

# Point Isabel ISD

## 2013-2014 Discipline Handbook

1. District Procedures: Please review the procedures written here. For complete set of rules, please see the Point Isabel ISD Student Code of Conduct.
2. FORMS
  - a. DAEP Placement Form (English and Spanish)
  - b. DAEP Extended Placement Form
  - c. Appeal Hearing Guide
  - d. Expulsion Recommendation Form
3. PEIMS Appendix E
4. ITTCs Codes
5. Student Code of Conduct (on website:  
<http://pointisabelisd.tx.schoolwebpages.com/education/components/scrapbook/default.php?sectiondetailid=18067&linkid=nav-menu-original-4-2029>)
6. State Law (on website listed above)
  - a. Discipline Law Chapter 37
  - b. Controlled Substances Law Chapter 41

# District Procedures

The Code of Student Conduct is published to provide information concerning the guidelines and procedures governing student conduct and discipline. This document, together with the campus student handbook published by every school, serves to inform each student and his or her parent/guardian(s) of the rights, responsibilities and expectations for all students.

The guidelines and procedures outlined in the Code of Student Conduct to should be applied fairly and equitably to all students.

The main concern of the Point Isabel ISD is that a safe and orderly environment conducive to learning be maintained and that those students trying to learn might do so free of the influence of those who would disrupt that safe and orderly environment

This Code of Student Conduct is an effort to standardize procedures designed to guarantee the equal rights of every student enrolled and at the same time clearly define the reasonable expectation that every student accepts responsibility for practicing acceptable behavior.

Each campus has a responsibility to develop rules and regulations for that individual school. These school rules are published and explained in a school handbook that is made available to every student enrolled in the school.

The publication of the Code of Student Conduct meets the requirement of the Texas Education Code, Chapter 37. Discipline; Law & Order, which states that each county board of education must adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning to take place. The

## **IV. Disciplinary procedures**

The basic tenet of the Code of Student Conduct is embodied in the principle that the appropriate reaction to a disciplinary problem or incident is one that reasonably holds promise of resolving the problem. The concept of discipline is to cause a positive behavioral change by the application of consequences for negative behavior. In this way, the correction of misconduct becomes part of the learning experience rather than the exacting of retribution or vengeance.

Point Isabel ISD students range from ages three to 21, and while progressive discipline may be used, the appropriate consequences for unacceptable behavior will be based on the age and the developmental level of the student involved and the nature of the infraction and determined by the appropriate teacher and/or administrator.

## **A. Conferencing**

Minor and/or first infractions of the school rules usually result in an effort to solve the situation by discussing the misconduct with the student. Often the product of such a conference is an oral agreement or possibly a written contract.

## **B. Detention**

The principal or a teacher may choose to assign after-school detention to students who are guilty of persistent minor disciplinary infractions. After-school detention meets for the period of time specified by the teacher or principal but no longer than one standard class period. Guidelines for detention are developed by each school and distributed to the students as part of the school rules normally contained in the student handbook. Parents must be made aware and approve of the assignment of detention prior to its being held.

## **C. Removal from class**

A teacher may temporarily remove a student from class for conduct that constitutes disobedience. Such behavior is defined as that which substantially or materially disrupts the educational process and includes willful disrespect or defiance of the teacher. In order to maintain effective learning conditions, the school administrator may remove a student from class for a longer period of time or permanently for chronic or more serious misconduct. **(Discipline referral form with the term designated and the appropriate coding entered into PEIMS)**  
**For forms, see section II.**

A teacher may also remove a student from class as per Chapter 37.002.

## **D. In-school suspension**

Some schools offer in-school suspension programs. In this case, the student is required to complete class work while supervised in a separate area away from the regular classrooms.

In-school suspension is assigned by the school principal or designee. The student's parents are informed of the infraction and of the in-school suspension by the school administration. **(Discipline referral form with the term designated and the appropriate coding entered into PEIMS).**

## **E. Short-term suspension (out-of-school)**

In more serious cases of misconduct or if the misbehavior persists, the principal may suspend a student from school for a period of up to 3 days. The parents must be contacted and a suspension order completed **(Discipline referral form with the term designated and the appropriate coding entered into PEIMS).**

While serving an out-of-school suspension, the student may not be on school property or participate in any school activity.

