

2019-2020



**PJH STUDENT HANDBOOK ADDENDUM**

PERRYTON ISD

# Perryton Junior High Addendum to the Student Handbook

**Perryton Junior High  
2019-2020**



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## Perryton Junior High Addendum to the Student Handbook

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## Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Administration Office. If you have any questions, please contact PISD Maintenance Director at 806-435-5478 ext. 238.

## ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below.

## Student, Teacher Assignment Request

PJH does not honor specific teacher requests for student placement. We do however meet this request if the request pertains to an academic or emotional need that falls under a student's 504 or IEP.

If a request for student placement does not meet either of these needs, but there is a genuine concern for a student's well-being, please meet with the campus principal for a determination to be made regarding this request.

## Compulsory Attendance

State law [TEC 25.093](#) and [Chapter 65 of the Texas Family Code](#), requires that a student between the ages of six and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. [FEA \(Legal\)](#) [FED \(Legal\)](#)

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a student 19 or older has more than five unexcused absences in a semester;

however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law [TEC 25.093](#) and [Chapter 65 of the Texas Family Code](#). A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed —accelerated instruction by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or

Is unexcused absent on three or more days or parts of days within a four-week period.

A person required to attend school, including a person required to attend school under [Section 25.085\(e\)](#), may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled.

A school district shall excuse a student from attending school for:

The following purposes, including travel for those purposes:

Observing religious holy days;

Attending a required court appearance;

Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship;

Taking part in a United States naturalization oath ceremony;

Serving as an election clerk; or

If the student is in the conservatorship of the Department of Family and Protective Services, participating, as determined and documented by the department, in an activity:

Ordered by a court under [Chapter 262 or 263, Family Code](#), provided that it is not practicable to schedule the participation outside of school hours; or

Required under a service plan under [Subchapter B, Chapter 263, Family Code](#); or

A temporary absence resulting from an appointment with health care professionals for the student or the student's child if the student commences classes or returns to school on the same day of the appointment.

## Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school or within **Three** days—must bring a note, signed by the parent that describes the reason for the absence. The note must be delivered to the office before first period. **After the three day “grace period” the absence will be counted as unexcused. NO EXCEPTIONS!** A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. [FEA \(Legal\)](#) [FED \(Legal\)](#)

## Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [[See FEC\(LOCAL\).](#)]

## Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [[See policies at FEB.](#)]

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A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy [FNG\(LOCAL\)](#).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

## Tardy

As regular attendance is beneficial to all students, being to school on time and in the assigned classroom is also required. Students who enter class late disrupt the educational process. Therefore, students who come to school after the first class starts will be considered Tardy. Students who are not inside the assigned classroom when the bell signals the start of the period during any portion of the day will be considered tardy.

Students who are tardy will be assigned a detention for one day for each tardy.

## Imposing Conditions for Awarding Credit

The committee may impose any of the following conditions for receiving credit lost because of excessive absences:

- Complete additional assignment, as specified by the committee or teacher.

- Satisfying time-on-task requirements before and/or after school.
- Attending tutorial sessions as scheduled.
- Maintaining the attendance standards for the rest of the semester
- Taking an examination to earn credit.

## Dress and Grooming

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

- Clothing should be designed, constructed and worn in a manner which is not suggestive or indecent and which will promote proper decorum in school.
- Cleanliness of body, hair and clothing is to be maintained at all times.
- Mesh, see-through, underwear-type or tank type shirts shall not be worn as outside clothing. No sleeveless shirts are to be worn unless designed as such. Boys may not wear sleeveless shirts.
- The District prohibits clothing or jewelry with emblems, pictures or writings that are lewd or offensive, vulgar, obscene, implied or blatant. Also that which advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under local policy [FNCF \(LOCAL\)](#).
- Cut-offs are not permitted.
- Jeans with holes or tears are not permitted unless patched or worn with tights so as no skin is visible above the knee.
- Bicycle shorts worn beneath clothing shall not validate the length of apparel.
- Bandanas will not be permitted.
- No sagging pants or shorts will be worn. Trousers, slacks or shorts are to be worn at the hip level. Pants that will not stay up at the hip level without a belt (and are not being worn with a belt at the hip level) are considered sagging/bagging.
- No hats or caps will be allowed during the school day.
- Any combination of clothing which, upon guidance from law enforcement agencies, is considered gang related (these may change) – i.e., hair net, headscarves of any color, size or shape may not be carried or displayed on campus or at any school activity. Gang related personalization is not permitted on hats, on items of clothing, or on one's person.
- Dangling belts or chain accessories will not be worn.
- Unnatural hair color (pinks, blues, green, purples, etc.) is not permitted. (two tone hair of natural human genome colors is acceptable)
- Extreme hairstyles (Mohawks, mullets, hair patches, shaved designs or lines cut into the hair, man buns, etc.) and hairstyles with tails or braids will not be permitted.
- Visible tattoos are not permitted while at school or school related activities.

