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

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

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

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

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

Band uniform parts provided by students/parents

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

Guard – Guard members will purchase selected uniform and accessories.

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

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

Transportation

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

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

The following procedures are in effect:

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

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

Spring Trips - Spring trips will be funded "out-of-pocket" or through fund raisers. Out of state trips may require contracts with a travel company. Parents/students will be subject to the terms of any signed contracts. Students must be an active participant of the band program to be eligible for spring trips. Additional rules or requirements may be placed depending on the details of the trip.

Expectations

Students are expected:

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

we expect

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

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

Organizations

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

SG Music Parents Association

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

Marching Band

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

Concert band

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

Color guard

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

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

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

Student leadership _____

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

Band Officers

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

Appointed by Vote

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

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

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

Appointed by Audition

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

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

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

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

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

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

Appointed by Directors

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

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

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

Chain of Command _____

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

The chain is as follows:

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

Techs and lesson teachers _____

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

Attendance _____

Absences from class

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

Absence from Rehearsals or performance

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

Performances include but are not limited to:

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

Excused Absence

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

An excused absence is:

- a. family emergency or death in the family
- b. illness

- c. director excuse
- d. other school activity that takes UIL precedent
- e. excused absence from school the day of the event or rehearsal.

Unexcused Absence

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

Unexcused Tardies (Marching Season Practice)

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

*Tutorials*_____

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

*Grading*_____

1. **Daily 35%**

A. Daily expectations, class participation, and marching rehearsals

2. **Quiz/Performances 35%**

A. Sectionals

B. Playing quiz

C. Football games, pep rallies, community events

3. **Tests 30%**

A. Competitions

B. Concerts

C. Major play test

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

*Consequences*_____

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

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

Parental Consequences

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

*Awards*_____

Letterman Jackets

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

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

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

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

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

*Fundraisers*_____

At times the band will be involved with fundraising for trips, activities, or projects. For trips, every student will have an account that states all funds deposited to the fundraising account. Students do not have to participate in fundraisers in order to deposit money in their account. Money that is directly donated, “out of pocket”, from a student’s family may be refundable unless it is submitted to a payment plan for a travel company. Fund raising may occur through the school district or booster club.

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

-----Procedures-----

Marching Season

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

Summer Band

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

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

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

Athletics during Marching season

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

Marching Band Practice

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

Marching Position

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

Considerations for starting and alternate status:

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

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

Marching Uniform

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

Pep rallies

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

Parades

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

Football Games

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

Football games supplies:

1. Instrument (with case for away games and performances)
 - a. Music
 - b. Flip folder
 - c. Lyre (if used)
 - d. Miscellaneous items (reeds, valve oil, grease, etc.)
2. Uniform
 - a. band t-shirt (most recent)
 - b. black socks (calf-length solid black above ankle)
 - c. black marching shoes
 - d. hat
 - e. gloves

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

In the Stands

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

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

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

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

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

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

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

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

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

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

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

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

Half time performance

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

Restroom

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

Visiting other bands

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

Dismissal from stands

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

Uniform Check-In

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

Student Pick-Up

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

Marching Band Costs

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

Concert Band Costs

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

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

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

In Town Procedure

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

Out of Town

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

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

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

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

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

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

Concert Season

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

Concerts

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

Solo and ensemble contest

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

Concert and Sight-reading

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

ATSSB - Region Band

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

Letterman Jacket point system

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

POINT SYTEM:

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

BAND HANDBOOK ACKNOWLEDGEMENT FORM

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

Student's Signature

Date

Parent's Signature

Date

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

1. Parent/Guardian Information

Name: _____ Relationship to student: _____

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

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

Work/Alternate Phone: _____

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

E-mail: _____

2. Parent/Guardian Information

Name: _____ Relationship to student: _____

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

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

Work/Alternate Phone: _____

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

E-mail: _____

Academy Band Permission and Emergency Treatment

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

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

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

Parent(s)/Guardian(s): _____

Home address _____

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

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

Known medications currently taking:

Known medical problems or Allergies:

Other pertinent info: _____

Child private physician/ phone #: _____

Insurance Co and policy #: _____

Party Responsible (name on policy): _____

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

Parent/Guardian Signature

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Date

Santa Gertrudis School

SGS Junior High Band

“Rehearse with Intensity, Perform with Passion, Live with Honor”

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

- Vince Lombardi

Welcome to the Santa Gertrudis School Band. The SGS Band is an award winning organization that prides itself on representing the very best Santa School has to offer. The SGS Band is the feeder program of the Santa Gertrudis Academy Lion Band.

By accepting membership in the Santa Gertrudis School Band, you agree to perform to the best of your abilities and work together with the band staff in making this year's band the finest musical organization that our combined efforts can produce. We do not expect every person in the band to be a virtuoso musician or performer. We do expect mature, responsible attitudes and actions -and lots of hard work! Band is a year long commitment.

In addition to providing a quality music education, the Santa Gertrudis Band Program also recognizes the need to educate the whole child. As band directors, we seek to develop the character and citizenship of each member of our band, assisting each child to attain his/her own personal best.

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

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

Sincerely,

S. Mae Trevino- Mendez
Mmendez@sgisd.net

Raymond E. Mendez
Rmendez@sgisd.net

Shane Vasquez

Santa Gertrudis SCHOOL BAND HANDBOOK

2023-2024

Honors Band members are expected to participate in concerts, all scheduled performances, pre- UIL, UIL and Region contests.

Students must pass all playing assessments and attend sectionals to participate at UIL contests.

Some students may be placed in a non-varsity band for UIL contest.

Beginner Band members can expect to participate in a Winter recital, a Spring concert and Contest.

CONDUCT

Any organization is judged, in the eyes of others, by the actions of its individual members. Whenever you are identified as a member of the band, your actions reflect on the entire band. ALWAYS conduct yourself in such ways that bring only CREDIT to yourself and your band. ALWAYS conduct yourself with pride.

DISCIPLINE

All discipline will be handled on an individual basis.

1. First offense-- warning
2. Second offense—detention will be given
3. Third offense— parent call, loss of chair or band placement

Punishment will be determined by the severity of the offense. We expect the best from our students and will not tolerate discipline problems. Detention will be served before school or after school.

All SGS and SGISD rules apply.

PRACTICE

All band members are expected to take instruments home daily and practice regularly (10 to 20 minutes daily.) Students playing large instruments which prohibit daily transporting may make special arrangements with the band director.

STUDENT REHEARSAL AND DAILY PROCEDURE AND RULES

Students must always use the ramp.

Do not jump on or off the stage!

Enter band area and classroom quickly, courteously and orderly.

