# PLAINVIEW HIGH SCHOOL
# HOME OF THE BULLDOGS



**OUR MISSION**

The mission of the Plainview Independent School District, defining the future in partnership with the community, is to graduate all students with the skills and values to compete successfully as lifelong learners in society by addressing the needs and recognizing the worth of each student through a coordinated program of instruction in a safe, disciplined environment.

**WELCOME**

This folder contains information that will clarify rules and regulations at Plainview High School. These rules are written in compliance with the Plainview Independent School District's Discipline Management Program for 2026-2027.

**All students are subject to the school district's board policies on discipline and student code of conduct.**

**Administrators**

| | |
|---|---|
| Kevin Parker - Principal | kevin.parker@plainviewisd.org |
| Ryan Green – Associate Principal, Instructional Leadership | ryan.green@plainviewisd.org |
| Karla Dunn – Asst. Principal, 10th grade A-L; 12th grade; 504 | karla.dunn@plainviewisd.org |
| Steven Saldivar- Assoc. Principal, 10th grade M-Z, 11th grade | steven.saldivar@plainviewisd.org |
| Maurice Harvey – Asst. Principal – LPAC | maurice.harvey@plainviewisd.org |

| **Counselors:** | **Alpha:** | |
|---|---|---|
| Angie Gauntt | A-D | angie.gauntt@plainviewisd.org |
| Angi Martin | E – Le | angi.Martin@plainviewisd.org |
| Marisa Lopez | Li – Ra | marisa.lopez@plainviewisd.org |
| Andrea Morales | Re – Z | andrea.morales@plainviewisd.org |

Revised 2026

**ACADEMIC DISHONESTY**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Academic dishonesty includes:

1. Copying another student's homework, classwork, or test answers with or without that student's permission
2. Using "cheat notes" during test
3. Having access to teacher's answer sheets or book
4. Obtaining/transmitting test questions or class work by means of electronic devices from students who have already taken tests
5. Copying essays or other written papers from other students or reference materials (plagiarism)
6. Over-use of parental assistance with homework or projects
7. Incorrect grading of assignments and tests in class
8. Inappropriate use of artificial intelligence (AI) in a way that would constitute academic dishonesty or as a means of engaging in any other prohibited conduct.

*When it is proven that a student has cheated, the grade on any test or work will result in a zero for the first offense. The student will not be allowed to re-do the assignment for a better grade. Further offenses of this nature will result in an ISS placement in addition to a zero on the assignment.*

**Armed Services Vocational Aptitude Battery Test**

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) test and consult with a military recruiter. The test shall be offered on the date, time and location determined by the campus administration. Please contact your counselor for information about this opportunity.

**Awards and Honors**

Merit "P" certificates will be furnished by the school for the purpose of recognizing outstanding achievement. Eligibility for an award shall be defined as follows:

- Students in grades 6-12 who have perfect attendance (having not been absent, tardy, nor left school early for any reason) shall be eligible.
- Students who are on the "Honor Roll" for the first semester and second semester (4th and 5th six-week reporting periods) in a school year shall be eligible.
- Students who receive an honor on or beyond the District level or students who receive an award that reflects honor to the student and the school shall be eligible.
- Students who have earned other special recognition deemed outstanding by the principal and approved by the Superintendent shall be eligible. (See also Merit "P" Awards page 12)

**ASSIGNMENTS GRADED IN CLASS**

An assignment graded and/or discussed in class is due at that time and may not be turned in late. This does not apply to students who are absent when the assignment was made.
(* See additional information regarding grades and policy under the PISD web site "Policy Online ELA.")

**ATTENDANCE REGULATIONS**

**PHS Attendance Clerk:** Dianne Leon dianne.leon@plainviewisd.org (806) 296-3301

**Absence Codes**

| | |
|---|---|
| E-P | Excused, parent note |
| U-P | Unexcused, parent note |
| E-D | Excused, medical appointment (all day) |
| A-D | Excused, medical appointment (part of day) |
| S-T | Excused, School related test |
| S-TR | Excused, School trip |
| E-N | Excused, sent home by nurse |
| D-IS | Discipline, ISS or AE |
| D-SU | Discipline, SURGE |
| CT | Court |
| E-S | Excused, Suspension |

**Absence(s) Due to Appointments with Health-Care Professionals**

The district shall excuse a student for an absence resulting from an appointment with a health-care professional. A note signed by the health-care professional and the parent must be brought to the campus officials within three school days after returning to school, and the student must satisfactorily complete the work missed on those days. The absence shall be counted as a day of compulsory attendance.

**After an Absence**

Students must see the attendance clerk within three days of returning to school to submit an excuse note. Failure to follow this policy may result in a discipline assignment or unexcused absence.

**College Days**

A student is allowed 1 day during their junior year and 2 days during their senior year to visit/inspect colleges. These visits will be considered an excused absence if the student brings back documentation of attendance from the college within three days of the student returning to school.

**Compulsory Attendance**

Students who are at least six years of age or who have been previously enrolled in first grade or who have not yet reached their nineteenth birthday, shall attend school. Students enrolled in pre-kindergarten or kindergarten shall attend school

**Court Filing for Unexcused Absences**

The student's parent and/or the student are subject to prosecution for unexcused absences if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year. At PHS, an absence in two or more class periods in one school day is counted as one full day unexcused absence. Plainview High School will file for truancy within seven days of the last absences.

**Excused Absences**

The following will be classified as excused absences:

- Documented religious holy days
- Documented court appearances
- Documented absences to health care professionals
- Documented campus visits to an institution of higher learning (one for juniors, two for seniors)

**Illness During the School Day**

If a student becomes ill during the school day, the student must report to the nurse's office where there are personnel trained in First Aid. A student who becomes ill and does not report to the nurse or main office but goes elsewhere or leaves school without checking out will be considered truant from missed classes.

**90% Rule**

A student shall be given credit for a class only if the student has been in attendance 90% of the days the class is offered unless the campus attendance committee appointed by the Board gives the student credit because there were extenuating circumstances for the absences. Students over the absence limit may be assigned to Attendance Credit Recovery.

**Notice of Absences**

The district shall notify a student's parents if the student has been absent from school, without excuse, on ten or more days or parts of days within a six-month period in the same school year.

**Parent Notes**

Parent notes documenting illness unless the student drops below 90% attendance. **Only three absences may be excused by parent notes for any reason per semester.** Further absences require a doctor's note in order to be excused.

**Timeline for Notes**

**All absence notes (including parent notes, Dr. notes, college campus visits, etc.) provided for consideration are expected to be submitted to the campus by the third school day after the student returns to campus**. It is the student's responsibility to turn in excuse notes for absences to the appropriate office. Failure to follow this policy may result in a discipline consequence related to truancy. Parents may email attendance notes to PHS attendance clerk Dianne Leon at dianne.leon@plainviewisd.org

**TRUANCY**

Any student who fails to attend school or leaves school during the school day without permission will be considered truant. Students will be disciplined for truancy. Any student more than thirty minutes late to any class will be considered truant, and counted absent, without proper authorization or documentation.

Students not signing out when leaving during the school day will be considered truant from classes missed. Students should never leave the grounds (before or during school) without permission from school administration, except for the scheduled lunch period ($10^{th}$ – $12^{th}$ graders). Freshmen students have closed campus for lunch and are required to eat lunch on campus.

**ZERO TOLERANCE TARDY POLICY**

A student is considered tardy for class if the student is not through the doorway of the classroom when the tardy bell rings. Each respective teacher will assign detention for the 3rd and 4th tardy. A detention not served may result in an ISS assignment for No Show D-Hall. Teachers will refer students to an assistant principal on the fifth (5th) tardy, and each additional tardy, for ISS placement by documenting the referral in Skyward. A principal or principal designee will determine extenuating circumstances.

**CHANGE OF ADDRESS OR PHONE NUMBER**

Students/parents/guardians are required to inform the Registrar of any changes in their address or phone number. A change requires proof of residency documentation to be provided to the registrar/school office. Parents have the authority to go into Skyward and make changes to their students' address and phone numbers electronically. PISD encourages the updating of that information so we can contact parents/guardians in the event of an emergency. This information is especially important on the emergency health card.

Students/parents/guardians who move out of the district and fail to inform the school can be withdrawn immediately.

**Conduct Before and After School**

Teachers and administrators have full authority over student conduct before, during, or after school or 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 other higher standards of behavior established by the sponsor for extracurricular participants.

**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.

**PROHIBITED ITEMS AT SCHOOL AND SCHOOL-SPONSORED EVENTS**

1. Mace, pepper spray, tear gas, stink bombs or similar items
2. Illegal knives, brass knuckles, nun chucks or weapons of any kind
3. Razor blades and any attachments which hold razor blades
4. Firearms or pistols, including blank pistols
5. Explosives, firecrackers, gunpowder, etc.

6. Chains, except those specifically used to lock bicycles (must be kept and used on bicycle)
7. Pipes, rods, sticks, clubs and any such items fashioned to use as a device for hitting.
8. Dangerous drugs or narcotic drugs of all types; also, look-alike drugs
9. Alcoholic beverages
10. Any object used in a manner that could inflict bodily injury
11. Dice
12. Laser pointers
13. Vape pens, e-cigs, cigarettes, tobacco products

General items not listed but determined by the administration to be inappropriate will not be allowed. Possession of the above items may result in disciplinary action. Personal electronic devices such as cell phones or smartwatches are not permitted on campus. (See Cell Phone/Smart Watch/Electronic Policy on page 14 for further clarification.)