## **F. Students with Disabilities**

The placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review, and dismissal committee as per Sec. 37.004.

Any disciplinary action regarding a student with a disability who receives special education services that would constitute a change in placement under federal law may be taken only after the student's admission, review, and dismissal committee conducts a manifestation determination review under 20 U.S.C. Section 1415(k)(4) and its subsequent amendments. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations, including laws or regulations requiring the provision of:

- (1) functional behavioral assessments;
- (2) positive behavioral interventions, strategies, and supports;
- (3) behavioral intervention plans; and
- (4) the manifestation determination review.

A student with a disability who receives special education services may not be placed in alternative education programs solely for educational purposes.

Please refer to the Discipline Flowchart for Students with Disabilities.

## **G. Confinement, Restraint, Seclusion, & Time-Out.**

It is the policy of this state to treat with dignity and respect all students, including students with disabilities who receive special education services under Subchapter A, Chapter 29. A student with a disability who receives special education services under Subchapter A, Chapter 29, may not be confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique. Sec. 37.0021.

## **H. Alternative placement**

A student shall be removed from class and placed in a disciplinary alternative education program as provided by Section 37.008 if the student:

- (1) engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code; or
- (2) commits the following 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 of school property:
  - (A) engages in conduct punishable as a felony;
  - (B) engages in conduct that contains the elements of the offense of assault under Section 22.01(a)(1), Penal Code;
  - (C) sells, gives, or delivers to another person or possesses or uses or is under the influence of:
    - (i) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.; or
    - (ii) a dangerous drug, as defined by Chapter 483, Health and Safety Code;

(D) sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;

(E) engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under Sections 485.031 through 485.034, Health and Safety Code; or

(F) engages in conduct that contains the elements of the offense of public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08, Penal Code.

(b) Except as provided by Section 37.007(d), a student shall be removed from class and placed in a disciplinary alternative education program under Section 37.008 if the student engages in conduct on or off of school property that contains the elements of the offense of retaliation under Section 36.06, Penal Code, against any school employee.

(c) In addition to Subsections (a) and (b), a student shall be removed from class and placed in a disciplinary alternative education program under Section 37.008 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

(1) the student receives deferred prosecution under Section 53.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code;

(2) a court or jury finds that the student has engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code; or

(3) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in a conduct defined as a felony offense in Title 5, Penal Code.

(d) In addition to Subsections (a), (b), and (c), a student may be removed from class and placed in a disciplinary alternative education program under Section 37.008 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

(1) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code; and

(2) the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

(e) In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the Penal Code, the superintendent or the superintendent's designee may consider all available information, including the information furnished under Article 15.27, Code of Criminal Procedure.

(f) Subject to Section 37.007(e), a student who is younger than 10 years of age shall be removed from class and placed in a disciplinary alternative education program under Section 37.008 if the student engages in conduct described by Section 37.007. An elementary school student may not be placed in a disciplinary alternative education program with any other student who is not an elementary school student.

(g) The terms of a placement under this section must prohibit the student from attending or participating in a school-sponsored or school-related activity.

(h) On receipt of notice under Article 15.27(g), Code of Criminal Procedure, the superintendent or the superintendent's designee shall review the student's placement in the disciplinary alternative education program. The student may not be returned to the regular classroom pending the review. The superintendent or the superintendent's designee shall schedule a review of the student's placement with the student's parent or guardian not later than the third class day

after the superintendent or superintendent's designee receives notice from the office or official designated by the court. After reviewing the notice and receiving information from the student's parent or guardian, the superintendent or the superintendent's designee may continue the student's placement in the disciplinary alternative education program if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

(i) The student or the student's parent or guardian may appeal the superintendent's decision under Subsection (h) to the board of trustees. The student may not be returned to the regular classroom pending the appeal. The board shall, at the next scheduled meeting, review the notice provided under Article 15.27(g), Code of Criminal Procedure, and receive information from the student, the student's parent or guardian, and the superintendent or superintendent's designee and confirm or reverse the decision under Subsection (h). The board shall make a record of the proceedings. If the board confirms the decision of the superintendent or superintendent's designee, the board shall inform the student and the student's parent or guardian of the right to appeal to the commissioner under Subsection (j).

(j) Notwithstanding Section 7.057(e), the decision of the board of trustees under Subsection (i) may be appealed to the commissioner as provided by Sections 7.057(b), (c), (d), and (f). The student may not be returned to the regular classroom pending the appeal.