Students are not to play until everyone is seated.

Students will maintain social distancing at all times.

A student is considered tardy if he/she is not seated in his/her proper chair ready to play when the director begins instruction.

When the director takes the podium, **No further talking or individual playing during rehearsal will be permitted.**

Members should bring the following to each rehearsal: instruments, MUSIC in a BLACK binder with dividers, reed/sticks, and a PENCIL!

All books, backpacks, and other items not needed for rehearsal should remain out of the way.

NO GUM EVER!

No food or drinks are allowed in the band area. Leave the stage cleaner than you found it.

Remain in your seat quietly until dismissed. When dismissed put instrument away.

Do not leave until dismissed by director.

Music stands are for music only. Do not lean, write, or otherwise abuse them.

Students are to turn in tuners at the end of each class period.

Instrument cases should be labeled at all times. Many instruments look exactly alike and both students and teachers must always be able to identify a student's instrument, so no instruments are taken by mistake.

Students will respect others property and school property.

No non-band students in the instrument storage areas. A band member who consistently brings non-band members into the storage area will receive detention.

Band students should not play their instruments in any other area of the school unless otherwise permitted by a teacher.

All instruments should be left in their designated areas, with latches closed.

Students will be required to enroll in Google Classroom

SECTIONALS

Sectionals are mandatory afterschool rehearsals assigned to give specific attention to individual instrument groups. These rehearsals will be graded. Sectionals must be made up if missed for any reason. Sectionals will be held once a week, after school and will be approximately 30 minutes.

Parents are asked to pick-up students after all rehearsals and performances in a timely manner.

Evening Rehearsals

As contest and concert dates near, there will be a need to have evening rehearsals as a group. These rehearsals will be held at Santa Gertrudis Academy High School, so that we can use the space and the percussion students can practice on the equipment that we do not have at SGS.

PERFORMANCE OPPORTUNITIES

All performances are for a grade.

CONCERTS - All band members will perform in at least two concerts.

Students must meet academic and attendance eligibility requirements in order to participate in the following events:

PEP RALLIES & GAMES – The SGS Honors Band will be expected to perform at these events. Pep rallies are as scheduled by the school. .

ALL-REGION BAND - The All-Region band is to recognize the most outstanding players from our region. (All-Star Group) Members are selected based on an audition of the chromatic scale and prepared etudes. Those students selected for the band will be involved in a clinic and concert and will receive a region patch. All students will learn the region music.

ATTENDANCE

Attendance is required for all rehearsals, sectionals, and performances and will be graded. Band is curricular and after school activities are considered an extension of the classroom. Absences may easily keep a student from performing with the band, lower his/her grade, lower his /her chair seating, or his/her band placement.

Public performances are announced weeks or months in advance, whenever possible. Excused absences from public appearances will be granted in cases of genuine emergencies only, such as illness of the student or death in the family. Jobs, family trips, etc., do not automatically justify excused absences. Students who are absent must provide a note from a parent or doctor to be considered excused. Failure to provide a note, email, or phone call will result in an automatic unexcused absence. Only excused absences will be given an alternate assignment.

School policy will prevail in dealing with unexcused absences and tardies during regular band periods.

All efforts will be made to work around scheduled conflicts such as athletics and other school functions. Excused absences will be granted only with proper documentation. It is the students' responsibility to inform the coaches, sponsors, and band directors of any problem(s) well in advance.

During the first few weeks of school, students will be asked for a schedule of other activities to better help us prepare a sectional schedule. If a student fails to report a conflict, that student will be held responsible for attending sectionals. The band director reserves the right to change the schedule as the needs of the band change.

INSTRUMENTS AND EQUIPMENT

Band members are expected to keep their instruments in excellent condition. Students should:

1. Have three playable reeds at all times (Woodwinds)
You cannot use any old reed! When purchasing reeds, please use the brands that we recommend. We will attempt to make reeds available as much as possible.
2. Cases should be kept clean and closed.
3. Oil valves and grease slides as needed (Brass)
4. Names must be clearly marked on all instrument cases. Instruments and cases will be Inspected.

Percussion must:

1. Purchase a pair of concert snare sticks (SD 1 Generals or SD2 Boleros)

2. Keep provided stick bags in order and well organized.

INSTRUMENT STORAGE

SGS and its Band directors are not responsible for instruments that are lost or stolen. Instrument storage areas are provided as a convenience and are not 100% secure. Instruments are to be put on shelves or designated areas. Percussion players must put all sticks, mallets, and auxiliary percussion in percussion storage.

**INSTRUMENTS SHOULD GO HOME AS MUCH AS POSSIBLE!
Instruments are money and they will disappear!!!**

School owned instruments are supplied free of charge to give the band well-balanced instrumentation. It is the duty of each student playing a school instrument to take the best possible care of it and is responsible for any damage brought about through carelessness. A deductible may be asked for in the event of needed repairs.

Parents will be responsible for the cost of the instrument or insurance deductible (which ever is less) in the event a school owned instrument is lost or stolen due to the child's negligence. Parents are not liable if the instrument is stolen from the band storage areas.

INSTRUMENT INSURANCE

S.G.I.S.D. does not insure personally owned instruments. Parents should check your homeowner's policy for coverage. Parents can also check with the music store where the instrument was purchased.

Be sure you keep a written record at home of the make, model, serial number, and finish. This information is necessary to properly identify an instrument and/or file a police report.

CONCERT AND PERFORMANCE ATTIRE

Formal performance attire for Concerts and Contests will be SGS Band Polo Shirt, black pants, and black shoes.

SGS Band Polo shirts will be ordered as a group to reduce cost. (Estimated cost per shirt \$25) Notice will be sent home regarding the ordering of shirts.

Non-formal performances may require alternate attire and parents will be informed well in advance of any changes before the performance. (EX. jeans)

Band students exemplify the best of SGISD and will be in compliance with all SGISD dress code guidelines. (Ex no ripped jeans)

Failure to comply with the dress code may result in a lowering of the student's grade and/or possible exclusion from the performance.

Grading

35% Daily playing/participation/equipment

35% Quizzes/performance/Binder checks

30% Tests/sectionals

FUND RAISERS

It may become necessary to participate in a fund-raising event. Though students do not have to participate, we encourage everyone's efforts as everyone in the band program will benefit. Unused F.R. money can not be reimbursed to the student, parent, or director. Unused personal donations may be reimbursed. Please note that a student only earns a percentage (often 40%) of what they sell. Very few fund raisers are 100% profit.

