

# ELEMENTARY SCHOOL



## 2016-2017 Student-Parent Handbook

ELEMENTARY POLICIES & PROCEDURES  
ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES  
CAMPUS POLICIES & PROCEDURES  
DISTRICT POLICIES & PROCEDURES  
STUDENT CODE OF CONDUCT

# Northside Independent School District 2016-2017 Calendar



5900 Evers Road

San Antonio, Texas 78238

Internet: [www.nisd.net](http://www.nisd.net) Email: [info@nisd.net](mailto:info@nisd.net)

FIRST DAY OF SCHOOL: August 22, 2016 LAST DAY OF SCHOOL: June 1, 2017

FIRST SEMESTER: 88 days SECOND SEMESTER: 89 days

## July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Grading Periods.** Schools use 6 or 9-week grading periods. Report Cards will be sent on the last day of the next week following the end of the period.

### Legend

Student Holiday/Staff Development .....	○
Student Holiday/Staff Work Day .....	◊
Teacher & Student Holiday .....	■
Student Holiday/Half Staff Dev/Half Work Day .....	●
Begin Semester .....	[
End Semester .....	]
End Six Weeks .....	—
End Nine Weeks .....	)
Bad Weather Makeup Day .....	*
Feb. 20, 2016 (1st choice); June 2 (2nd choice)	
Elem. & Middle School Early Release Day...	•
<i>(Dates: Sept. 16, Oct. 21, Jan. 27, March 3, &amp; May 5 11:45 a.m. for ES; 12:30 p.m. for MS)</i>	

### Student Holidays

July 4	Fourth of July holiday
Sept. 5	Labor Day
Oct. 10	Columbus Day/Student Holiday
Nov. 21-22	Student Holiday/Staff Dev.
Nov. 23-25	Thanksgiving Break
Dec. 19-30	Winter Break
Jan. 16	Martin Luther King, Jr. Day
Feb. 20	Student Holiday/Staff Dev./Bad Weather Makeup Day
Mar 13-17	Spring Break
April 14	Easter Break
April 28	Battle of Flowers
May 29	Memorial Day
June 2	Work Day/Bad Weather Makeup Day



August, 2016

Dear Parents and Students:

Welcome to all returning students and to those who are new to Northside in 2016-2017!

We believe that students can make responsible decisions regarding their behavior when they understand the rules and the consequences of violating them. Students, we ask that you read the Student Code of Conduct carefully, and that you participate attentively during presentations on this topic at school. If you need help, ask for it before a problem arises. Parents, since your support is critical to success at school, we ask you to read the Code and counsel with your children about its importance. By working together, we can keep our energy focused upon our primary goal: student learning.

The Board fully endorses and supports the Discipline Management Plan and Student Code of Conduct set forth in this handbook.

Please sign and return the forms found in the back of this book or in the online version of this handbook. If you have any questions about discipline policies, you may contact your school or the District's Office of Pupil Personnel at 397-8695. Questions specific to your school should be directed to the campus administration.

Sincerely,

Brian T. Woods, Ed.D.

Superintendent

Katie N. Reed, President

M'Lissa M. Chumbley, Vice President

Carol Harle, Ph.D., Secretary

Joseph H. Medina, Trustee

Gerald B. Lopez, Trustee

Robert Blount, Jr., Trustee

Karen Freeman, Trustee

# Campus Directory

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT SWITCHBOARD • 397-8500 • www.nisd.net**