(k) Subsections (h), (i), and (j) do not apply to placements made in accordance with Subsection (a).  
(l) Notwithstanding any other provision of this code, other than Section 37.007(e)(2), a student who is younger than six years of age may not be removed from class and placed in a disciplinary alternative education program.

(m) Removal to a disciplinary alternative education program under Subsection (a) is not required if the student is expelled under Section 37.007 for the same conduct for which removal would be required.

(n) A principal or other appropriate administrator may but is not required to remove a student to a disciplinary alternative education program for off-campus conduct for which removal is required under this section if the principal or other appropriate administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

(o) In addition to any notice required under Article 15.27, Code of Criminal Procedure, a principal or a principal's designee shall inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in any violation listed in this section of the student's misconduct. Each educator shall keep the information received under this subsection confidential from any person not entitled to the information under this subsection, except that the educator may share the information with the student's parent or guardian as provided for by state or federal law. The State Board for Educator Certification may revoke or suspend the certification of an educator who intentionally violates this subsection.

### **See forms for DAEP placement procedures.**

#### **I. Expulsion For Serious Offenses.**

Except as provided by Subsection (k), a student shall be expelled from a school if the student, on school property or while attending a school-sponsored or school-related activity on or off of school property:

- (1) uses, exhibits, or possesses:
  - (A) a firearm as defined by Section 46.01(3), Penal Code;
  - (B) an illegal knife as defined by Section 46.01(6), Penal Code, or by local policy;
  - (C) a club as defined by Section 46.01(1), Penal Code; or
  - (D) a weapon listed as a prohibited weapon under Section 46.05, Penal Code;
- (2) engages in conduct that contains the elements of the offense of:
  - (A) aggravated assault under Section 22.02, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
  - (B) arson under Section 28.02, Penal Code;
  - (C) murder under Section 19.02, Penal Code, capital murder under Section 19.03, Penal Code, or criminal attempt, under Section 15.01, Penal Code, to commit murder or capital murder;
  - (D) indecency with a child under Section 21.11, Penal Code;
  - (E) aggravated kidnapping under Section 20.04, Penal Code;
  - (F) aggravated robbery under Section 29.03, Penal Code;
  - (G) manslaughter under Section 19.04, Penal Code;
  - (H) criminally negligent homicide under Section 19.05, Penal Code; or
  - (I) continuous sexual abuse of young child or children under Section 21.02, Penal Code; or
- (3) engages in conduct specified by Section 37.006(a)(2)(C) or (D), if the conduct is punishable as a felony.

**For offenses in which a student may be expelled, please refer to the Point Isabel ISD Student Code of Conduct.**

**Please see forms for procedures.**

#### **J. Referral to the legal authorities**

When an individual carries out some act or behavior that may be a violation of civil or criminal law, the school informs the Point Isabel ISD Police Dept. PI-ISD reserves the right to deal with the violation separately from any actions and/or consequences carried out by the civil authorities.

## PIISD Success Center Placement Order

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of DAEP Placement Order: \_\_\_\_\_ Number of Assigned Days: \_\_\_\_\_

The following documents must accompany this DAEP Placement Form:

- Copy of the 2013-2014 Student Code of Conduct Acknowledgment
- Copy of referral

ESL? YES/NO      Sp. Ed.? YES/NO      BIP? YES/NO      ARD held? YES/NO (If yes to any of these, attach IEP).

On probation? YES / NO      Probation      Officer: \_\_\_\_\_

Phone: \_\_\_\_\_

Dear Parent/Guardian and Student:

Students assigned to the Point Isabel ISD Discipline Alternative Education Center must successfully complete the assigned days. In order to successfully complete the assigned days, all rules must be followed. The parent and student will initial each rule/statement below.

### Initials

### **EXPECTATIONS/RULES**

[ ] [ ] 1. Attendance: It is important that your child be present at school each day and that he/she remain the full day. Days when he/she is not present or leave early will not be counted as a full day toward placement assigned. Students will attend class daily (8:00 AM - 4:00 PM) Minimum attendance is: 100%. Tardies/absences will be made up minute for minute.

[ ] [ ] 2. Student may not be in possession of any personal items. Personal items confiscated the first time will be returned. If confiscated a second time, the item will be sent to his/her home campus and follow campus return policy.