SPRING TRIP (If approved)

In order for students to be eligible for the spring trip, students must meet the following criteria:

1. Attend all scheduled rehearsals
2. Participate in Winter Concert, Pre-UIL Concert Contest, UIL Concert & Sight-Reading and Spring Concert
3. Display an appropriate attitude/work-ethic in class.
4. Participate in the raising of funds for this trip or pay any expenses out of pocket.
5. Be in good standing with all teachers and be eligible in accordance with District policy.

Band fund raisers will primarily be for student's account for trip. Cost of trip will be between \$100 and \$110 depending on this year's prices. (Charter bus, ticket to park, and reserved picnic) Payments can be made at any time to spread out the cost of the trip.

***Directors reserve the right to make final decision in regards to trip eligibility. Students in question will be dealt with on a case by case basis. ***

Communication

Remind will be used to make class announcements. Parents may use this to ask questions, however the best way to reach the band directors is through email. All major issues will be discussed by phone or conference. The directors are here to help in any way we can and we will gladly set up a conference. Students are encouraged to communicate with the directors.

I have read and understood the handbook prepared by the band directors of Santa Gertrudis School and agree to abide by the terms set by the Directors.

Parent's Name _____

Parent's signature _____

Student's Name _____

Student's signature _____

Date _____

Contact Information:

Address _____

Parent Phone Numbers: Cell: _____

Cell: _____

Students Cell number (for Remind) _____

Parent's E-Mail _____

Please return this page by August 4th 2023

SGS 6th Grade Band
“Rehearse with Intensity, Perform with Passion, Live with Honor”

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

Welcome to the Santa Gertrudis School Band!! Your child is embarking on a fantastic and rewarding musical journey by becoming a member of the Santa Gertrudis Beginning Band Program. The study of music will enrich your child's life by teaching discipline and by teaching that hard work brings success. Studies have proven that students who are involved in music programs also excel academically.

Students, by accepting membership in the Santa Gertrudis School Band, you agree to perform to the best of your abilities and work together with the band staff in making this year's band the finest musical organization that our combined efforts can produce. We do not expect every person in the band to be a virtuoso musician or performer. We do expect mature, responsible attitudes and actions -and lots of hard work!

In addition to providing a quality music education, the Santa Gertrudis Band Program also recognizes the need to educate the whole child. As band directors, we seek to develop the character and citizenship of each member of our band, assisting each child to attain his/her own personal best. Band is a year long commitment.

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

Sincerely,

S. Mae Trevino- Mendez
Mmendez@sgisd.net

Raymond E. Mendez
Rmendez@sgisd.net

Shane Vasquez

CONDUCT

Any organization is judged, in the eyes of others, by the actions of its individual members. Whenever you are identified as a member of the band, your actions reflect on the entire band. ALWAYS conduct yourself in such ways that bring only CREDIT to yourself and your band. ALWAYS conduct yourself with pride.

DISCIPLINE

All discipline will be handled on an individual basis.

1. First offense-- warning
2. Second offense—Detention will be given
3. Third offense— parent call, loss of chair or band placement

Punishment will be determined by the severity of the offense. We expect the best from our students and will not tolerate discipline problems. Detention will be served before school or after school.

All SGS and SGISD rules apply.

Grading

35% Daily playing/participation/equipment

35% Quizzes/performances

30% Tests

Class Rules

For a successful band program, the band staff will enforce the following
class rules.

Students must always use the ramp.

Do not jump on or off the stage!

1. No food or drinks.
2. No chewing gum.
3. No talking or playing while the teacher is speaking,
4. No talking when another student is asking or answering a question.
5. No talking or playing when another student is asked to play.
6. Leave the stage cleaner than you found it.
7. Do not throw things.
8. Do not lean or write on the music stands.
9. Students who are not in band are not allowed on stage.
10. Be respectful to others.

This class will be a safe environment for everyone. Any kind of bullying will not be tolerated.

Procedures

Entering Class

1. Enter band area quickly, quietly and courteously.
2. Leave backpacks outside the cafeteria door, lined up against the wall.
3. When you are told to do so, carefully assemble your instrument.
4. Have all your materials: book, sticks(percussion) and instrument.
5. Do not play your instrument until instructed by director.

Dismissal

1. When instructed, carefully put instrument back in case and place it in its designated area.
2. If you are on the stage, you will use the ramp and wait to be dismissed from class.
3. When dismissed, do not run.

Expectations

Students are to take their instrument home every day. (Exception will be large instruments.)

Instruments should be labeled with student name.

Students are expected to practice daily for at least 10-15 minutes.

Students will be: dedicated, disciplined, always try their best, have a good attitude and encourage others.

Performances

The beginner band will perform at a winter recital, and at a spring concert. If we have an opportunity the band will play at a contest. These performances are mandatory and are for a grade.

Attire for these performances will be black shoes, black pants, and the band polo shirt. Ordering information for polo will go out at a later date.

INSTRUMENTS AND EQUIPMENT

Band members are expected to keep their instruments in excellent condition. Students should:

1. Have three playable reeds at all times (Woodwinds)
You cannot use any old reed! When purchasing reeds, please use the brands that we recommend. We will attempt to make reeds available as much as possible.

2. Cases should be kept clean and closed.
3. Oil valves and grease slides as needed (Brass)
4. Names must be clearly marked on all instrument cases. Instruments and cases will be inspected.

Percussion must:

1. Purchase a pair of concert snare sticks (SD 1 Generals or SD2 Boleros)
2. Keep provided stick bags in order and well organized.

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Parents will be responsible for the cost of the instrument or insurance deductible (whichever is less) in the event a school owned instrument is lost or stolen due to the child's negligence. Parents are not liable if the instrument is stolen from the band storage areas.

INSTRUMENT INSURANCE

S.G.I.S.D. does not insure personally owned instruments. Parents should check your homeowner's policy for coverage. Parents can also check with the music store where the instrument was purchased.

Be sure you keep a written record at home of the make, model, serial number, and finish. This information is necessary to properly identify an instrument and/or file a police report.

Communication

Remind will be used to make class announcements. Parents may use this to ask questions, however the best way to reach the band directors is through email. All major issues will be discussed by phone or conference. The directors are here to help in any way we can and we will gladly set up a conference. Students are encouraged to communicate with the directors.

I have read and understood the handbook prepared by the band directors of Santa Gertrudis School and agree to abide by the terms set by the Directors.

Parent's Name _____

Parent's signature _____

Student's Name _____

Student's signature _____

Date _____

Contact Information:

Address _____

Phone Numbers: Cell: _____

Students Cell number (for Remind) _____

Parent's E-Mail _____

Please return this page by August 6th 2021.

