

**MUNICIPAL COURT GUIDELINES**

**FNC-R**

The Municipal Court Judge, Billie Faye Schumacher, was appointed by the City Commission for the sole purpose of hearing school related cases.

The Dumas Independent School District, any DISD employee or school board member has no official connection with the judgeship; therefore, respect to the court must be no less than to any other court in our community.

The following guidelines shall be adhered to:

1. A case, once filed with the Dumas ISD Police Department and placed on the official Court Docket cannot, under any circumstances, be removed other than by action of the judge.
2. A case, once filed with the Dumas ISD Police Department, constitutes an official act and further discussion, decision and/or action is prohibited on the part of any school employee.

A parent/guardian desiring information shall be referred to the DISD Chief of Police, as the case is his and has been released by all other parties involved.

3. Parents/Guardians shall be notified by phone or mail, with a reasonable response time of not less than 3 days, of the intent to file with the Dumas ISD Police department on a specific date. This procedure will allow for any last minute developments that might result in the case not being filed.
4. Employees of the Dumas ISD involved in a specific case shall, in effect, place a personal gag order upon themselves and refrain from discussing the merits of the case prior to the court date.
5. At such time as a decision is rendered by the court, any discussion to agreement or disagreement with regard to the decision is prohibited by any and all school personnel.
6. Campus principal or assistant principal representation at a scheduled court hearing is mandatory.