**NOTICE: All students are governed by the Plainview Independent School District's Discipline Management Program and Student Code of Conduct. It is the parent's and student's responsibility to read and sign these discipline guidelines.**

**BELL SCHEDULE 2026-2027**

| Class | Start | End |
|---|---|---|
| **1st Period** | 8:05 | 8:51 |
| **2nd Period** | 8:55 | 9:41 |
| **3rd Period (Homeroom)** | 9:41 | 10:11 |
| **4th Period** | 10:15 | 11:01 |
| **5th Period** | 11:05 | 11:51 |
| **6A (9th grade)** | 11:55 | 12:41 |
| **UPPER LUNCH** | **11:51** | **12:36** |
| **6B (10TH – 12TH grade)** | 12:40 | 1:26 |
| **9TH GRADE LUNCH** | **12:41** | **1:26** |
| **7TH Period** | 1:30 | 2:16 |
| **8th Period** | 2:20 | 3:06 |
| **9th Period** | 3:10 | 3:56 |

**FRIDAY BELL SCHEDULE (NO 3RD PERIOD HOMEROOM)**

| Class | Start | End |
|---|---|---|
| **1ST Period** | 8:05 | 8:52 |
| **2nd Period** | 8:56 | 9:43 |
| **4th Period** | 9:47 | 10:34 |
| **5th Period** | 10:38 | 11:25 |
| **6A (9th Grade)** | 11:29 | 12:14 |
| **UPPER LUNCH** | **11:29** | **12:14** |
| **6B (10th – 12th Grade)** | 12:18 | 1:03 |

| | | |
|---|---|---|
| **9TH GRADE LUNCH** | **12:18** | **1:03** |
| **7TH Period** | 1:07 | 1:54 |
| **8th Period** | 1:58 | 2:45 |
| **9th Period** | 2:49 | 3:35 |

**BELL SCHEDULE - SEMESTER FINALS**

1st/6th Period Final ……8:05 - 9:12 (67 min)
2nd/7th Period Final ……..…….9:16 – 10:23 (67 min)
4th/8th Period Final ……..... 10:27 – 11:34 (67 min)
5th/ 9th Period Final ……11:38 – 12:45 (67 min)

**Student Early Release at 12:45 on Final Exam Days**

## Bullying (All Grade Levels)

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:

- 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 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.

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 parents or guardians of the alleged victim and the parents or guardians of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying at www.plainviewisd.org.

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 or guardian, 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 Bullying, on pg 41; Transfers/Assignments on page 120 of the Plainview ISD Parent/Student Handbook]

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 PISD Student Handbook for information on: Transfers/Assignments on page 120, Dating Violence page 62, Discrimination and Harassment page 64, Retaliation on page 64, and Hazing on page 85, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

**Buses and Other School Vehicles**

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 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 the Executive Director for Ancillary Services at 806-293-6000.

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.

**Bus Behavior Expectations - 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.

**Cafeteria Services**

PHS offers nutritionally balanced meals daily in accordance with standards set forth in state and federal law. Free breakfast and lunch are provided for all students at PHS. Meals are provided through the Community Eligibility Provision program, a federally funded meal service option for schools in low-income areas that allows districts to serve free meals to all enrolled students without application or documentation.

The PHS cafeteria also provides snack type items for students to purchase such as drinks, cookies, and chips at our Bistro. The Bistro is located within the PHS cafeteria. The Bistro may also stock hot meal items, such as sandwiches and hamburgers, which are included in the free lunch menu.

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

**Academic Achievement and Class Ranking**

**Levels**

The district's secondary schools have established systems for instruction at three distinct levels: Honors, Accelerated, and Academic.

• **Honors**—Eligible AP and Dual Credit Courses designated in the student handbook shall be categorized and weighted as Honors Courses.

• **Accelerated**—Eligible Accelerated Courses and Career and Technical Education (CTE) Advanced Courses considered as Level Three and Level Four in each Program of Study designated in the student handbook shall be categorized as Accelerated Courses.

• **Academic**—All other eligible courses shall be designated Academic Courses.

**Grading and Grade Points**
This formula reflects the relationship of grades and honor points for the three groups listed above.

The District shall convert semester grades earned in eligible courses to grade points in accordance with the following chart and shall calculate a weighted grade point average (GPA): Course

| Course Grade | Honors | Accelerated | Academic |
|---|---|---|---|
| 100 | 7.0 | 6.0 | 5.0 |
| 99 | 6.9 | 5.9 | 4.9 |
| 98 | 6.8 | 5.8 | 4.8 |
| 97 | 6.7 | 5.7 | 4.7 |
| 96 | 6.6 | 5.6 | 4.6 |
| 95 | 6.5 | 5.5 | 4.5 |
| 94 | 6.4 | 5.4 | 4.4 |
| 93 | 6.3 | 5.3 | 4.3 |
| 92 | 6.2 | 5.2 | 4.2 |
| 91 | 6.1 | 5.1 | 4.1 |
| 90 | 6.0 | 5.0 | 4.0 |
| 89 | 5.9 | 4.9 | 3.9 |
| 88 | 5.8 | 4.8 | 3.8 |
| 87 | 5.7 | 4.7 | 3.7 |
| 86 | 5.6 | 4.6 | 3.6 |
| 85 | 5.5 | 4.5 | 3.5 |
| 84 | 5.4 | 4.4 | 3.4 |
| 83 | 5.3 | 4.3 | 3.3 |
| 82 | 5.2 | 4.2 | 3.2 |
| 81 | 5.1 | 4.1 | 3.1 |
| 80 | 5.0 | 4.0 | 3.0 |
| 79 | 4.9 | 3.9 | 2.9 |
| 78 | 4.8 | 3.8 | 2.8 |
| 77 | 4.7 | 3.7 | 2.7 |
| 76 | 4.6 | 3.6 | 2.6 |
| 75 | 4.5 | 3.5 | 2.5 |
| 74 | 4.4 | 3.4 | 2.4 |
| 73 | 4.3 | 3.3 | 2.3 |
| 72 | 4.2 | 3.2 | 2.2 |
| 71 | 4.1 | 3.1 | 2.1 |
| 70 | 4.0 | 3.0 | 2.0 |
| Below 70 | 0.0 | 0.0 | 0.0 |

The weighted GPA established by a student shall be the criterion for determining scholastic and academic honors as well as class rank. In all computations, each individual semester grade shall be considered. Yearly averages shall not be considered.

**Incoming Transcripts / Report Cards**
Transcripts or report cards from Out-of-District schools shall be interpreted as follows:

- The district shall accept all credits earned toward state graduation requirements by students in accredited Texas school districts, including credits earned in accredited summer school programs. Credits earned in local credit courses may be transferred at the district's discretion.
- Out-of-State or Out-of-District transcripts or report cards with grades less than 70 shall be verified as passing with the sending school.
- Incoming transcripts or report cards with no interpretation scale or explanation shall be converted according to the guidance provided by the Superintendent designee or designees.

- When a student transfers semester grades for courses that would be eligible under the academic 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 courses that would be eligible to receive additional weight under the district's weighted grade system, the district shall assign additional weight to the grades based on the categories and grade weight system used by the district only if an equivalent course is offered to the same class of students in the district.

**The process to Review Transcript**

- The counselor meets with the parent and student to review academic information and select the courses needed to create/review a four-year graduation plan for PISD. At this meeting, the endorsement and accompanying courses will be verified by all parties.
- When the counselor receives the official transcript from the previous educational entity, he/she reviews all courses listed on the transcript to identify any changes needed in scheduling and for graduation requirements.
- If a transcript is received from outside of the country, counselors in concert with appropriate Central Office leadership will use documents provided by education service center staff to determine the appropriate courses and credit earned. A meeting is called including the student's counselors, PHS Associate Principal of Curriculum, Language Acquisition Director, student and parent. This group will collaborate to review current and relevant courses moving forward for the student.

**Early Graduation**

A student's class rank shall be determined within the graduating class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school. For rank purposes, a school year begins on the first day of school and ends on the last day of summer school.

**Grade Point Average**

The GPA established by a student shall be the criterion upon which scholastic and academic honors and awards are determined. The following shall apply:

• *Class Level*

Grade points shall be awarded according to place value as defined above for any course. All courses must be appropriately identified and publicized at the outset of each school term.

• *Determination*

Grade points are determined by the semester average or by the current grade average for any course in progress.

• *Career and Technical Education*

Grade points for CTE courses that require more than one period of the school day shall be determined by multiplying the grade point equivalent by the number of credits given in the course.

• *Transition Periods*

When grade points are to be determined for periods when students were not enrolled in any District secondary school, or during the transition period following the adoption of this policy, grades in classes that bear a group designation shall be assigned grade points based on the grade point table. Undesignated classes shall receive academic course grade points.

• *Home School*

No grade calculations will be accepted from a Home School Program.

**Academic Recognition**

Academic honors shall be recognized as follows:

• Honor roll will be compiled at the end of each six-week grading period. The honor roll will consist of students who have a weighted grade point average of 4.25 or higher for the six weeks.