Santa Gertrudis Academy High School

Mighty Lion Band

Kingsville, Texas



2023 – 2024

SANTA GERTRUDIS ACADEMY HIGH SCHOOL LION BAND

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

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

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

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

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

Sincerely,

Raymond E. Mendez

S. Mae Trevino-Mendez

Shane Vasquez

Band Directors

-----Policies-----

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

Key Guidelines_____

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

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

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

Facilities

We are very fortunate to be utilizing the Bellamah Music Building on the tamuk campus as our band hall this year.

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

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

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

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

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

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

Equipment

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

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

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

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

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

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

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

Band uniform parts provided by students/parents

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

Guard – Guard members will purchase selected uniform and accessories.

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

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

Transportation

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

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

The following procedures are in effect:

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

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

Spring Trips - Spring trips will be funded "out-of-pocket" or through fund raisers. Out of state trips may require contracts with a travel company. Parents/students will be subject to the terms of any signed contracts. Students must be an active participant of the band program to be eligible for spring trips. Additional rules or requirements may be placed depending on the details of the trip.

Expectations _____

Students are expected:

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

we expect

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

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

Organizations _____

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

SG Music Parents Association

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

Marching Band

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

Concert band

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

Color guard

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

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

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

Student leadership _____

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

Band Officers

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

Appointed by Vote

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

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

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

Appointed by Audition

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

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

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

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

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

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

Appointed by Directors

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

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

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

Chain of Command _____

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

The chain is as follows:

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

Techs and lesson teachers _____

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

Attendance _____

Absences from class

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

Absence from Rehearsals or performance

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

Performances include but are not limited to:

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

Excused Absence

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

An excused absence is:

- a. family emergency or death in the family
- b. illness

- c. director excuse
- d. other school activity that takes UIL precedent
- e. excused absence from school the day of the event or rehearsal.

Unexcused Absence

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

Unexcused Tardies (Marching Season Practice)

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

*Tutorials*_____

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

*Grading*_____

1. **Daily 35%**

A. Daily expectations, class participation, and marching rehearsals

2. **Quiz/Performances 35%**

A. Sectionals

B. Playing quiz

C. Football games, pep rallies, community events

3. **Tests 30%**

A. Competitions

B. Concerts

C. Major play test

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

*Consequences*_____

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

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

Parental Consequences

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

*Awards*_____

Letterman Jackets

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

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

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

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

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

*Fundraisers*_____

At times the band will be involved with fundraising for trips, activities, or projects. For trips, every student will have an account that states all funds deposited to the fundraising account. Students do not have to participate in fundraisers in order to deposit money in their account. Money that is directly donated, “out of pocket”, from a student’s family may be refundable unless it is submitted to a payment plan for a travel company. Fund raising may occur through the school district or booster club.

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

-----Procedures-----

Marching Season

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

Summer Band

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

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

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

Athletics during Marching season

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

Marching Band Practice

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

Marching Position

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

Considerations for starting and alternate status:

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

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

Marching Uniform

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

Pep rallies

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

Parades

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

Football Games

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

Football games supplies:

1. Instrument (with case for away games and performances)
 - a. Music
 - b. Flip folder
 - c. Lyre (if used)
 - d. Miscellaneous items (reeds, valve oil, grease, etc.)
2. Uniform
 - a. band t-shirt (most recent)
 - b. black socks (calf-length solid black above ankle)
 - c. black marching shoes
 - d. hat
 - e. gloves

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

In the Stands

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

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

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

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

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

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

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

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

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

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

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

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

Half time performance

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

Restroom

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

Visiting other bands

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

Dismissal from stands

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

Uniform Check-In

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

Student Pick-Up

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

Marching Band Costs

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

Concert Band Costs

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

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

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

In Town Procedure

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

Out of Town

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

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

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

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

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

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

Concert Season

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

Concerts

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

Solo and ensemble contest

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

Concert and Sight-reading

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

ATSSB - Region Band

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

Letterman Jacket point system

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

POINT SYTEM:

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

BAND HANDBOOK ACKNOWLEDGEMENT FORM

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

Student's Signature

Date

Parent's Signature

Date

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

1. Parent/Guardian Information

Name: _____ Relationship to student: _____

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

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

Work/Alternate Phone: _____

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

E-mail: _____

2. Parent/Guardian Information

Name: _____ Relationship to student: _____

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

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

Work/Alternate Phone: _____

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

E-mail: _____

Academy Band Permission and Emergency Treatment

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

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

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

Parent(s)/Guardian(s): _____

Home address _____

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

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

Known medications currently taking:

Known medical problems or Allergies:

Other pertinent info: _____

Child private physician/ phone #: _____

Insurance Co and policy #: _____

Party Responsible (name on policy): _____

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

Parent/Guardian Signature

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Date

Santa Gertrudis School

SGS Junior High Band

“Rehearse with Intensity, Perform with Passion, Live with Honor”

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

- Vince Lombardi

Welcome to the Santa Gertrudis School Band. The SGS Band is an award winning organization that prides itself on representing the very best Santa School has to offer. The SGS Band is the feeder program of the Santa Gertrudis Academy Lion Band.

By accepting membership in the Santa Gertrudis School Band, you agree to perform to the best of your abilities and work together with the band staff in making this year's band the finest musical organization that our combined efforts can produce. We do not expect every person in the band to be a virtuoso musician or performer. We do expect mature, responsible attitudes and actions -and lots of hard work! Band is a year long commitment.

In addition to providing a quality music education, the Santa Gertrudis Band Program also recognizes the need to educate the whole child. As band directors, we seek to develop the character and citizenship of each member of our band, assisting each child to attain his/her own personal best.

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

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

Sincerely,

S. Mae Trevino- Mendez
Mmendez@sgisd.net

Raymond E. Mendez
Rmendez@sgisd.net

Shane Vasquez

Santa Gertrudis SCHOOL BAND HANDBOOK

2023-2024

Honors Band members are expected to participate in concerts, all scheduled performances, pre- UIL, UIL and Region contests.

Students must pass all playing assessments and attend sectionals to participate at UIL contests.

Some students may be placed in a non-varsity band for UIL contest.

Beginner Band members can expect to participate in a Winter recital, a Spring concert and Contest.

CONDUCT

Any organization is judged, in the eyes of others, by the actions of its individual members. Whenever you are identified as a member of the band, your actions reflect on the entire band. ALWAYS conduct yourself in such ways that bring only CREDIT to yourself and your band. ALWAYS conduct yourself with pride.

DISCIPLINE

All discipline will be handled on an individual basis.