[ ] [ ] 3. Routine blanket inspections and searches of desks will be conducted. (Student Code of Conduct-p. 2)

[ ] [ ] 4. Dress Code: All students will follow PIISD campus dress code found in handbooks. Parents will be called to bring appropriate clothing for students out of compliance. If no clothing is brought in, the day will not count towards the assigned placement.

[ ] [ ] 5. Students will be issued a smock which will be worn in the event a student is out of dress code. (pg.6)

[ ] [ ] 6. Transportation is the responsibility of the parent/guardian. Walking to and from is allowed.

[ ] [ ] 7. The DAEP staff will award students for POSITIVE BEHAVIOR. See **Behavior Expectations** on page 2.

[ ] [ ] 8. All students will follow the Point Isabel ISD Student Code of Conduct.

[ ] [ ] 9. 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. (SCOC, p. 15)



[ ] [ ] 10. Requests for appeals must be submitted within three days of the date of the placement order. (SCOC, p. 15)

My signature below indicates that I have read the above rules and they have been reviewed with me by the Campus Administration. I understand that if these rules are violated, consequences will be determined according to the severity of the infraction.

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

### DAEP Procedures

1. **Student and Parent** will report to Discipline Alternative Education Center, located at 101 Port Road, Port Isabel, Texas, for the in-take interview with the DAEP lead teacher.
2. **In-take interview** will take about 15-20 minutes. If the parent cannot attend, the DAEP lead teacher will contact the parent for a conference.
3. **Academic Expectations:** Students will work on class work assigned by campus teachers throughout the day. DAEP staff will assist with lessons and assignments and will provide instruction for all core subjects. Students will be required to complete all assignments with at least 70% accuracy. In addition, students will read from a variety of DAEP staff assigned materials such as library (Accelerated Reader) books, newspapers or other appropriate. Students will also have time to complete elective assignments when appropriate.
4. **Behavior Expectations:** A Daily Point system will be utilized to encourage positive behavior and ensure that the student is on track behaviorally and academically. Students can earn 2 points per day if on time and following the rules. Students will not be awarded points when sleeping, not completing daily assignments with at least 70% accuracy, not reading from assigned materials, or disruptive behavior. Tardies will be subtracted minute per minute and the time missed will be added to the placement.
5. **Early Exit:** Once a student has earned at least 8 points, they will be allowed to purchase days or hours. 8 points equal one day. 1 point equals one hour.

My signature below indicates that I have read the above behavioral expectations/procedures and they have been reviewed with me by the DAEP Staff. I understand that if these rules are violated, consequences will be determined according to the severity of the infraction.

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

DAEP Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## Orden de Colocación en Centro de Éxito de PIISD

Nombre: \_\_\_\_\_ ID#: \_\_\_\_\_

Grado: \_\_\_\_\_

Fecha de orden de colocación en DAEP: \_\_\_\_\_ Numero de días asignados: \_\_\_\_\_

Los siguientes documentos deben acompañar a este formulario de asignación a DAEP:

- Copia de reconocimiento del código de conducta estudiantil 2012-2013
- Copia de referencia

ESL? SI/NO Sp. Ed.? SI/NO BIP? SI/NO ARD held? SI/NO (Por favor de pegar la copia del ARD).

¿En libertad condicional? SI / NO Oficial de libertad condicional: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Querida Padre/Tutor y Estudiante:

Los estudiantes asignados al Centro de Educación de Disciplina Alternativa de Point Isabel I.S.D. deben completar con éxito los días asignados. Con el fin de completar las reglas se deben seguir. El padre y el estudiante deben poner sus iniciales en cada regla/declaración de abajo.

### Iniciales

### **EXPECTATIVAS/REGLAS**

[ ][ ] 1. Asistencia: Es importante que el estudiante este presente en la escuela cada día y permanezca el día completo. Días en que el estudiante no este presente o salga temprano no se contara como un día completo hacia la colocación asignada. Los estudiantes asistirán a clase todos los días (8:00 AM - 4:00 PM) Asistencia mínima es: 100%. Las tardanzas/ausencias serán recuperado minuto por minuto.