Annual academic honor awards, which shall be given to students of all grades in Plainview High School. A student must follow the grouping program as recommended by the district during the year he or she receives the award. The honor point system will be used to determine recognition. The first semester average will be averaged with the fourth and fifth six-week averages to determine grade averages used for recognition. To qualify, students must be continually enrolled in Plainview High School before the end of the first six weeks with no grade below 70 for any semester of the current year. Two types of awards are given: one award is for students who have maintained an academic average of 4.50 or higher, but less than 5.0 through the fifth six weeks, and the other award, Merit P, is given in recognition of those students who have maintained an academic average of 5.0 or higher through the fifth six weeks.

General provisions include:
• A student must follow the grouping program as recommended by the district during the year he or she receives the award. The honor point system shall be used to determine academic recognition.
• A student must have an average of 5.00 or higher to be eligible to receive a Merit P Award certificate.
• A student with an average of 4.50 or higher, but less than 5.0 shall be eligible to receive an Academic Award certificate.
• One “U” in citizenship may be allowed during the period under consideration.
• The award shall be given in the spring semester based on the average from August of the current year through the fifth six-week period, all of which must be completed at Plainview High School. The first-semester average shall be averaged with the fourth and fifth six-week grades to determine the grade average used for recognition.
• A student must not have received a grade below 70 for any semester of the current year.

**Merit “P” Awards**
The school shall furnish Merit “P” awards to recognize merit achievement. Awards and Honors (All Grade Levels) Merit “P” certificates will be provided by the school for the purpose of recognizing outstanding achievement. Eligibility for an award shall be defined as follows:
Students in grades 1-5 who have maintained a 90 or above average in each subject area for the first five six-week reporting periods shall be eligible. Students in any grade who have a perfect attendance record for the school year beginning with the first day of school (having been neither absent, tardy nor left school early for any reason) shall be eligible. Students who achieve recognition or demonstrate outstanding achievement for which the principal may wish to present an award (with the approval of the Superintendent) shall be eligible. Students in grades 6-12 who have perfect attendance (having not been absent, tardy, nor left school early for any reason) shall be eligible. Students who are on the “Honor Roll” for the first semester and second semester (4th and 5th six-week reporting periods) in a school year shall be eligible. Students who receive an honor on or beyond the district level or students who receive an award that reflects honor to the student and the school shall be eligible. Students who have earned other special recognition deemed outstanding by the principal and approved by the Superintendent shall be eligible.

**Honor Graduates**
Honor graduates for each graduating class shall be selected to include all graduating seniors who:
• Have an overall average of 5.00 or above.
• Have been enrolled in a District school by the first school day of October of their senior year.

**Rank in Class**
- Class rank is based upon the cumulative weighted numerical grade average earned in courses taken for high school credit. Grades in multiple period courses shall be counted according to course credit (3 period = x 3). Summer course work must be aligned with criteria from the Academic Achievement and Class Rank section.
- Fourth and fifth six-week grades shall be used to determine the second-semester average and then averaged with the first-semester grade to determine the average for class rank but only during the senior year. Other years shall be calculated after the semester grades are posted.

- Students who withdraw from a course after the first six-week period of a semester shall receive the actual grade average for that course at the time of withdrawal. This grade shall be averaged into the class rank average if the course is never retaken or if it is retaken and a higher grade is received. Both grades shall be included in the calculation for class rank purposes.

**Courses Counted Toward Rank in Class**
Only the core courses (English, Science, Mathematics, and Social Studies), languages other than English, and CTE Level Three and Level Four classes shall be weighted as Honors, Accelerated, or Academic.

**Valedictorian and Salutatorian**
Plainview High School shall recognize the highest-ranking graduating senior as the valedictorian and the second-highest ranking student as the salutatorian. To be recognized as either the valedictorian or the salutatorian, a student must:
• Have been enrolled for 8 consecutive semesters prior to graduation at Plainview High School.
• Students who are not enrolled on the first day of classes their senior year and who remain at Plainview High School throughout the entire school year shall not be eligible for these two awards.
• Have completed the Foundation Program with a Distinguished Level of Achievement.

**Ties**
In case of a tie in weighted GPAs after calculating the fourth decimal place, the district shall recognize all students involved in the tie as sharing the honor and title.

**Conduct**
To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including removal to a disciplinary alternative education program, a three-day suspension, or expulsion during his or her last two semesters.

**Highest-Ranking Graduate**
After graduation, the student's final class rank and cumulative GPA shall be determined and recorded on the academic achievement record. Rank in class to determine the highest-ranking graduate shall be calculated based on the student's cumulative GPA through and including the end of the spring semester of the final year in high school. The highest-ranking graduate shall receive a certificate and a declaration document authorizing the president of any state-supported college or university to provide a waiver for tuition as specified in the law. [See Texas Education Code, 54.301]

**Class Rank/Highest-Ranking Student**

Class rank shall be determined by the weighted GPA that the student has earned for classes for which high school credit has been awarded. Grades in multiple period courses shall be counted according to course credit (3 period = x 3). Grades in out-of-town summer school and traditional correspondence courses shall be counted. Fourth and fifth six-week grades shall be used to determine the second semester average and then shall be averaged with the first semester grade to determine the average for class rank but only during the senior year. Other years shall be calculated after the semester grades are posted. Students who withdraw from a course after the first six-week period of a semester shall receive the actual grade average for that course at the time of withdrawal. This grade shall be averaged into the class rank average if the course is never retaken or if it is retaken and a higher grade is received. Both grades shall be included in the calculation for class rank purposes. The calculation of class rank for seniors shall exclude dual credit classes taken during the spring semester that are not subject to the District grading policy. Any student who is allowed to graduate from Plainview High School shall be included in the class rank. [For further information, see policy EIC.]

**CELL PHONE, SMART WATCH, ELECTRONIC COMMUNICATION DEVICE POLICY**

In accordance with state law, PHS students shall not: bring or use a personal communication device, including a cell phone, smartwatch, or other electronic device on school property during the school day.

Consequences:

- **1st violation**: device is confiscated and turned into the office; student may pick up phone at end of day (3:56-4:30pm); parent is to be contacted and informed that the next offense will result in 1 day ISS; Offense is recorded in Skyward.
- **2nd violation**: device is confiscated and turned into the office; **student serves one day ISS;** parent/guardian may pick up phone at end of day (3:56-4:30pm); parent signs acknowledgement that next offense will be 2 days ISS. Offense is recorded in Skyward
- **3rd violation**: device is confiscated and turned into the office; **student serves two days ISS**; parent/guardian may pick up phone at end of day (3:56-4:30pm). Offense is recorded in Skyward. **Parent/ guardian signs acknowledgement that the next offense may result in a permanent cell phone/smart watch ban for the remainder of the school year.**

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Note: Violations beyond the 3rd offense may result in additional days of ISS and/or out-of-school suspension at the discretion of the campus administrator.

Note: Failure to comply with the PHS cell phone/smart watch policy will result in disciplinary consequences. Possible disciplinary consequences include ISS and Discipline Alternative Education Placement (DAEP) at the principal/assistant principal's discretion.

If a student's personal device is damaged or stolen while on PISD property, PISD is not liable for the replacement or repair of the device. Any data and/or SMS/MMS (texting) charges will not be reimbursed by PISD.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually orientated, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may be reported to the Plainview Police Department for possible criminal charges.

**CHROMEBOOK POLICY:**
PHS students who are enrolled in a Dual Credit or AP course will be issued a Chromebook for use in the class. Items to be issued to student:

- Chromebook
- Chromebook charger

These two items are PISD property and students are responsible for the equipment issued. (Full technology details are available on the district website)

**PHS Student Responsibilities (Chromebook/Charger)**

1. **You are responsible** for the equipment issued to you.
2. **You are responsible** for bringing a fully charged Chromebook to campus each day.
3. **You are responsible** for any damage to the Chromebook/charger issued to you.
4. **You are responsible** for the cost of the Chromebook/charger should you damage or lose equipment.
5. **You are responsible** for reporting any issue pertaining to the operation of your Chromebook to Library staff. (see Mrs. Jennifer Solis)
6. **You will return** Chromebook/charger issued to you under the following circumstances.
    a. When required to do so at the end of the school year (Library).
    b. Upon withdrawing from school (Registrar).
    c. Upon being assigned to any other PISD campus either on a temporary or permanent basis (Campus Administration).
7. **You will** follow the technology requirements listed on the PISD website. https://shorturl.at/tuUX5

**CHROMEBOOK FINES FOR LOSS OF DEVICE OR DAMAGES:**
Students who do not return their assigned Chromebook/charger, or damage is noted on their assigned device, will be assessed a fine determined by the PISD technology department according to the nature of the damages incurred. Fines may be paid in cash to Heather Harriss in the Principal's office at PHS. Payments will be accepted toward the total amount owed. Outstanding fines will remain on record until

paid. Upon graduation, students will not be able to access transcripts or diplomas until all fines are paid in full.

**For all other students, Chromebooks will be available in classrooms. Students must know and follow each teacher's Chromebook protocol. Students who damage their assigned classroom device will be responsible for damages incurred.** The fine will be determined by the PISD technology department according to the nature of the damages incurred.