1. First offense-- warning
2. Second offense—detention will be given
3. Third offense— parent call, loss of chair or band placement

Punishment will be determined by the severity of the offense. We expect the best from our students and will not tolerate discipline problems. Detention will be served before school or after school.

All SGS and SGISD rules apply.

PRACTICE

All band members are expected to take instruments home daily and practice regularly (10 to 20 minutes daily.) Students playing large instruments which prohibit daily transporting may make special arrangements with the band director.

STUDENT REHEARSAL AND DAILY PROCEDURE AND RULES

Students must always use the ramp.

Do not jump on or off the stage!

Enter band area and classroom quickly, courteously and orderly.

Students are not to play until everyone is seated.

Students will maintain social distancing at all times.

A student is considered tardy if he/she is not seated in his/her proper chair ready to play when the director begins instruction.

When the director takes the podium, **No further talking or individual playing during rehearsal will be permitted.**

Members should bring the following to each rehearsal: instruments, MUSIC in a BLACK binder with dividers, reed/sticks, and a PENCIL!

All books, backpacks, and other items not needed for rehearsal should remain out of the way.

NO GUM EVER!

No food or drinks are allowed in the band area. Leave the stage cleaner than you found it.

Remain in your seat quietly until dismissed. When dismissed put instrument away.

Do not leave until dismissed by director.

Music stands are for music only. Do not lean, write, or otherwise abuse them.

Students are to turn in tuners at the end of each class period.

Instrument cases should be labeled at all times. Many instruments look exactly alike and both students and teachers must always be able to identify a student's instrument, so no instruments are taken by mistake.

Students will respect others property and school property.

No non-band students in the instrument storage areas. A band member who consistently brings non-band members into the storage area will receive detention.

Band students should not play their instruments in any other area of the school unless otherwise permitted by a teacher.

All instruments should be left in their designated areas, with latches closed.

Students will be required to enroll in Google Classroom

SECTIONALS

Sectionals are mandatory afterschool rehearsals assigned to give specific attention to individual instrument groups. These rehearsals will be graded. Sectionals must be made up if missed for any reason. Sectionals will be held once a week, after school and will be approximately 30 minutes.

Parents are asked to pick-up students after all rehearsals and performances in a timely manner.

Evening Rehearsals

As contest and concert dates near, there will be a need to have evening rehearsals as a group. These rehearsals will be held at Santa Gertrudis Academy High School, so that we can use the space and the percussion students can practice on the equipment that we do not have at SGS.

PERFORMANCE OPPORTUNITIES

All performances are for a grade.

CONCERTS - All band members will perform in at least two concerts.

Students must meet academic and attendance eligibility requirements in order to participate in the following events:

PEP RALLIES & GAMES – The SGS Honors Band will be expected to perform at these events. Pep rallies are as scheduled by the school. .

ALL-REGION BAND - The All-Region band is to recognize the most outstanding players from our region. (All-Star Group) Members are selected based on an audition of the chromatic scale and prepared etudes. Those students selected for the band will be involved in a clinic and concert and will receive a region patch. All students will learn the region music.

ATTENDANCE

Attendance is required for all rehearsals, sectionals, and performances and will be graded. Band is curricular and after school activities are considered an extension of the classroom. Absences may easily keep a student from performing with the band, lower his/her grade, lower his /her chair seating, or his/her band placement.

Public performances are announced weeks or months in advance, whenever possible. Excused absences from public appearances will be granted in cases of genuine emergencies only, such as illness of the student or death in the family. Jobs, family trips, etc., do not automatically justify excused absences. Students who are absent must provide a note from a parent or doctor to be considered excused. Failure to provide a note, email, or phone call will result in an automatic unexcused absence. Only excused absences will be given an alternate assignment.

School policy will prevail in dealing with unexcused absences and tardies during regular band periods.

All efforts will be made to work around scheduled conflicts such as athletics and other school functions. Excused absences will be granted only with proper documentation. It is the students' responsibility to inform the coaches, sponsors, and band directors of any problem(s) well in advance.

During the first few weeks of school, students will be asked for a schedule of other activities to better help us prepare a sectional schedule. If a student fails to report a conflict, that student will be held responsible for attending sectionals. The band director reserves the right to change the schedule as the needs of the band change.

INSTRUMENTS AND EQUIPMENT

Band members are expected to keep their instruments in excellent condition. Students should:

1. Have three playable reeds at all times (Woodwinds)
You cannot use any old reed! When purchasing reeds, please use the brands that we recommend. We will attempt to make reeds available as much as possible.
2. Cases should be kept clean and closed.
3. Oil valves and grease slides as needed (Brass)
4. Names must be clearly marked on all instrument cases. Instruments and cases will be Inspected.

Percussion must:

1. Purchase a pair of concert snare sticks (SD 1 Generals or SD2 Boleros)

2. Keep provided stick bags in order and well organized.

INSTRUMENT STORAGE

SGS and its Band directors are not responsible for instruments that are lost or stolen. Instrument storage areas are provided as a convenience and are not 100% secure. Instruments are to be put on shelves or designated areas. Percussion players must put all sticks, mallets, and auxiliary percussion in percussion storage.

**INSTRUMENTS SHOULD GO HOME AS MUCH AS POSSIBLE!
Instruments are money and they will disappear!!!**

School owned instruments are supplied free of charge to give the band well-balanced instrumentation. It is the duty of each student playing a school instrument to take the best possible care of it and is responsible for any damage brought about through carelessness. A deductible may be asked for in the event of needed repairs.

Parents will be responsible for the cost of the instrument or insurance deductible (which ever is less) in the event a school owned instrument is lost or stolen due to the child's negligence. Parents are not liable if the instrument is stolen from the band storage areas.

INSTRUMENT INSURANCE

S.G.I.S.D. does not insure personally owned instruments. Parents should check your homeowner's policy for coverage. Parents can also check with the music store where the instrument was purchased.

Be sure you keep a written record at home of the make, model, serial number, and finish. This information is necessary to properly identify an instrument and/or file a police report.

CONCERT AND PERFORMANCE ATTIRE

Formal performance attire for Concerts and Contests will be SGS Band Polo Shirt, black pants, and black shoes.

SGS Band Polo shirts will be ordered as a group to reduce cost. (Estimated cost per shirt \$25) Notice will be sent home regarding the ordering of shirts.

Non-formal performances may require alternate attire and parents will be informed well in advance of any changes before the performance. (EX. jeans)

Band students exemplify the best of SGISD and will be in compliance with all SGISD dress code guidelines. (Ex no ripped jeans)

Failure to comply with the dress code may result in a lowering of the student's grade and/or possible exclusion from the performance.