[ ][ ] 2. El estudiante no puede estar en posesión de cualquier artículo personal. Los artículos personales confiscados por primera vez serán devueltos. Si es confiscado por segunda vez, el articulo será enviado a su escuela original y se seguirá la política escolar de devolución.

[ ][ ] 3. Inspecciones rutinarias y búsqueda de escritorios se llevara a cabo. (Código de conducta estudiantil pagina 3).

[ ][ ] 4. Código de Vestimenta: Todos los estudiantes seguirán el código de vestimenta de PIISD que se encuentra en los manuales. Los padres serán llamados a llevar la ropa adecuada para los estudiantes fuera de cumplimiento. Si no se trae la ropa apropiada, el día no se contara hacia la colocación asignada.

[ ][ ] 5. Los estudiantes recibirán una bata corta que se usara en todo momento. Padres/Estudiantes son responsables por el cuidado las batas. Cualquier daño será considerado como una violación al código de conducta estudiantil. (pg.6)

[ ][ ] 6. El transporte será la responsabilidad del padre/tutor. Caminar de ida y vuelta esta permitido.

[ ][ ] 7. El personal de DAEP premiara a los estudiantes por comportamiento positivo. Vea las Expectativas de Comportamiento en la pag. 2.

[ ][ ] 8. Todos los estudiantes seguirán el Código de Conducta Estudiantil de PIISD.

[ ][ ] 9. El distrito no permite que un estudiante colocado en DAEP participe en cualquier actividad patrocinada por la escuela o relacionada con la escuela, extracurricular o co-curricular,

incluso postularse o desempeñar cargos honoríficos y/o membresía en clubes patrocinados por la escuela y organizaciones. (SCOC, p. 17)

[ ] [ ] 10. Las solicitudes de apelación deben presentarse dentro de los tres días siguientes a la fecha de la orden de colocación. (SCOC, p. 16)

Mi firma abajo indica que he leído las reglas anteriores y se han revisado conmigo por la administración escolar. Entiendo que si estas reglas son violadas, las consecuencias serán determinadas de acuerdo con la gravedad de la infracción.

Firma del Estudiante: \_\_\_\_\_ Firma del Padre \_\_\_\_\_

Administrador: \_\_\_\_\_ Fecha: \_\_\_\_\_

### **Procedimientos de DAEP**

6. **Estudiante y Padre** se reportaran al Centro de Educación de Disciplina Alternativa, localizado en 101 Port Road, Port Isabel, Texas, para la entrevista con el maestro principal de DAEP.
7. **Entrevista** se tomara entre 15-20 minutos. Si el padre no puede asistir, el maestro principal de DAEP se pondrá en contacto con los padres para una conferencia.
8. **Expectativas Académicas:** Los estudiantes trabajaran en el trabajo de clase asignadas por los maestros de escuela durante el día. El personal de DAEP ayudaran con lecciones y tareas y proporcionaran instrucción en todas las materias básicas. Los estudiantes deberían completar todas las tareas con al menos el 70% de precisión. Además, los estudiantes leerán una variedad de materiales asignados por el personal de DAEP, tales como libros de la biblioteca (Lector Acelerado), periódicos u otros materiales apropiados. Los estudiantes también tendrán tiempo para completar las tareas electivas cuando sea apropiado.
9. **Expectativas de Comportamiento:** Un sistema de puntos diarios será utilizado para fomentar un comportamiento positivo y asegurar que el estudiante va por buen camino académicamente y en conducta. Los estudiantes pueden obtener 2 puntos por día, si son puntuales y siguen las reglas. No se otorgan puntos a los estudiantes si duermen durante clase, no completan las áreas diarias con al menos un 70% de precisión, no leen los materiales asignados, o tienen comportamiento disruptivo. Las tardanzas se restarán minuto por minuto y el tiempo perdido se añadirá a la colocación.
10. **Salida Temprana:** Una vez que el estudiante haya obtenido un mínimo de 8 puntos, se pueden comprar días u horas. 8 puntos equivalen a un día. 1 punto equivale a una hora.

Mi firma abajo indica que he leído las expectativas / procedimientos de comportamiento anteriormente y se han revisado conmigo por el personal de DAEP. Entiendo que si estas reglas son violadas, las consecuencias serán determinadas de acuerdo con la gravedad de la infracción.