**COLLEGE AND CAREER READINESS**

- PEP Program – Plainview Education Partnership with Wayland Baptist University – Sign-ups are every September for all Juniors.
- College Fair/Recruiters
- College Visits
- LEARN, Inc. – Offers college and financial aid services FREE to seniors every Tuesday of the school year. They help meet the state requirement for all seniors to apply for FAFSA (Financial Aid for College)
- Academic Advising – such as college requirements
    - Information on technical schools and their programs
    - Assistance in applying for admissions and housing.
    - Assistance in applying for financial aid (federal grants, local and state grants, and student/parent loans
    - Providing strategies for rigorous teaching and learning
    - Promoting success through proven strategies
    - College Transition Course for those interested.
    - Xello – Grades 9-12
        - Future career planning
        - College and career resources
        - Scholarship resources
        - Student schedules
- GenTX – South Plains Initiative for College Application and Acceptance
- CTE Expo
- Preparation for Testing
    - ACT/SAT
    - TSI
    - PSAT
    - ASVAB

**College Credit Courses (Secondary Grade Levels Only)**

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP) or college preparatory courses in math and English;
- Enrollment in courses taught in conjunction and in partnership with
  South Plains College 1920 W. 24th Plainview, TX 79072 (806)296-9611
  Wayland Baptist University 1900 W. 7th Plainview, TX 79072 (806)291-1000 which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

All of 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.

It is important to keep in mind that 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.

**COMPLAINTS AND CONCERNS**

Usually, student or parent complaints or concerns can be addressed informally. If you or your student have a complaint or concern, you are encouraged to take the following steps:

1. The most direct route to resolving a concern is to confer directly with the person involved. Therefore, parents should contact the appropriate staff member (usually the teacher, coach, or counselor) by voicemail or email. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. In many cases, the concern can be resolved with a conversation over the phone or an email. If this is a situation that should be discussed in person, the parent should make an appointment to meet with the staff member.
2. If not satisfied, the parent's next step should be to contact the appropriate campus administrator (assistant principal or principal) to set up a time to talk about a resolution to the concern.
3. If the issue is not resolved at the campus level, parents should contact the Deputy Superintendent. Should the concern not be resolved using this informal process, a formal grievance may be filed. For information and paperwork regarding this process, contact the office of the Deputy Superintendent and review District Policy FNG (LOCAL), posted on the District web site.

**COMPUTER ACCESS - ACCEPTABLE USE AND CODE OF CONDUCT**

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation. The use of chat rooms is prohibited.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else, transmitting obscene messages or pictures, revealing personal addresses or telephone numbers, either their own or another person's, or using the network in a way that would disrupt use by others.

**CONFERENCES**

PHS encourages a student or parent who wants information or wants to raise a question or concern to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

**COUNSELING DEPARTMENT**

| | | |
|---|---|---|
| A – D | Angie Gauntt | angie.gauntt@plainviewisd.org |
| E – Le | Angi Martin | angi.martin@plainviewisd.org |
| Li – Ra | Marisa Lopez | marisa.lopez@plainviewisd.org |
| A – Z | Andrea Morales | andrea.morales@plainviewisd.org |
| Secretary/Records Clerk | Sonja Barton | sonja.barton@plainviewisd.org |

Revised 2026

Plainview High School Counseling Department advocates for every student through guidance curriculum, individual student planning, responsive services, and systems support. We are committed to assisting students through academic advisement, college/career preparation and personal, social, and emotional support.

**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:

- Agricultural Technology and Mechanical Systems
- Animals Science
- Plant Science
- Business Management
- Manufacturing/Welding
- Culinary Arts
- Diagnostic and Therapeutic Services
- Exercise Science, Wellness, and Restoration
- Family Community Services
- Law Enforcement
- Web Development

Admission to these programs is based on age appropriateness, class space, interest, and aptitude.

The following CTE Programs of Study offer Work-Based options during the Level 4 course:
Culinary, Welding, Business Management, Family & Consumer Services, Diagnostic and Therapeutic Services, Healthcare Diagnostic, Exercise Science, Wellness and Restoration, and Web Development

Admission to these programs is based on whether the student has completed the coherent sequence of courses required to participate in the level four culminating course for the program of study.

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** for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

The Title IX Coordinator for the district is:

*Rodney Wallace*
*Title IX Coordinator*
*2417 Yonkers St.*
*Plainview, TX 79072*
*806-293-6000*

The District ADA/Section 504 Coordinator is:

*Sarah Ramirez*
*ADA/Section 504 Coordinator*
*2417 Yonkers St.*
*Plainview, TX 79072*
*806-293-6000*

**DRESS CODE**

In as much as the matter in which a pupil's dress influences pupil behavior, the wearing of any apparel that is extreme, conspicuous, or designed to create special attention shall be discouraged. Neat, conservative dress on the part of all pupils shall be encouraged.

- Any student who is not suitably dressed or groomed will be removed from class.
- Campus administrators will have final discretion.
- Violation of dress code will result in parental contact and/or disciplinary action.

**All Students:**

**Pants**

- Pants will not sag. No exposed undergarments.
- Pants will be free of holes and tears higher than fingertip length above the student's knee.
- Leggings will not be worn as pants unless student wears a shirt which meets fingertip rule

**Shirts**

- The shirt/top will cover both the front and back midriff at all times while standing.
- The shirt/top will not be low cut in either the front or back. No racer-back styles.
- All shirts/tops must have at least three-finger width straps. If a sheer shirt is worn over a shirt with straps and the straps are showing, the straps must be three-finger width.
- Boys' shirts will be above knee-length, not oversized.

**Shorts, Skorts, Skirts**

- Shorts, skorts, skirts, and dresses will be no more than fingertip length above the knee, including slits.
- Shorts, pants will not have writing on or across the seat.
- Garments worn over leggings must meet the fingertip length requirement.

**Shoes**

- Shoes must be worn at all times.
- House shoes are not permitted.

**Hair**

- An outlandish style of hair which interrupts the learning environment will not be tolerated.
- Mohawks are not allowed.

**Headgear**

- No hats, caps, sweatbands, bandannas, scarves, toboggans, kerchiefs, wraps, turbans, nets, etc. will be permitted, except for religious reasons.

- Nothing will be worn on the head, including sunglasses, with the exception of appropriate hair accessories.

**Decorative Ornaments/Jewelry**

- Piercings other than earrings and a nose ring (stud) are not permitted
- Ear gauges are prohibited.

**Miscellaneous**

- Sunglasses are not to be worn inside the building without a doctor's prescription and approval by the principal. Prescription must state that sunglasses are required to be worn indoors.
- Clothing items must be free of pictures, emblems, and/or writings that are suggestive, lewd, obscene, vulgar or of a racial nature.
- Clothing items must not advertise or depict tobacco products, alcoholic beverages, or drugs.
- Non-gang related clothing/style/dress/ornaments will be permitted.
- Fanny packs are not permitted at school.

**The following will not be permitted:**

- Sleepwear
- Outlandish clothing that will interfere with a positive learning environment.
- Any alterations of appearance that may cause disruption of the educational process.

**DISCIPLINE**

**Discipline Management Philosophy**

Plainview High School will provide a positive learning environment for students both during the school day and at school-related functions. School personnel are to guide students to become individuals who consider all issues, analyze differences, comprehend choices, and reach decisions through thoughtful reasoning. Students should also exhibit responsible citizenship and strive for excellence within the school setting as preparation for lifetime success. In order to help students become self-motivated and self-disciplined life-long learners, school personnel are encouraged to respond to student success with positive reinforcement. Such techniques may include verbal reinforcement, recognition of success to peers, informing parents of student successes, and recognition of success by other teachers and/or administrators.

A variety of discipline management techniques will be administered to students who choose to violate the Student Code of Conduct. In general, consequences increase according to the severity or persistence of misconduct. When administering consequences, school personnel shall adhere to the following guidelines:

- Consequences shall be administered when necessary to protect students, school employees, or property, and maintain essential order and discipline.
- Students shall be treated fairly and equitably.
- Consequences shall be administered based on careful assessment of the circumstances of each case. Factors to consider shall include the seriousness of the offense, the student's age, frequency of misconduct, student's attitude, and potential effect on the school environment.
- Scholastic penalties will not be imposed as a consequence, except for cases involving cheating or plagiarism. Suspensions and/or expulsions are subject to grade adjustments as well.

The classroom teacher can successfully manage many behaviors. There will be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school.

Some infractions will result in a referral to an administrator. The disciplinary action will depend upon the offense, previous actions, and the seriousness of this misbehavior. Disciplinary actions taken by an administrator will be based on the guidelines stated in the Student Code of Conduct. Actions will reflect the needs of the student as well as the need of the school to ensure a safe, orderly learning environment for all students.

**CATEGORY I OFFENSES**

**Examples (not inclusive list)**

1. Classroom misbehavior (not abusive, threatening or violent)
2. Tardiness to class
3. Littering (building and/or campus)
4. Chewing gum (teacher's discretion)
5. Dress code violation
6. Possession of matches or lighters, laser pointers, or pens (confiscation)
7. Possession or use of any communication equipment in the school building
8. Cell phones, smart watches, and electronic communication devices are not permitted on school property during the school day (8:00 – 3:56)
    - See Cell phone/smart watch policy on page 14 for consequences guide.
9. Technology violation/ misuse/abuse
10. Earbuds and headphones are not allowed during instructional time, unless allowed by a teacher. Students needing earphones for academic reasons will be assigned earphones by the school. Violation of earbud offense can be referred to an administrator as a discipline referral.
11. Academic Dishonesty
12. Defiance, disrespect, insubordination
13. Name-calling, starting/spreading rumors

**Appropriate Disciplinary Techniques**

1. Counseling
2. Loss of privileges
3. In-school suspension
4. Parent contact
5. Detention

**Hearing/Appeal Procedures**

The appeal of a Category I decision is exhausted at the principal level.