Grading

35% Daily playing/participation/equipment

35% Quizzes/performance/Binder checks

30% Tests/sectionals

FUND RAISERS

It may become necessary to participate in a fund-raising event. Though students do not have to participate, we encourage everyone's efforts as everyone in the band program will benefit. Unused F.R. money can not be reimbursed to the student, parent, or director. Unused personal donations may be reimbursed. Please note that a student only earns a percentage (often 40%) of what they sell. Very few fund raisers are 100% profit.

SPRING TRIP (If approved)

In order for students to be eligible for the spring trip, students must meet the following criteria:

1. Attend all scheduled rehearsals
2. Participate in Winter Concert, Pre-UIL Concert Contest, UIL Concert & Sight-Reading and Spring Concert
3. Display an appropriate attitude/work-ethic in class.
4. Participate in the raising of funds for this trip or pay any expenses out of pocket.
5. Be in good standing with all teachers and be eligible in accordance with District policy.

Band fund raisers will primarily be for student's account for trip. Cost of trip will be between \$100 and \$110 depending on this year's prices. (Charter bus, ticket to park, and reserved picnic) Payments can be made at any time to spread out the cost of the trip.

***Directors reserve the right to make final decision in regards to trip eligibility. Students in question will be dealt with on a case by case basis. ***

Communication

Remind will be used to make class announcements. Parents may use this to ask questions, however the best way to reach the band directors is through email. All major issues will be discussed by phone or conference. The directors are here to help in any way we can and we will gladly set up a conference. Students are encouraged to communicate with the directors.

I have read and understood the handbook prepared by the band directors of Santa Gertrudis School and agree to abide by the terms set by the Directors.

Parent's Name _____

Parent's signature _____

Student's Name _____

Student's signature _____

Date _____

Contact Information:

Address _____

Parent Phone Numbers: Cell: _____

Cell: _____

Students Cell number (for Remind) _____

Parent's E-Mail _____

Please return this page by August 4th 2023

**Santa Gertrudis Independent School
District Student Code of Conduct**

2022–2023 School Year

If you have difficulty accessing the information in this document because of disability, please contact Fatima Garcia at fgarcia@sgisd.net or call at 361-384-5087

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Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact Fatima Garcia, Special Programs and Compliance Director, fgarcia@sgisd.net, 361-384-5087.

Purpose

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

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

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

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

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

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

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

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

Campus Behavior Coordinator

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

Threat Assessment and Safe and Supportive School Team

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

Searches

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

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

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

Reporting Crimes

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

Security Personnel

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

"Parent" Defined

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

Participating in Graduation Activities

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

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

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

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

Unauthorized Persons

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

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

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

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

Standards for Student Conduct

Each student is expected to:

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

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

General Conduct Violations

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

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

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

- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page .)
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page .)

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- Knuckles;
- *A location-restricted knife;
- *A club;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- A stun gun;
- A pocket knife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page . In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Display, turn on, or use a telecommunications device, including a cell phone, or other electronic device on school property during the school day.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page and **Expulsion** on page for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the

conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.

● Repeatedly violate other communicated campus or classroom standards of conduct. The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page .
- Placement in a DAEP, as specified in **DAEP** on page .
- Placement and/or expulsion in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page .
- Expulsion, as specified in **Expulsion** on page .
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.

- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.

- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student by the use of physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, or the central administration office or through Policy On Line at the following address: www.sgisd.net.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance.

Removal from the School Bus

A bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the bus. The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher may also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

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

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall advise the student of the alleged misconduct. The student shall have the opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or

6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

Summer programs provided by the district shall serve students assigned to a DAEP separately from those students who are not assigned to the program.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for the following conduct violations:

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student has engaged in

conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus behavior coordinator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (School-related felony drug offenses are addressed in **Expulsion** on page .) (See **glossary** for "under the influence.")
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in **Expulsion** on page .)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.

- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page .)
 - Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
7. The student receives deferred prosecution (see glossary),
 8. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
 9. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the campus behavior coordinator.

Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

10. Self-defense (see **glossary**),
11. Intent or lack of intent at the time the student engaged in the conduct,
12. The student's disciplinary history,
13. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, or

14. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
15. A student's status as homeless.

Placement Order

After the conference, if the student is placed in the DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

16. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
17. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through Policy On Line at the following address: www.sgisd.net.

Appeals shall begin at Level One with the principal.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the placement in the program shall continue through graduation, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus behavior coordinator or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

18. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated; or
19. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus behavior coordinator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

- 20. Threatens the safety of other students or teachers,
- 21. Will be detrimental to the educational process, or
- 22. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Student

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior

coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

- 23. The date on which the student's conduct occurred,
- 24. The location at which the conduct occurred,
- 25. Whether the conduct occurred while the student was enrolled in the district, or
- 26. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

- 27. Threatens the safety of other students or teachers,
- 28. Will be detrimental to the educational process, or
- 29. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

- 30. The student graduates from high school,
- 31. The charges are dismissed or reduced to a misdemeanor offense, or
- 32. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under these circumstances is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the

student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

33. Self-defense (see **glossary**),
34. Intent or lack of intent at the time the student engaged in the conduct,
35. The student's disciplinary history,
36. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
37. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
38. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Breach of computer security. (See **glossary**)

Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for "under the influence.")
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

- 39. Deliberate violent behavior that poses a direct threat to the health or safety of others;
- 40. Extortion, meaning the gaining of money or other property by force or threat;
- 41. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
- 42. Conduct that constitutes the offense of:
 - a) Public lewdness under Penal Code 21.07;
 - b) Indecent exposure under Penal Code 21.08;
 - c) Criminal mischief under Penal Code 28.03;
 - d) Hazing under Education Code 37.152; or
 - e) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle, or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:

- A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.)

Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department, or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]

- A location-restricted knife, as defined by state law. (See **glossary**.)

- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See **glossary**.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or children.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.

- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

43. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
44. An opportunity to testify and to present evidence and witnesses in the student's defense, and
45. An opportunity to question the witnesses called by the district at the hearing.
46. After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the superintendent authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

47. Self-defense (see **glossary**),
48. Intent or lack of intent at the time the student engaged in the conduct,
49. The student's disciplinary history,
50. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
51. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
52. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's

parent a copy of the order expelling the student.

Not later than the second business day after the hearing, principal shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

- 53. The student is a threat to the safety of other students or to district employees, or
- 54. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

- 55. The out-of-state district provides the district with a copy of the expulsion order, and
- 56. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

57. The student is a threat to the safety of other students or district employees, or

58. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated Robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

- 59. Causes serious bodily injury to another;
- 60. Uses or exhibits a deadly weapon; or
- 61. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - f) 65 years of age or older, or
 - g) A disabled person.