Firma del estudiante: \_\_\_\_\_ Firma del Padre:

\_\_\_\_\_  
Personal de DAEP: \_\_\_\_\_ Fecha:

\_\_\_\_\_  
"PIISD no discrimina a base de raza, color, origen nacional, religión, sexo, edad o discapacidad en empleo en la pro

# PIISD Success Center Continuation of Last Year's Assignment Request for Placement Form

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of the original DAEP Placement Order: \_\_\_\_\_ Number of Assigned

Days: \_\_\_\_\_

Number of Days Completed: \_\_\_\_\_ Number of

Days/Hours Owed: \_\_\_\_\_

The following documents must accompany this DAEP Placement Form:

- Copy of the original referral
- Copy of Manifestation ARD (if applicable).

ESL? YES/NO      Sp. Ed.? YES/NO      BIP? YES/NO      ARD held? YES/NO (If yes to any of these, attach IEP).

On probation? YES / NO      Probation Officer: \_\_\_\_\_

Phone: \_\_\_\_\_

## DAEP Continued Placement Requirements

**The 2013-2014 student code of conduct on pages 14-15 state:**

### 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 appropriate administrator 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.

### In addition:

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.

Reason for request to continue the student's placement at the DAEP:

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Administrator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Please submit this form and the required documents attached to Dr. Lisa Garcia, Superintendent for approval.

"PIISD does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities."



## Point Isabel Independent School District

### Hearing Guide for Student Removal Appeal (Sample)

- a. This hearing will come to order. Today is **Friday, September 20, 2013**. We are meeting to consider whether to remove or otherwise discipline **John Doe, 10<sup>th</sup> grade student, Port Isabel High School**. I am **Sandra Rodriguez** Hearing Officer and Superintendent Designee for the Point Isabel Independent School District.
- b. Present are **John Doe, Sr.** (parent/legal guardian), **John Doe** (student), **Dr. William Roach** (campus administrator), **Officer Mario Gaucin**, and **Sandra Rodriguez** (hearing officer).
- c. Campus administrator has provided a removal packet to the hearing officers as well as the parent.
- d. The **Point Isabel ISD Police Department** cited the student for **assault**.
- e. The purpose of this hearing is to consider the facts regarding this case and to consider the recommendation by campus administration to remove student **to the DAEP** for **30 days**.
- f. Parents, if you have any comments or questions, you will be given time to express your concerns at a later time during this hearing.
- g. The Discipline form is part of due process where your son/daughter is informed of the infraction and given an opportunity to write their version. **See attached (All information must be completed.)**
- h. Then we have the administrator's statements. **Dr. Roach will discuss his statement.**
- i. Witness Statements (discuss if available). **Attach statements**
- j. Then we have a copy of the receipt form signed by the student and/or parent that acknowledges that the SCC was signed by the student and parent. This document lists removable offenses and their consequences. **Attach form.**
- k. Enclosed also is a copy of the Nurse's Report which indicates student vitals on that day. **N/A or attach**
- l. The verification form for Sp Ed/ 504 students is also enclosed. **N/A or attach ARD/504 Manifestation of Determination**
- m. Administrator –Please review the contents of the documents.
- n. Parent/Student - Do you have any comments or questions in relation to the infraction and/or proposed consequence?



# Point Isabel Independent School District

## Expulsion Recommendation Form

**TO:** Sandra Rodriguez,  
Hearing Officer

**FROM:** \_\_\_\_\_  
\_\_\_\_\_ Principal

**DATE:**

**RE:**

**Student:** \_\_\_\_\_ **Parent:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**School/Grade:** \_\_\_\_\_ **City, State & ZIP:** \_\_\_\_\_

This memo is to inform you that I, Mr. William Roach, Principal at Port Isabel High School has recommended that \_\_\_\_\_ be expelled from school. The student is alleged to have

**Enter offense such as: Possession of a controlled substance-Cocaine in a drug free school zone constituting a felony.**

The witness who will testify for the administration is \_\_\_\_\_ and PIISD Police Officer \_\_\_\_\_.

Please schedule an expulsion hearing with the JJAEP.

Attachments (These will be sent to your office prior to the hearing):

- Completed Discipline Referral
- Student Code of Conduct Receipt
- DAEP Completed Forms
- PI-ISD Police Offense/Incident Report
- Signed Witness Forms
- High School Graduation Plan
- (S. Rodriguez will download student's immunization report, Class schedule and student transcript)