**NOTE: Disciplinary** decisions will stand until an appeal is exhausted or overturned.

**CATEGORY II OFFENSES**

**Examples (not inclusive list)**

1. Persistent violation of Category I offenses
2. Misbehavior, horseplay (pushing or shoving)

3. Hazing or harassment of student
4. Physical contact (kissing or other inappropriate public displays of Affection – “PDA”)
5. Profanity or vulgarity (written, verbal and/or body language) or lewdness
6. Possession of tobacco products and/or paraphernalia including vape pens/e-cigarettes
7. Failure to serve assigned D-Hall
8. Truancy/leaving school/class without permission
9. Classroom disruption or disrespect (referred to the office), includes lunchroom
10. Forgery or fraud
11. Possession of a knife of any size or any sharp object that could be used as a weapon. Some sharp objects used as school supplies must be approved by the principal.
12. Gambling
13. Bullying or retaliation
14. Defiance
15. Threats

**Appropriate Disciplinary Techniques**

1. In-School Suspension
2. Suspension from school (three days maximum per offense)
3. Detention
4. Final discretion on discipline will be determined by the appropriate principal.

**Hearing/Appeal Procedure**

When suspension is employed, a parent will be contacted. Conferences with parents are encouraged. Conferences will consist of a principal or principal designee and parent or guardian. Parents will be notified of the assignment. Procedural due process will be provided. Appeals of Category II violations are exhausted at the principal level. The appeal will be scheduled within two school days.

**NOTE: Disciplinary decisions will stand until an appeal is exhausted or overturned.**

**CATEGORY III OFFENSES (Optional Disciplinary Offenses)**

**Examples: (not inclusive list) If not a felony:**

1. Persistent violation of Category I and Category II offenses
2. Blatant disrespect of school personnel and persons in authority
3. Willful destruction of property/vandalism of school property
4. Interference with school activities or discipline
5. Incorrigible conduct
6. Classroom misbehavior (violent and/or verbally abusive)
7. Disruptive activity as described in the Discipline Management Program
8. Theft
9. Extortion
10. Coercion
11. Blackmail
12. Insubordination
13. Involvement with secret societies (gangs, clubs)
14. Disorderly conduct
15. Misuse, abuse or not following guidelines concerning all prescription drugs, over-the-counter drugs, medicines, or look-alike drugs
16. False fire alarms or 911 calls/ false report
17. Unwarranted use of any chemical dispensing device, chemical abuse, abuse of volatile chemicals

18. Engaging in offensive conduct of a sexual nature (verbal or physical)
19. The use of any object used in a way that threatens or inflicts bodily injury on another person
20. Possession of a pellet gun, BB gu, blow gun (any device that launches a projectile), taser, stun gun.
21. Possession of fireworks or stink bombs
22. Physical assault/fighting
24. Verbal assault/verbal confrontation
25. Possession of drugs or drug paraphernalia
26. Under the influence or intoxicated (alcohol/drugs)
27. Possession of alcohol or drugs
28. Persistent misbehavior or disruption of ISS
29. Bullying
30. Pornography - possession of or electronically transmitting, including sexting
31. Stay Away violation

**Appropriate Disciplinary Techniques**

1. Alternative Education Program
2. Suspension from school - three days maximum per offense
3. In-School Suspension
4. IMPACTT/DAEP placement

**Hearing/Appeal Procedures**

In cases where the student is assigned to the alternative education or DAEP program, the parent will be notified of placement and the reason(s). Procedural due process will be provided.

**CATEGORY IV OFFENSES (Mandatory Disciplinary Techniques)**

**Removal for Certain Conduct**

1) Except as provided by Section 37.007, a student must be removed from class and placed in an alternative education program as provided by Section 37.008 if the student engages in conduct punishable as a Title V felony on school property or within 300 feet of school property, or while attending a school sponsored or school related activity on or off school property; or
    a. The student receives deferred prosecution (voluntary contract); or
    b. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03 of the Family Code; or
    c. The Superintendent or designee has a reasonable belief that the student has engaged in felony conduct addressed in Title V Section 37.006©.
2) 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.
    a. Except as provided by 37.007, a student shall be removed from class and placed in an alternative education program under Section 37.008 if the student engages in conduct that contains the elements of the offense retaliation under Section 36.06, Penal Code, against any school employee, when combined with another offense, either on or off school property. Section 37.006 (a)(b).
3) The principal or designee may immediately remove a student to an AEP for behavior that is so unruly, disruptive, or abusive that the teacher cannot communicate with the class (Section 37.019(a).

**Appropriate Disciplinary Techniques**

1. Alternative Education Program
2. DAEP Placement

**ALL OTHER VIOLATIONS WILL BE GOVERNED BY THE DISTRICT'S DISCIPLINE MANAGEMENT HANDBOOK.**

**PHS DISCIPLINE PROGRESSION**

Violation of Student Code of Conduct – repeated behaviors may result in a progression of discipline which is based on the PISD Code of Conduct Consequences Guide

**DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS**

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers quickly, quietly and in an orderly manner.

**Emergency Bells**

Hold……Verbal Announcement
Secure……Verbal Announcement
Fire/Evacuate…… Fire Alarm Buzzer Will Be Sounded
Shelter/Tornado……Verbal Announcement
Lock-Out/Lock-Down…… Verbal Announcement

**DRIVER'S LICENSE AND LEARNER'S PERMIT**

A Verification of Enrollment (VOE) Form is a state mandated form that provides documentation of enrollment status and attendance for a student applying for an instructional permit and/or a license to operate a motor vehicle. Most driving schools will request a VOE Enrollment form before a student can enroll in their program. ARTICLE 6687B, as amended by H.B. 850, 71st legislature l9TAC §61.43 ABSENCES states that a student must be in attendance 90 percent of the days the class is offered. For students in grades 9-12, absences may be aggregated on the basis of a semester or a scholastic year. School enrollment and attendance is required as a condition of licensing a student to operate a motor vehicle. A student must clear all outstanding school obligations prior to receiving a VOE form.
This requirement applies to persons under 18 years of age unless a high school diploma or its equivalent has been obtained.
A student must meet one of the following two requirements to be eligible to receive an instruction permit and/or a Texas driver's license to operate a motor vehicle.

- The student has been enrolled for at least 45 days, is currently enrolled in a program to prepare persons to pass the high school equivalency exam (GED) and has attended the GED program at least 30 days prior to licensing.
- The student is enrolled in a public or private school and has attended school for at least 80 days in the fall or spring semester preceding the date of application. SBOE rule 19 TAC §61.43. Absences should be used in determining 80 days of attendance. Students must meet the

attendance requirements for each class in which they are enrolled. (A private or parochial school includes home schools).

**********IMPORTANT NOTICE**********

Students needing a Verification of Enrollment (VOE) form to obtain a driver's permit, license or attend a driving school will need to fill out a written request in the Student Accounting Office. A mandatory TWENTY-FOUR-HOUR NOTICE is required to obtain this form. Students who will become of age over the summer will need to obtain this form BEFORE May 22. 2026. A student must clear all outstanding school obligations prior to receiving a VOE form.

**EXTRACURRICULAR ACTIVITY GUIDELINES**

The PISD Discipline Management Policies and Procedures are in effect for all extracurricular events. Students who are serving a placement in DAEP/IMPACTT or are suspended are not allowed to attend or participate in extracurricular activities.

**ENDORSEMENTS**

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

- Science, technology, engineering, and mathematics
- Business and industry
- Public services
- Arts and humanities
- Multidisciplinary studies

**FEES**

Materials that are part of the basic educational program are provided without charge to the student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks and may be required to pay certain fees or deposits including:

1. Club dues
2. Security deposits
3. The materials for a class project the student will keep
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance
7. Instrument rental and uniform maintenance
8. Parking fees and student identification cards
9. Fees for damaged library books and school-owned equipment

**FINALS EXEMPTIONS CRITERIA:**

Students in grades 10-12 are eligible to be exempt from their final exams given the student meets the discipline, attendance, and grade criteria.

- **Grade criteria:** Students must maintain at least a 90 semester grade average to be eligible for a semester examination exemption in a class.
- **Discipline criteria:** Students may have been assigned only 1 day of ISS in the semester. Students are not eligible for exemptions if the student has been assigned to AE or DAEP/IMPACTT during the semester.
- **Attendance Criteria:** Students receiving an ISS placement for truancy and/or have exceeded three excused parent notes during the semester are ineligible for exemptions.

Students ***must attend classes*** even though they are exempt from that class period final. If a student chooses to be absent the day of the final, that student will receive an unexcused absence for that class period.

For eligible students who choose not to take the examination, the semester grade will be based on the grades for the three (3) six-weeks grading periods only.

**Foundation Graduation Program**
Every student in a Texas public school who entered grade 9 in the 2014–15 school year and thereafter will graduate under the "foundation graduation program." Within the foundation graduation program are "endorsements," which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM);
- Business and Industry.
- Public Services.
- Arts and Humanities; and
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student's transcript.
The foundation graduation program also involves the term "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. State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parent/guardian are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student's desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn "performance acknowledgments" that will be acknowledged on a student's transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a state recognized or nationally or internationally recognized license or certificate.
The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

**Gang-Free Zones**
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.

**GRADING POLICY**
Grades are a measure of students' mastery of the Texas Essential Knowledge and Skills (TEKS). Grades taken for each grading period shall be determined by each department based on a variety of academic activities and assignments. All department syllabi will be provided to parents/guardians/students at the beginning of the course/academic year.