Armor-Piercing Ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as:

- 1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
 - h) Any vegetation, fence, or structure on open-space land; or
 - i) Any building, habitation, or vehicle:
 - 1) Knowing that it is within the limits of an incorporated city or town,
 - 2) Knowing that it is insured against damage or destruction,
 - 3) Knowing that it is subject to a mortgage or other security interest,
 - 4) Knowing that it is located on property belonging to another,
 - 5) Knowing that it has located within it property belonging to another, or
 - 6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
- 2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
- 3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
 - j) Recklessly damages or destroys a building belonging to another, or
 - k) Recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of Computer Security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes

school district property or information; or commits a breach of any other computer, computer network, or computer system.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

5. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
6. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
7. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical Dispensing Device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, mace, and tomahawk are in the same category.

Controlled Substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal Street Gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular

or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous Drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating Violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly Conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred Adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred Prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent Conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive Weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False Alarm or Report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

8. Cause action by an official or volunteer agency organized to deal with emergencies;

9. Place a person in fear of imminent serious bodily injury; or
10. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

11. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
12. The frame or receiver of any such weapon;
13. Any firearm muffler or firearm weapon; or
14. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade. Such term does not include an antique firearm.

Firearm Silencer is defined by Penal Code 46.01 as any device designed, made, or adapted to muffle the report of a firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

15. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
16. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Section 37.001(b)(2) of the Education Code; or
17. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - l) Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - m) Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - n) Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; and
 - o) Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or

maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

18. Any type of physical brutality;
19. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
20. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
21. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hit List is defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised Explosive Device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent Exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate Visual Material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-Restricted Knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike Weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine Gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to, clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any school property used by the student, including, but not limited to, a locker or desk.

Prohibited Weapon under Penal Code 46.05(a) means:

22. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:

- p) An explosive weapon;
- q) A machine gun;
- r) A short-barrel firearm;

23. Armor-piercing ammunition;

24. A chemical dispensing device;

25. A zip gun;

26. A tire deflation device;

27. An improvised explosive device; or

28. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

Public School Fraternity, Sorority, Secret Society, or Gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

Reasonable Belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest under Article 15.27 of the Code of Criminal Procedure.

Self-Defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Serious Misbehavior means:

29. Deliberate violent behavior that poses a direct threat to the health or safety of others;

30. Extortion, meaning the gaining of money or other property by force or threat;

31. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or

32. Conduct that constitutes the offense of:

- s) Public lewdness under Penal Code 21.07;
- t) Indecent exposure under Penal Code 21.08;
- u) Criminal mischief under Penal Code 28.03;
- v) Hazing under Education Code 37.152; or
- w) Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or Persistent Misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-Barrel Firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic Threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

- 33. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- 34. Place any person in fear of imminent serious bodily injury;
- 35. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- 36. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
- 37. Place the public or a substantial group of the public in fear of serious bodily injury; or
- 38. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire Deflation Device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 Felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05;

- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or children under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09. [See FOC(EXHIBIT).]

Under the Influence means lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one’s body, by any means, a prohibited substance.

Zip Gun is defined by Penal Code 46.01 as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

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2023 – 2024 STUDENT CODE OF CONDUCT HANDBOOK

SGISD



JULY 11, 2023
ACADEMY HIGH SCHOOL

Student Code of Conduct

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Academy High School Student Code of Conduct

2023-24 School Year

If you have difficulty accessing the information in this document because of disability, please contact *Charles Odom at 361-384-5041*.

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact *Charles Odom at 361-384-5041*.

Purpose

The Student Code of Conduct (“Code of Conduct”), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

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

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

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

Because the Code of Conduct is adopted by the district’s board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

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

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

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

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal or any other campus administrator selected by the principal. The CBC is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at www.sgisd.net and at https://www.sgisd.net/apps/pages/index.jsp?uREC_ID=974131&pREC_ID=1294086

Threat Assessment and Safe and Supportive School Team

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

Searches

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

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

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

Reporting Crimes

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

Security Personnel

The board utilizes police officers, school resource officers (SROs), school marshals, *and/or* security personnel to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE (Local) policy series.

“Parent” Defined

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

Participating in Graduation Activities

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

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

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

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

Unauthorized Persons

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

1. The person poses a substantial risk of harm to any person; or

School District Authority and Jurisdiction

2. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

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

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

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 16, **DAEP Placement** on page 17, **Placement and/or Expulsion for Certain Offenses** on page 25, and **Expulsion** on page 28, those 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 on page 15.

Disregard for Authority

Students shall not:

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

Mistreatment of Others

Students shall not:

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

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 25.)
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 25. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 17 and **Expulsion** on page 28 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

General Conduct Violations

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.

- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- 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 student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 16.
- Placement in a DAEP, as specified in **DAEP** on page 17.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 25.
- Expulsion, as specified in **Expulsion** on page 28.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.

Discipline Management Techniques

- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The CBC shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the CBC's office, or the central administration office or through Policy Online® at the following address:
www.sgisd.net

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

Removal from the School Bus

A bus driver may refer a student to the principal's office or the CBC's office or the transportation director to maintain effective discipline on the bus. The principal or CBC or transportation director must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the CBC or the transportation director may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

Formal Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the CBC or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the CBC or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

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

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12.

Summer programs provided by the district shall serve students assigned to a DAEP separately from those students who are not assigned to the program.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for the following conduct violations:

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Criminal mischief, not punishable as a felony.
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

Disciplinary Alternative Education Program (DAEP) Placement

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The CBC **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in **Expulsion** on page 28.) (See **glossary** for "under the influence", "controlled substance," and "dangerous drug.")
 - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Sells, gives, or delivers to another person or possesses or uses an e-cigarette.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
 - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 28.)

Disciplinary Alternative Education Program (DAEP) Placement

- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 1. The student receives deferred prosecution (see **glossary**),
 2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
 3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the CBC.

Conference

When a student is removed from class for a DAEP offense, the CBC or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the CBC or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,

Disciplinary Alternative Education Program (DAEP) Placement

5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code of Conduct, the placement order shall give notice of the inconsistency.

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

Disciplinary Alternative Education Program (DAEP) Placement

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the CBC or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code of Conduct.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the CBC's office, the central administration office, or through Policy Online® at the following address: www.sgisd.net

Appeals shall begin at *Level One with the Principal*

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

Disciplinary Alternative Education Program (DAEP) Placement

The district shall not provide transportation to students in a DAEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the CBC or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated, or
2. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

Disciplinary Alternative Education Program (DAEP) Placement

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the CBC may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the CBC or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must have:

Placement and/or Expulsion for Certain Offenses

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Placement and/or Expulsion for Certain Offenses

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 17.)