## FOR GIRLS

- No "off-the-shoulder" shirts or bare shoulder shirts are allowed.

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- Bare-midriiffs, low-cut blouses/dresses, halter tops, strapless blouses, dresses, or see through blouses without proper undergarments will not be permitted. Spaghetti straps or shoulder strap or strapless than 2” wide will not be worn without proper covering.
- Burn out or shirts with holes in them that are not improper will be permitted.
- The length of dresses, skirts, pant dresses and shorts must extend past the fingertips when the arms are placed by the student’s side and the fingertips are extended downward and/or have the approval of the principal.
- Excessive make-up is not considered appropriate for school.
- Piercing may only be worn on the ears. Other visible piercing will not be permitted (nose, tongue, eyebrow, navel, etc...)
- Leggings, jeggings and yoga-type pants will be worn with appropriate dresses or blouses that cover the upper thigh and lower buttocks. (Fingertip standard)

### FOR BOYS

- The neck opening of regular shirts shall not exceed the second button.
- Hair must be worn above the eyebrow and regular shirt collar and/or have the approval of the principal. Hair is not to extend lower than the bottom of the ear when combed down or when it has fallen down. (No Man Buns)
- Sideburns may extend to the bottom of the ear provided they are trimmed and straight. Facial hair will not be permitted.
- Visible body piercing rings will not be permitted (ear, nose, tongue, eyebrow, etc.)
- Shoes with metal tips or cleats will not be worn.

### Confiscated Telecommunication Devices

Students are permitted to possess electronic devices (i.e. MP3 players, DVD players, cameras, eReaders, smart watches, etc.) However, students are required to turn the devices off and place them in their backpack during the school day. Teachers regularly allow students to use their device as a learning tool in class, this is an acceptable practice. Without such permission, teachers will collect the electronic devices and turn them in to the principal’s office.

For certain items, such as cell phones, headphone, smart-watches in which a third party retains a legal right of ownership,

**1st offence** an administrative fee of \$15 dollars, or 15 days of confiscation, or community service at the rate of \$3.50 per hour for 4 hours total will be charged upon return of the cell phone.

**2<sup>nd</sup> offence** an administrative fee of \$30 dollars, or 30 days of confiscation, or community service at the rate of \$3.50 per hour for 8 hours total will be charged upon return of the cell phone.

**3<sup>rd</sup> offence** an administrative fee of \$45 dollars, or 45 days of confiscation, or community service at the rate of \$3.50 per hour for 12 hours total will be charged upon return of the cell phone

The items will be locked in the safe until a **parent/owner** determines the appropriate form of payment for their device, and the payment has been completed in full by the courses of action as listed above and secures the item.

Only one form of coniquince can be used release the item from confiscation. On the forth confiscation the principal or their designee may decide to keep the item until the end of the school year. On the last day of the school year, the **parent/owner** may pay the fine and secure the item.

Confiscated telecommunications devices that are not retrieved by the parent/owner will be disposed of after the notice required by law. Campuses and Perryton ISD are not liable for devices while in confiscation. [\[See policy FNCE.\]](#)

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

## Removal from the School Bus

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges. Discipline offenses will be handled in the following manner(s). [FOE \(Legal\)](#)

First Offence	– Warning
Second Offence	– 5 school days off the bus
Third Offence	– 15 school days off the bus
Fourth Offence	– 45 school days off the bus
Fifth – Offence	– The student will be removed from the bus for the remainder of the school year

Any student maybe permanently removed for the remainder of the school year depending on the severity of the offence.

Any offence committed within the last 45 days of a school year may result in a carry-over of level 4 for the following school year

## Listing of Offenses

### Level 1 Offense (General Misconduct Violations)

**Level 1** acts of misconduct include repeated infractions of classroom management procedures or rules, or other misconduct that disrupts the educational process to the extent that the classroom teacher needs administrative support to correct the problem. The following is a non-inclusive list of behavior infractions:

- Being tardy to class
- Refusing to follow classroom rules
- Refusing to participate in classroom activities or fulfill assignments
- Failure to bring appropriate material to class
- Possessing and/or using nuisance items
- Eating, drinking or gum chewing in an undesignated area
- Disruption of the orderly classroom process
- Running, making excessive noise or other disruptions in halls, buildings classrooms or other supervised settings
- Throwing or irresponsible use of objects that can cause bodily harm or damage to property
- Violation of the dress code
- Exhibiting any unacceptable or unwanted physical contact that could, but does not, result in injury
- Inappropriately engaging in acts of familiarity with another person
- Violation of the acceptable use of computers or network policy
- Possessing or using matches or a lighter
- Cheating or copying the work of another student

### Level I Disciplinary Options

Any one or any combination of consequences may be used:

- Teacher/student or administrator/student conference
- Parent conference or call
- In-class disciplinary action or assignment
- Withdrawal of student classroom privileges
- Detention
- Counselor/student conference
- Confiscation of nuisance items or materials
- Supervised campus service assignment
- In-school suspension
- Grade penalty for copying or cheating

## Level II Offenses

When a student's behavior does not change as a result of action taken on Level 1, and the student is being seen for a second time in the principal's office for repeated Level I infractions, the student is moved to Level II for discipline purposes.