- A minimum requirement of two grades per week per grading period.
- Grades in Skyward should be submitted at least one time per week and made viewable to students/parents.
- By the end of the three-week grading period (progress report), half the grades must be entered into Skyward.
- Grades in the gradebook (Skyward) should be linked to key understanding, performance assessments, or TEKS student expectations.

Daily work shall comprise at least 60% of the six-weeks grade and is considered Formative Assessments. This includes:

- Quizzes
- Essay or Short Answer
- Writing assignments
- Daily Work
- Multiple Choice
- Daily Checks
- Homework

No more than 40% of the six-weeks average may be test grades. This is considered Summative Assessments. **A minimum of two test grades/summative assessments must be recorded each grading period.**

Summative assessments include:

- Common Unit Assessments
- Projects - rubric based.
- Presentations

No more than 20% of a grade in a grading period may be based on a single assignment, so no less than 2 summative assessments should be required each grading period. When calculating a grading period average, no single assignment, assessment, or grade may count more than 20% of the total average regardless of the grade category. It should be noted, however, that some major projects may be comprised of more than one assignment.

On campus dual credit courses and advanced placement courses will follow college and advanced placement guidelines.

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Reassessment: Students will have adequate time for relearning and reassessing. Additional time may be granted by the teacher and campus administration according to individual circumstances. Teachers will determine the appropriate method for learning content. These activities may occur during future classes, before/after school, or Homeroom (3rd period). Teachers will provide opportunities for relearning and reassessing all major summative assessments. Teachers will determine if a minor summative will be reassessed individually or as part of a future major summative.

**Dual Credit courses**: Progress reports of pass/fail will be reported periodically to the students and final, numeric course grades will be reported at the end of each course. Communication between professors and parents is limited due to FERPA guidelines. Students should communicate with the professor directly concerning academic progress.

**FAILING GRADES / MISSING WORK**
3rd Period Homeroom will be available to students as needed for failing grades, missing assignments, etc. Teachers may request students to attend Homeroom at the teacher's discretion.

**Grade-Level Classification (Grades 9–12 Only)**
After the ninth grade, students are classified according to the number of credits earned toward graduation.

| Credits Earned | Classification |
|---|---|
| 5 | Grade 10 (Sophomore) |
| 11 | Grade 11 (Junior) |
| 18 | Grade 12 (Senior) |

**Graduation Ceremonies**
The completion of high school graduation requirements is fulfilled at the end of the current year graduation exercise. Any distractions or disruptions will result in penalties as set by the principal.

Attendance at graduation practice is mandatory. Graduation practice for the Class of 2027 is tentatively set for Wednesday, May 26, 2027, 2:30 pm., in the PHS auditorium.

Graduation 2027 is scheduled for Thursday, May 27, 2027, (time TBD) at Greg Sherwood Memorial Bulldog Stadium. In the event of inclement weather, graduation commencement ceremony will be rescheduled, depending on circumstances

Contact the 12th grade assistant principal, Karla Dunn, for more information about graduation.
**Karla.dunn@plainviewisd.org** **806-296-3326**

**Graduation Activities**
Graduation activities will include the Plainview High School Commencement 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 (IGC), if applicable, will be allowed to participate in graduation activities. **Keep in mind that participating in ceremonies is not synonymous with graduating**. *Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation. Policies regarding graduation include FMH(LOCAL), EI(LEGAL), FOC(LEGAL).*

Students who are eligible to graduate but are assigned to a disciplinary alternative education program at the end of the school year will not be allowed to participate in the graduation ceremony and related graduation activities.

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

- Honor Graduates
- National Honor Society
- National Art Honor Society
- National Technical Honor Society
- Sociedad Honoraria Hispanica
- Performance Acknowledgments, Dual Credit, Bilingualism and Biliteracy, College Board or International Baccalaureate Performance, Business or Industry/Licensure Performance

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

• 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.
• Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
• Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

**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 EOC assessments in:

- English I,
- English II,
- Algebra I,
- Biology, and
- 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 two or fewer of the required assessments may still be eligible to graduate if an Individual Graduation Committee (IGC), formed in accordance with state law, unanimously determines that the student is eligible to graduate.
[See **Standardized Testing**]

**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 32.

State law prohibits a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parent are advised of the specific benefits of graduating with an endorsement and 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 |
| Science | 3 | 4 |
| Social Studies | 3 | 3 |
| Physical Education | 1 | 1 |
| Languages other than English | 2 | 2 |
| Fine Arts | 1 | 1 |
| Electives | 5 | 7 |
| Available Endorsements****: | | |
| Science, Technology, Engineering, and Mathematics | | |
| Business and Industry Public Services | | |
| Arts and Humanities | | |
| Multidisciplinary Studies | | |
| **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 two 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

***Financial Aid Application Requirement***
Before graduating from high school, each student must complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).
To provide assistance with the FAFSA process, PISD offers appointment opportunities with community LEARN Counselors. Likewise, for additional support, students and parents may take advantage of assistance during Financial Aid Nights, as well as individual meetings with a student's high school Counselor.

All students who qualify for TASFA will receive support through the campus counselor. The Language Acquisition department will collaborate with the campus counselor, who maintains the primary responsibility. The campus counselor and Language Acquisition department will collaborate with knowledgeable outside entities to support the student in completing the TASFA. A student is to submit proof of completing the TASFA form to his/her campus counselor. Students or parents who chose to Opt Out of completing the TASFA must complete the Opt-Out form provided by the Texas Education Agency. The campus counselor must explain the advantages of applying for the TASFA, as well as the ramifications of not completing the TASFA in a timely manner.

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
- 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 FAFSA or 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 entitles 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).

A student may amend his or her personal graduation plan after this initial confirmation. The school will send written notice of any such amendment to the student's parents.

**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.

1. PHS students have the opportunity to take the same dual credit courses that PCHS students take during their freshman and sophomore years and can take these classes during the summer months and/or school year. Parents of students who choose to take these courses shall maintain the responsibility of identifying an accredited college or university that will enroll their students and offer the courses. Just as with their junior and senior years, the parents shall maintain the responsibility of tuition.

2. No dual credit course a PHS or PCHS student takes during their freshman year will count toward weighted GPA for Top 10% purposes.

- PCHS Sophomores can take the following dual credit courses that count towards their weighted GPA for Top 10% purposes: Chemistry, US History, and College Algebra.

- PHS students can take the following dual credit courses that count towards their weighted GPA for Top 10% purposes following the process described in #1: Chemistry, Economics, College Algebra, Statistics, and Trigonometry. In order for these courses to count towards their weighted GPA for Top 10% purposes, PHS students must take these courses during the summer between their freshmen and sophomore year, during their sophomore year, or during the summer between their sophomore and junior year.

3. If a PHS student who requested an Accelerated or Honors course (10th, 11th, or 12th) schedule does not align with these course offerings at PHS, the student and his/her counselor may review PCHS course offerings thereafter to gauge availability and compatibility with his/her schedule. PCHS course offerings may also not align to their schedule, and there is also the possibility the PHS student may have to forgo an elective, fine art, or athletic offering at PHS in order to make his/her schedule work.

**Guidelines for a PHS student wanting to take a course(s) at PCHS:**

**a.** At the 10th, 11th and 12th grade levels, students who wish to enroll in an open seat at PCHS will not be charged for a dual credit course.
**b.** All PCHS students shall be placed first in all PCHS courses in order to determine open seats.

**c.** If more requests than seats are available, a blind lottery will be used to assign the open seats.
**d.** The capacity for each course section is determined by the PCHS Principal in concert with the teacher/adjunct professor and the university program.
**e.** Any change of schedule must occur prior to the deadlines for enrollment set by partnering colleges and universities.

4. Advanced Placement Courses offered to PHS students will depend on the number of students seeking AP course work, and available trained/qualified AP staff according to the PHS Master Schedule.

5. PHS students who wish to take the TSIA2, ACT, or SAT their freshman and sophomore years to become eligible to take dual credit courses will need to communicate this desire to their counselor so that they can coordinate a time to test at PCHS which is a testing site.

6. PHS & PCHS students can choose to retake Dual Credit Courses to obtain a higher grade that will count towards their weighted GPA for Top 10% purposes in the following areas. English, Science, Mathematics, Social Studies, Languages other than English, and CTE.

**Certificates of Coursework Completion**
A certificate of coursework completion will not 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.]

**HEALTH SERVICES**
**Medication Policy**
The Board of Trustees recognizes that, under special circumstances, pupils may require that medication be administered during school hours.

School personnel should cooperate in the administration of medication with the following provisions:

1. All medication, prescribed or over-the-counter, must be brought to the school nurse's office for dispensing.

2. Medication may be given by school personnel designated by the school principal or school nurse.
3. Written permission by the parent for any medication must include name of student, dates, and times to be given, dosage and signature. A medication permit form should be completed by parents or guardians when medication is to be given for more than two days.
4. Prescription drugs must be in the prescription container and labeled with the student's name, the physician's name, and directions for administering the drug and date filled. Prescription drugs should be ordered by a physician licensed to practice medicine in the United States. A physician's signature is required for medication that is to be given for more than ten days.
5. Non-prescription drugs must be in the original containers and must include a note with the student's name, directions for administering the drug, dates, and times to be given and parent's signature. Dosages above those listed on the container by federal regulation will be considered as misuse of drugs.
6. Parent signature via computer/emergency card is required for over-the-counter medications located in the school nurse's office. The over-the-counter medications are to treat students as recommended by a physician.