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for "under the influence.")
- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony controlled substance or dangerous drug offenses, not including THC.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See **glossary**.)

Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the

student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Under Federal Law

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
 - A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note:* A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
 - A location-restricted knife, as defined by state law. (See **glossary**.)

- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See **glossary**.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or disabled individual.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance or a dangerous drug.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the CBC or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,

2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the **superintendent** authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the *principal* shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the CBC or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a. 65 years of age or older, or
 - b. A disabled person.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
 - a. Any vegetation, fence, or structure on open-space land; or
 - b. Any building, habitation, or vehicle:
 - (1) Knowing that it is within the limits of an incorporated city or town,
 - (2) Knowing that it is insured against damage or destruction,
 - (3) Knowing that it is subject to a mortgage or other security interest,
 - (4) Knowing that it is located on property belonging to another,
 - (5) Knowing that it has located within it property belonging to another, or
 - (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damaging or destroying a building belonging to another, or
 - b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes

school district property or information or commits a breach of any other computer, computer network, or computer system.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable [firearm](#); or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
 - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
 - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
 - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
 - g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;

- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

Hazing is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
 - a. A machine gun;
 - b. A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information and must consider the information furnished in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Penal Code 21.07;
 - b. Indecent exposure under Penal Code 21.08;
 - c. Criminal mischief under Penal Code 28.03;
 - d. Hazing under Education Code 37.152; or
 - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

Minutes of Regular Meeting

The Board of Trustees Santa Gertrudis ISD

A Regular meeting of the Board of Trustees of Santa Gertrudis ISD will be held June 21, 2023 beginning at 6:30 PM in the Library at Santa Gertrudis Elementary/Middle School, 803 Santa Rosa Kingsville, Texas 78364.

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

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

1. First Order of Business
Meeting was called to order at 6:30pm
 - A. Establish a Quorum
Members Present: Francis Regalado, Flo Falcon, Carmen Falcon, Jennifer Cash, LeeRoy Montalvo
Members Absent: Oscar Cortez, April Grigg (arrived 7:18pm)
Moment of Silence
 - B. Pledge of Allegiance
Moment of Silence followed by Pledges to the Flags
2. Comments from Public in Open Forum
Ray Salinas spoke
3. Announcements/Communications/Presentations
 - A. Principal Reports and Student Recognitions
Mr. Odom
 - B. Athletic Director Report
Mr. Lozano
 - C. Band Reports
Mr. Mendez
 - D. Superintendent Update
Dr. Alfaro for Superintendent
4. Discuss A-F Accountability Report
Fatima Garcia

5. Discuss and take possible action on AHS and SGS Campus Dress Codes

A motion was made by LeeRoy Montalvo to approve the AHS and SGS Campus Dress Codes. The motion was given a second by Francis Regalado. The motion passes with 6 in favor and none opposed

6. Discuss and take possible action on adopting Board Policy Updates
 - A. Policy Update 121 affecting (LOCAL) policies (see attached list of codes)

A motion was made by Francis Regalado to adopt Board Policy Update 121. The motion was given a second by Carmen Falcon. The motion passes with 6 in favor and none opposed

7. Discuss and review student transfers for 2023-2024 school year

(not an action item)

8. Discuss and take possible action to grant Superintendent authority on negotiations or agreements to acquire Armed Security personnel for the 2023-2024 school year.

A motion was made by Jennifer Cash to approve granting the Superintendent authority on negotiations or agreements to acquire Armed Security personnel for the 2023-2024 school year. The motion was given a second by Carmen Falcon. The motion passes with 6 in favor and none opposed

9. Discuss and take possible action to acquire architectural designs for future facilities and renovations.

A motion was made by LeeRoy Montalvo to acquire architectural designs for future facilities and renovations. The motion was given a second by Francis Regalado. The motion passes with 6 in favor and none opposed

10. Discuss and take possible action on Salary and Stipend Compensation Plan for the 2023-2024 school year.

A motion was made by Carmen Falcon to approve the Salary and Stipend Compensation Plan for the 2023- 2024 school year. The motion was given a second by LeeRoy Montalvo. The motion passes with 6 in favor and none opposed

11. Consent Agenda Items – Amanda Ramirez
 - A. Finance Reports
 - B. Minutes of Regular Board Meeting May 17, 2023

A motion was made by Jennifer Cash to approve action on the Consent Agenda Items A-B. The motion was given a second by Francis Regalado. The motion passes with 6 in favor and none opposed

12. Discuss and take possible action on Budget Amendments. – Amanda Ramirez

A motion was made by Carmen Falcon to approve action on the Budget Amendments. The motion was given a second by April Grigg. The motion passes with 6 in favor and none opposed

13. CLOSED SESSION

The board went into a Closed Session at 7:48 PM

- A. Pursuant to Tex. Govt. Code 551.074, attorney consultation regarding the Superintendent's evaluations and contract.
- B. Pursuant to Tex. Govt. Code 551.074, consider and discuss evaluation of the Superintendent.
- C. Pursuant to Tex. Govt. Code 551.074, consider and discuss the Superintendent's contract.
- D. Pursuant to Tex. Govt. Code, 551.074, consider and discuss recommendation from the Superintendent to hire Elementary/Junior High Principal.
- E. Pursuant to Section 551.074 of the Tex. Govt. Code, consider and discuss approval of Administrator contracts for the 2023-2024 school year.
- F. Pursuant to Tex. Govt. Code 551.074, consider and discuss recommendations from Superintendent to hire Certified Teachers and Staff

14. OPEN SESSION

The board returned to Open Session at 8:58 PM.

- A. No action was taken in regards to the evaluation of the Superintendent
- B. No action was taken in regards to the Superintendent's Contract
- C. A motion was made by Carmen Falcon to approve the recommendation from the Superintendent to hire Elementary/Junior High Principal. The motion was given a second by Francis Regalado. The motion passes with 6 in favor and none opposed.
- D. A motion was made by April Grigg to approve the 2023-2024 Administrator Contracts. The motion was given a second by Carmen Falcon. The motion passes with 6 in favor and none opposed.
- E. A motion was made by Carmen Falcon to approve the Superintendent to hire Certified Teachers and Staff. The motion was given a second by Francis Regalado. The motion passes with 6 in favor and none opposed.

15. Adjournment

The Meeting was adjourned at 9:00 PM.

Flo Falcon – Board President

Francis Regalado – Board Vice President