- Leaving the classroom, building, grounds or assigned activity without permission
- Violating safety rules as communicated in the student handbook or campus or classroom rules

## Level II Disciplinary Options

Any one or any combination of the following consequences may be applied:

- Any combination of teacher, principal or appropriate administrator, parent and student conference
- Any discipline technique outlined in Level I
- Corporal punishment / suspension (out-of-school)

## Level III Offenses

Level III acts of misconduct include those student infractions which are somewhat more serious than those in Levels 1 and II in their effect on the orderly process of the school program.

Examples of misconduct include, but are not limited to, the following:

- Cutting class or other scheduled activity
- Truancy
- Altering school records or documents or forgery of a name on school documents
- Excessive absences or tardies
- Recklessness in an automobile
- Failure to comply with directives given by school personnel
- Repeatedly violating other communicated campus or classroom standards of behavior
- Forcing an individual to act through the use of force or threat of force
- Possession or use of tobacco products

## Level III Disciplinary Options

Any one or any combination of the following from this list or from a lower level may be applied:

- Any combination of teacher, principal or appropriate administrator, student and parent conference

- Detention
- Exclusion from extracurricular activities
- In-school suspension
- Corporal punishment / suspension (out-of-school)
- Restoration and/or restitution as applicable
- Withdrawal of selected student privileges
- Supervised campus service assignment
- Saturday school
- Involvement of law enforcement personnel
- Confiscation of items not allowed in this code.

## Level IV Serious Offenses

Level IV offenses include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students and perhaps violate the law. Examples include but are not limited to the following:

- Any repeated offense of Level III or a new violation while being disciplined for a Level III offense
- Repeated acts of disobedience or disorderly behavior which may prove to be detrimental to the school, harmful to health and safety or inhibiting the rights of others
- Being disrespectful toward school personnel or refusing to comply with lawful requests or directions of school personnel
- Threats, oral or written, to do bodily harm to another or to the property of another
- Interfering with school authorities or school programs through boycotts, sit-ins or trespassing
- Fighting, which is defined as physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student under attack should seek to detach himself/herself from the situation and get school personnel or adult help.
- Stealing, robbery, extortion, gambling or arson
- Using profane, obscene, indecent, immoral or other offensive language and/or gestures directed toward school personnel
- Failure to comply with assigned disciplinary consequences
- Possessing a device, object or substance that could cause bodily harm to individuals in any school setting
- Failure to report to school personnel the knowledge of an event, device, object or substance that could cause bodily harm to individuals in any school setting
- Possession, use or distribution of any substance represented to be a drug or alcohol
- Indecent exposure, sexual misconduct and/or sexual harassment
- Hazing
- Gang-related behavior or activity or gang membership
- Possession of drug paraphernalia

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- Burglary of a school facility or major vandalism to District property
- Posting or distributing unauthorized communicative materials on school premises
- Assault
- Placing or discharging fireworks
- Pledge to join, solicit membership in a public school fraternity, sorority, secret society or gang as defined in TEC § 37.121
- Using profane, obscene, indecent or racially or ethnically offensive language and/or physical gestures towards other students
- Damaging or vandalizing school property or property owned by others
- Possession of any knife, defined as illegal

### Level IV Disciplinary Options

Any one or any combination of the following from this list or from a lower level may be applied:

- Any discipline technique outlined in Level III
- Suspension from school not to exceed three days at a time
- Citation by law enforcement personnel
- Alternative education placement. (This placement will prohibit students from participating and/or attending school-related activities and will result in loss of elective course credit.)
- Reassignment of classes

A student may be expelled if the student:

- Continues to engage in serious or persistent misbehavior that violates the code of conduct or Code of Conduct AEP classroom rules after being placed in an alternative education program for disciplinary reasons. The district defines persistent to be two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation Engages in criminal mischief under Penal Code § 28.03 if the conduct is punishable as a felony, whether committed on or off school property or at a school-related activity. (Intentional or knowing damage to school property resulting in a loss of \$1500 or more)
- Sells, gives, delivers to another person, possesses, uses or is under the influence of any amount of marijuana, a controlled substance, a dangerous drug or alcohol at school or at a school sponsored event.

## Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy [FO\(LOCAL\)](#) in the District’s policy manual.