**LATE WORK/ASSIGNMENTS**

Teachers shall notify students when an assignment is due. It shall be considered late if turned in after the announced deadline.

- Twenty points shall be deducted from the earned grade for the first day it is late, with an additional ten points deducted for the second day it is late, for a total of thirty points. On the third consecutive day, the student shall receive a zero for the assignment.
- Students who turn in assignments after the due date forfeit the opportunity to redo the assignment.
- Work that has been assigned several days in advance and has been discussed at intervals in class is due upon teacher request. In case of absence, this work is due the day the student returns to class, or upon teacher request.
- Students should make every effort to gather and complete work prior to a school sponsored absence. Time allowed for makeup work due to a school sponsored activity should be in accordance with the makeup work for all absences.
- In the event of an extended absence, parents/guardians are encouraged to collect missed work/assignments from the school.

**LIBRARY**

Library hours are Monday-Thursday 7:30 a.m. - 4:30 p.m. and Friday 7:30 a.m. – 4:00 p.m.
PISD Library Services Manager: Valerie Livesay (806) 296-3445 valerie.livesay@plainviewisd.org
PHS Library Assistant: Jennifer Solis.

**Media Centers (Libraries)**

The staff of the Plainview High School Library provides educational support services and popular reading materials to students and teachers. Students are encouraged to use the library during the school day.
In order to maintain a scholarly environment in the library, the following policies have been adopted:

- During the school day, a student who wishes to use the library must obtain a hall pass from his or her classroom teacher, or obtain a library pass from the main office, attendance office, or the counseling center. As lunch is also a class period, students leaving the cafeteria must have an administrator's pass to use the library.

- Upon arrival during a class period a student shall turn in his or her pass at the circulation desk and sign-in. Students should remain in the library until the end of the period. If a student needs to leave the library prior to the end of a class period, he or she must obtain a pass from library staff.
- Computer access to the Internet is available for students having an Acceptable Use Policy (AUP) on file. Students must check out an Internet Surfer at the desk before using the computers. Students are not to change computer configurations, play games, download files or programs or access personal email accounts not provided by Plainview ISD. Failure to adhere to these rules will result in the loss of computer privileges.

Students must use their personal login information to use library computers. Students have free access to all materials in the main room of the library. Student participation in the selection of books is encouraged, and book acquisition requests may be referred to the librarian at any time.
Access to and circulation of audio-visual materials in the media room is restricted to faculty. The Plainview High School rules and Student Code of Conduct apply to students using the library at any time.

Since the library is a shared study area, containing valuable materials, students must maintain a quiet and orderly atmosphere, which respects the rights of all users and protects library resources. Students should clean work areas and straighten furniture prior to leaving the library.

Most materials circulate for two weeks. Magazines and reference materials that are published monthly are non-circulating. Materials placed on reserve by a teacher may be checked out overnight, with that teacher's approval**. Students must check the overdue list regularly, to ensure that overdue materials have been returned.** Students may be prohibited from exam exemptions or checking out additional materials if library materials are outstanding, or if compensation has not been made for damaged materials. Lost or damaged materials must be paid for before student records are cleared. This will include any high school obligations.

Library fines are $0.10 a day.  All fines must be paid before books can be renewed or new books checked out.  If a student loses a book, it is important to let the library know as soon as possible so that the book fine will not continue to increase.  Students will be required to pay for lost books as well as any fines that may have accumulated on books.

**LOST AND FOUND**
Students who find lost articles and textbooks are asked to bring them to the assistant principal's office where the owner can claim them.  Clothing and other articles that are not claimed by the end of the semester are turned over to a charitable organization.

**MAKEUP WORK/ASSIGNMENTS**
**Routine and In-depth Makeup Work Assignments**
For any missed class, 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 will be allowed one class day for each day of absence to make up the assigned work.

When a student is absent, it is important that the student takes the responsibility to see that all projects, essays, research projects and other assignments are completed and turned into the teacher. A student is

responsible for meeting with the teacher to obtain and complete makeup work. The work must be turned in at a time specified by the teacher.

- Truancies: Non-Attendance: Students are required to make up all work missed.
- Absences for extracurricular and other school sponsored events: Makeup work must be completed and turned in either the day prior to the absence or the first day after the absence at the discretion of the classroom teacher.

**Makeup Requests**: For absences of three or more days, makeup work may be obtained through the office. Allow 24-hour notice for work to be collected. Students have a period of time equal to the length of the absence in which to turn in makeup work or to have developed a plan with the teacher making up the work. A student absent for a previously scheduled test must make up the test on the day that they return to class.

**MESSAGES AND DELIVERIES**

Every effort will be made to preserve instructional time by minimizing classroom interruptions. As a parent courtesy, we make every effort to accommodate parent messages and deliveries; however, due to the volume of requests, we cannot guarantee the delivery of every message. Therefore, messages will be delivered to students only in emergencies. Deliveries of flowers, balloons, and gifts, etc. will not be accepted. All deliveries must be made by a parent or guardian. This includes lunch delivery. Parent/Guardian must check in with student accounting office and verify ID. Door Dash and other food delivery services are prohibited.

**PARENTAL INVOLVEMENT OF OPPORTUNITIES**

- Parents are encouraged to join Bulldog Booster Clubs and other parental organizations.
- Back to School Night and Informational Fair
- Honors, Awards and Scholarship Recognition Night
- Campus Advisory Council – parent representatives are included in our campus decision-making team.
- Extracurricular Activities
- Prom committee
- Project Graduation committee

**PARKING ON CAMPUS**

Students who drive a vehicle to campus shall park it in their assigned spot upon arrival. Students shall not leave class to go into the parking areas during school hours for any reason without permission from authorized school personnel. A student has full responsibility for the security of his/her vehicle and will make certain it is locked and that keys are not given to others. PISD is not liable for theft, vandalism, and/or damage to student vehicles while parked on school property.

Student parking permits are available from the Student Council sponsors. Students driving vehicles to PHS shall pay a parking fee of $30.00. Students must fill out an application and provide proof of driver's license, license plate number, and proof of insurance in order to get a parking sticker. Payments can be made in cash or online. Upon receipt of required documentation and fee, the student will be assigned a parking spot.

Parking stickers are available from Mrs. Rosanna Madrigal in Room 113 on Monday mornings, 7:30-8:00, or by appointment.

Each student vehicle shall display the approved parking tag while parked on school property. Tickets will be issued for parking in the wrong spot, failure to pay the fee, and/or display the parking sticker. After a second violation, the car will be towed at the owner's expense. Repeated parking on campus without permission, or parking in the wrong spot, can result of disciplinary action, being ticketed, or loss of campus parking privilege.

Vehicles parked on school property are under the jurisdiction of Plainview High School. The school reserves the right to search any vehicle parked on school property. A student will be held responsible for any prohibited objects or substances such as drugs, and/or weapons that are found in his/her vehicle and will be subject to disciplinary actions by PISD, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the permission of the student.

Student drivers and passengers shall be cautious and observe all traffic regulations. Student drivers or passengers who are found to be in any way endangering the safety of themselves or others will be subject to disciplinary action, which may include loss of privilege of having a vehicle on campus.

**PAINTING PARKING SPOTS**

Students must pay for the parking spot and painting fee before painting. Payment must be in cash only. Students must submit painting design form for design approval to the Student Council sponsors prior to painting. If any design outside of the approved design is painted, the student is subject to disciplinary actions and the parking spot will be painted over. Designs may not contain any gore, racial or ethnic slugs/slogans, nudity, violence, profanity, drugs or drug paraphernalia or references, derogatory terms, or anything deemed offensive by Student Council sponsors or PHS administration. If any graffiti occurs, the student is responsible for painting over it within 48 hours. If the student withdraws from PHS prior to the end of the school year, the student is responsible for painting over their parking spot before leaving. Students may not paint parking spots outside of approved days unless arrangements are made with Student Council sponsors. Students must cover painted spots with black water-based latex paint by the Wednesday before graduation practice or a fine will be assessed.

**Painting Regulations**: Latex, water-based paint must be used to paint spots. Students must leave 12 inches between the top curb and 6 inches on each side of the design blank. Students are not allowed to paint over any curb or block. Students may only paint pre-approved designs. Students must paint parking spots during approved dates and times.

**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 a distinguished level of achievement. Attainment of the distinguished level of achievement entitles 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/guardian. Before the end of grade 9, a student and his or her parent/guardian will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

A student may amend his or her personal graduation plan after this initial confirmation. The school will send written notice of any such amendment made by the student to the student's parent/guardian.

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. To earn an endorsement under the foundation program, a student must perform satisfactorily on the end of course (EOC) assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

**PLAGIARISM**
Plagiarism is the use of another person's original ideas or written as one's own without giving credit to the true author. Plagiarism will be considered cheating, and the student shall be subject to disciplinary action that may include loss of credit for the work in question.

**POSTERS**
Signs and posters to be displayed on campus must first be approved by campus administration. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

**PROGRESS REPORTS**
Progress reports are sent home with students after the third week of the grading period.
Parents/guardians may schedule a conference with the teacher if a progress report causes concern. All conferences must be scheduled through the office.

**PROM GUIDELINES**
The following general attendance guidelines apply to PHS Prom attendance.

- Student must be a currently enrolled student at PHS, PCHS, or Ash High School.
- Student cannot be on attendance probation.
- Student cannot have been in a DAEP placement at anytime during the current school year.
- Freshmen students are not allowed to attend prom.
- Sophomore students are only allowed to attend prom if they are the invited date of a Junior or Senior, and meet enrollment, discipline, and attendance criteria.

**REPORT CARDS**
Report cards will be sent home with students at the end of each grading period. Please see the district's calendar for dates. The final report card at the end of the year will be mailed to the parent/guardian/student residence listed in Skyward. Parents of any student receiving failing grade(s) at the end of a grading period or semester is encouraged to schedule a conference with the teacher.

**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. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year.

Note: Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her 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.

**SCHOOL RELATED TRIPS**

When it is necessary for students to take trips in connection with athletics, band or school-connected field trips, the following regulations will be in effect:

1. All students must go in school-approved transportation. Any student who does not travel by school approved transportation will not be considered as part of the group and cannot participate in the activity unless approved by the school sponsor.
2. All students must return by school-approved transportation unless approved in advance by the school supervisor.
3. Students on trips are under the supervision of the sponsor and are expected to conduct themselves properly at all times, and to obey all school rules and sponsor rules.
4. A student who fails to observe these guidelines may lose the privilege of making such trips and in addition, may be subjected to disciplinary action.
5. Students missing class to attend any school organized activity are responsible for turning in all work due in those classes on the day they return.

**SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time-to-time conduct searches. Such searches are conducted without a warrant and as permitted by law. School officials may search a student's outer clothing, pockets, or property if he or she has reasonable cause to believe they possess articles or materials prohibited by policy or the school official obtains the student's voluntary consent to search. If contraband of any kind is found, the student shall be subject to appropriate disciplinary action. The student's parent or guardian shall be notified if any prohibited articles or materials are found as a result of the search conducted in accordance with the policy.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

**SECTION 504**

For information about a student currently identified as receiving Section 504 services/accommodations, please contact Sarah Ramirez, PISD 504 coordinator, 806-293-6000.

**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: Sarah Ramirez, 806-293-6000.

**SELF-DEFENSE**

**The privilege of self-defense is limited. Self-defense will not exempt a student from discipline when:**

1. The student provokes, invites, or encourages the use of physical force by another.
2. The student has an opportunity to avoid force or to inform a school official of threatened use of force.
3. The student uses force after the other party abandons or attempts to abandon a fight or confrontation.

**SEXUAL HARASSMENT/SEXUAL ABUSE**

Plainview High School forbids employee conduct constituting sexual harassment or sexual abuse of students. Students are prohibited from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. All sexual harassment/sexual abuse will be governed by the policies of the district discipline management plan.

**SEVERE WEATHER POLICY**

In the event of school cancellation, delayed start or early release, parents will be notified by Plainview ISD administration through School Messenger. Announcements will also be made on the district website, Facebook, Twitter, and local radio and TV stations between 5:00 a.m. and 7:00 a.m.

**If the procedures are different than normal, parents need to discuss in advance with their children who will pick them up or what to do in case school is dismissed early.**

**SKYWARD FAMILY ACCESS**

Skyward Family Access provides secure access to student information so that parents/guardians may monitor their child's progress. Information available through the system includes student grades, attendance, and discipline records. Usernames and passwords to the Family Access system are assigned through the Student Accounting Office.

**SNACK SHACK**

Snack Shack is an organization that provides food for students who go hungry over the weekend when away from school. This is a student led and student run high school program where students pick from a menu of items. Snack Shack gives students the opportunity to select and prepare their own fulfilling, nutritious meal. Snack Shack student volunteers pack the bags and deliver the bags to the selected teachers with whom they feel safe and who will respect the student's anonymity.

**Special Education Referrals**

Additional information regarding special education is available from the Plainview Independent School District in a document titled Parent's Guide to the Admission, Review, and Dismissal Process. The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Sarah Ramirez at 808-293-6000.

**STUDENT GRIEVANCE PROCEDURES**

The Plainview Independent School District does not discriminate on the basis of sex, handicap, race, color, national origin or age in the educational programs or activities which it operates, as required by Title IX, Section 504, Title V, and the Age Discrimination Act and the Americans with Disabilities Act

(ADA). The district's nondiscrimination policy extends to admission or access to treatment of employment in its programs and activities within its jurisdiction. For information about student rights or grievance procedures, contact the Title IX Administrator, Rodney Wallace, at Plainview ISD Education Complex.

**Students in the Conservatorship of the State (Foster Care)**
A student who is currently in the conservatorship (custody) of the state and who enrolls at Plainview High School needs to inform their counselor and the PHS Registrar when enrolling at PHS. Please see the PISD Parent/Student handbook for additional information.

**Students Who Are Homeless**
Children 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.
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course).
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

The student's counselor should be informed of the homeless status to provide further information.

**Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**
For those students who are having difficulty in the regular classroom, PHS 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 PHS to meet the needs of all struggling students. If a student is experiencing learning difficulties, his or her parent may contact the student's counselor to learn about the school's overall general education referral or screening system for support services. A parent may request an evaluation for special education or Section 504 services at any time. The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Sarah Ramirez: 806-293-6000.

**Students Who Speak 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 classwork in English. If the student qualifies for these extra 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. The designated person to speak to about specialized support in a primary language other than English at Plainview HIgh School is the student's counselor.

**Students with Physical or Mental Impairments Protected Under Section 504**
A student determined to have 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 if the student is in need of services and supports under Section 504 to receive a free

appropriate public education (FAPE), as this is defined in federal law. For more information regarding a referral for Section 504 evaluation please contact Sarah Ramirez: 806-293-6000.

**STUDENT VALUABLES**
Students should not bring large amounts of money or valuable items to school. **Students, not the school, are responsible for their personal property.**

**TARDY DISCIPLINE PROGRESSION:**

- 1st offense Teacher D-hall
- 2nd offense Teacher D-hall
- 3rd offense Lunch D-hall
- 4th offense Lunch D-hall
- 5th offense ISS – Referral to Administrator
- Each additional offense will also result in a 1-day ISS assignment.

Note: Tardies do not carry over to the next semester.

**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, and
- U.S. History.

A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. [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 to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations. In limited circumstances, a student who fails to demonstrate proficiency on two or fewer 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.

## Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

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. The district may also provide electronic textbooks and technological equipment to students, depending on course objectives.

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 laptop, tablet, or other computing device at teacher discretion.

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 with the necessary instructional resources and equipment for use at school during the school day.

Chromebooks are checked out to students enrolled in Dual Credit or AP courses if needed. Students will be responsible for any damage incurred to the device or charger. Fees are determined by PISD Technology Department. Chromebooks are also available in PHS classrooms for student use. Devices in the classroom will be assigned by number to each student. Students are expected to follow the classroom teacher's check out/check in procedure and report any damage immediately upon receiving the device. If damage is not reported to the teacher, that student could be liable for damages to the classroom device.

## TRANSPORTATION

### Student Automobiles and Parking

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so, with or without the presence of the student. Students have full responsibility for the security of their vehicles and will make certain they are locked and the keys are not given to others. Students will be held responsible for any prohibited objects or substances such as alcohol, drugs and weapons that are found in the cars and will be subject to disciplinary action. **Students parking on PHS property must purchase and appropriately display a parking permit and park in areas designated for student parking. Vehicles illegally parked on PHS property are subject to having a "wheel boot" or "tire boot" placed on the vehicle. There will be a $40.00 fee to have the "boot" removed. A ticket may also be given. (See Parking on Campus)**

### TSIA2 (Texas Success Initiative Assessment 2.0)

Assessment Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative Assessment 2.0 (TSIA2). The purpose of the TSIA2 assessment is to assess the reading, mathematics, and writing skills that entering freshmen level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

### Use of Hallways During Class Time

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.

### Vehicles on Campus

A vehicle owner/driver has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. If a vehicle is subject to search is locked, the student will be asked to unlock the vehicle. If the driver refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

**VISITORS/PARKING**

All visitors will report to the main office. Visitors requesting access to the building will be required to present a photo I.D. with the receptionist prior to being issued a visitors pass. In case of emergency, the student will be called to the office. Parents wishing to schedule classroom visits will need to go through the appropriate counselor.

**Visitor Parking** is located at the Quincy Street side of the Plainview High School campus just south of the Visitor entrance and is designated by signs. Students are not permitted to park in Visitor Parking.

**VANDALISM AND DAMAGE TO SCHOOL PROPERTY**

Students shall not vandalize or otherwise damage or deface any property including furniture and other equipment belonging to Plainview Independent School District. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the law. Students shall not damage or vandalize property owned by other students or district employees.

**WITHDRAWAL FROM SCHOOL**

When a student withdraws from school, the parent shall notify the Student Accounting Office and shall specify the reason for the withdrawal and the final day the student will be in attendance. Parents of students under eighteen (18) are asked to sign the withdrawal papers and indicate the new school that the student will attend.

On the last day of attendance, the student shall turn in all books, equipment/uniforms issued, and pay all fees and fines.

Plainview High School Registrar is Rebecca Hall, rebecca.hall@plainviewisd.org 806-293-6005.