Corporal punishment shall be administered only in accordance with the following guidelines:

- The student shall be told the reason corporal punishment is being administered.
- Only a principal, assistant principal or a teacher will administer corporal punishment.
- The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
- Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

## Physical Restraint

Any district employee may, [FO \(Legal\)](#) within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- Protect a person, including the employee, from physical injury.
- Obtain possession of a weapon or dangerous object.
- Protect property from serious damage.
- Restrain an irrational student.
- Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.

## Grading Policy

The campus grading recommendation is that all teachers set daily work at a value of 60% of a student’s grade and tests at a 40% value to determine a student’s overall grade for a grading period. For honors grading policy see the Honors section. Core content areas may define their own grading policy with campus administrator approval. If a grading policy differs from the campus recommendation, it must be included in a teacher’s classroom expectations notice that is sent home, with the student, to their parents.

## Awards and Honors

### President's Education Award

Requirements:

- Be an 8th grader.
- Attain a 90 or above average in the academic subjects accumulated in the Junior High School, including the first semester of grade eight.
- Receive commended performance in reading and math on the most recent state assessment.

### American Legion Citizenship Award

This award is to be elected by teachers. This is based on conduct, participation, and citizenship. One boy and one girl will be selected by the faculty from each grade level.

### Perfect Attendance Award

A student is eligible for the Perfect Attendance award when a student attends school every day that school is offered in a school year. Student's who are absent for UIL or other school related functions, or attending medical services appointments will not have that absence counted against the Perfect Attendance Award. Students who have less than 3 Tardies (tardies to the start of school or to any class period – each tardy counts as a single event even if multiple tardies happen in the same day) are eligible for the perfect attendance award.

Note: it is the responsibility of the student and the parent to ensure the notes covering a medical absence is turned into the PIEM Clerk within the allowed 3 day grace period.

### Honor Roll

The Honor Roll is announced each six weeks. To qualify for the honor roll, students must have an average of 90 or above in ALL of the following subjects: Reading, English, Math, Social Studies, and Science. Students in each of the grades may qualify.

### Class Favorites

Class favorites are nominated and chosen by student body vote.

## Top Ten Eighth Graders

The top ten academic achievers in the eighth grade are announced at the end of each year. The student with the highest academic average is honored with his/her name on a permanent plaque which is kept at Perryton Junior High School. The average is based on the five solid subjects. When determining class ranking, five points will be added to averages in honors classes and pre-AP courses.

## Outstanding Students in Subject Areas

During the awards assembly, students who have performed with excellence in each subject area will be presented certificates. The selection is evaluated by teachers of each subject.

## Honors Program

### Entry Requirements-

1. Parents must have attended mandatory honors meeting.
2. Committee Approval Based On
  - a. Math & Reading Star 360 scores
  - b. Science diagnostic test for all new entering honors students based on current grade-level TEKS
3. All students may test
4. Multiple test sessions offered
  - a. Subject Area Grades
  - b. Writing Sample
  - c. STAAR assessment data
5. Grade must be state-standard for “Masters” or better
  - a. [https://lead4ward.com/docs/Raw\\_Score\\_Conversions\\_Spring\\_2018\\_REV.pdf](https://lead4ward.com/docs/Raw_Score_Conversions_Spring_2018_REV.pdf)
6. Teacher Recommendation
7. Must test if transferring from out-of-state or if not in an honors program at previous in-state school
8. Can move in throughout the year with teacher recommendation and committee approval

### Maintaining Honor’s Eligibility During the Year-

1. 85% average required
2. No persistent disciplinary issues

### Grading Policy/Weight-

1. Two grading categories

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- a. 60% Test
- b. 40% Daily Grades

### Removal Criteria-

One or more of the following may result in removal from PJH's honor's program:

1. Failing to maintain 85% for a nine-week period (with prior intervention provided)
2. Teacher recommendation is required for removal
  - a. Documentation required
  - b. Parental contact throughout required including written notification after first three-week period where the student is struggling and any consecutive three-week period there after
  - c. Intervention options shared with parents
3. Academic dishonesty
4. Automatic "0" for the assignment
5. Students will receive a mark in their planner to document the academic dishonesty
6. Additional writing assignments may be assigned at the discretion of the teacher
7. Communication to parents (phone call home or letter home)
8. Parents are invited to come have a conference with campus principal prior to student meeting with honors panel
9. Must make up the assignment or an alternative assignment (not for a grade)
10. Students will have to meet with the honors grade level panel to discuss the incident  
Parents need to be given notice and invited to attend
  - a. If, two or more incidents occur within a single honors section, the student shall be removed from that honors section
11. Failing for a nine-weeks
12. Persistent disciplinary issues
13. Expulsion and DAEP placement may result in removal

Continuing in Honor's Requirements-

1. 85% average for the year (90% with 5 points added)