## HIGH SCHOOLS

<b>Brandeis</b>	<b>397-8200</b>
13011 Kyle Seale Pkwy.	78249
<b>Brennan</b>	<b>398-1250</b>
2400 Cottonwood Way	78253
<b>Business Careers</b>	<b>397-7070</b>
6500 Ingram Road	78238
<b>Clark</b>	<b>397-5150</b>
5150 De Zavala Road	78249
<b>Communications Arts</b>	<b>397-6043</b>
11600 FM 471 W.	78253
<b>Health Careers</b>	<b>397-5400</b>
4646 Hamilton Wolfe	78229
<b>Holmes</b>	<b>397-7000</b>
6500 Ingram Road	78238
<b>Jay</b>	<b>397-2700</b>
7611 Marbach Road	78227
• <b>Jay Science &amp; Engineering Academy</b>	<b>397-2773</b>
7611 Marbach	78227
<b>Marshall</b>	<b>397-7100</b>
8000 Lobo Lane	78240
<b>O'Connor</b>	<b>397-4800</b>
12221 Leslie Road, Helotes	78023
<b>Stevens</b>	<b>397-6450</b>
600 Ellison N.	78251
<b>Taft</b>	<b>397-6000</b>
11600 FM 471 W	78253
<b>Warren</b>	<b>397-4200</b>
9411 Military Drive West	78251
• <b>Construction Careers Academy</b>	<b>397-4294</b>
9411 W Military Drive	78251

## MIDDLE SCHOOLS

<b>Bernal</b>	<b>398-1900</b>
14045 Bella Vista Place	78253
<b>Briscoe</b>	<b>398-1100</b>
4265 Lone Star Parkway	78253
<b>Connally</b>	<b>397-1000</b>
8661 Silent Sunrise	78250
<b>Folks</b>	<b>398-1600</b>
9855 Swayback Ranch	78254
<b>Hector Garcia</b>	<b>397-8400</b>
14900 Kyle Seale Parkway	78255
<b>Hobby</b>	<b>397-6300</b>
11843 Vance Jackson	78230
<b>Jefferson</b>	<b>397-3700</b>
10900 Shaenfield Road	78254
<b>Jones</b>	<b>397-2100</b>
1256 Pinn Road	78227
<b>Jordan</b>	<b>397-6150</b>
1725 Richland Hills	78251
<b>Luna</b>	<b>397-5300</b>
200 Grosenbacher N.	78253
<b>Neff</b>	<b>397-4100</b>
5227 Evers Road	78238
<b>Pease</b>	<b>397-2950</b>
201 Hunt Lane	78245
<b>Rawlinson</b>	<b>397-4900</b>
14100 Vance Jackson	78249
<b>Rayburn</b>	<b>397-2150</b>
1400 Cedarhurst	78227

<b>Ross</b>	<b>397-6350</b>
3630 Callaghan Road	78228
<b>Rudder</b>	<b>397-5000</b>
6558 Horn Blvd.	78240
<b>Stevenson</b>	<b>397-7300</b>
8403 Tezel Road	78254
<b>Stinson</b>	<b>397-3600</b>
13200 Skyhawk	78249
<b>Vale</b>	<b>397-5700</b>
2120 N. Ellison	78251
<b>Zachry</b>	<b>397-7400</b>
9410 Timber Path	78250

## ELEMENTARY SCHOOLS

<b>Adams Hill</b>	<b>397-1400</b>
9627 Adams Hill Drive	78245
<b>Allen</b>	<b>397-0800</b>
24750 Baywater Stage	78255
<b>Aue</b>	<b>397-6750</b>
24750 Baywater Stage	78255
<b>Beard</b>	<b>397-6600</b>
8725 Sonoma Parkway, Helotes	78023
<b>Behlau</b>	<b>398-1000</b>
2355 Camp Light Way	78245
<b>Blattman</b>	<b>397-4600</b>
3300 N. Loop 1604 W.	78231
<b>Boldt</b>	<b>398-2000</b>
310 Hollimon Parkway	78253
<b>Boone</b>	<b>397-1450</b>
6614 Spring Time	78249
<b>Brauchle</b>	<b>397-1500</b>
8555 Bowens Crossing	78250
<b>Braun Station</b>	<b>397-1550</b>
8631 Tezel Road	78254
<b>Burke</b>	<b>397-1300</b>
10111 Terra Oak	78250
<b>Cable</b>	<b>397-2850</b>
1706 Pinn Road	78227
<b>Carlos Coon</b>	<b>397-7250</b>
3110 Timber View	78251
<b>Carnahan</b>	<b>397-5850</b>
6839 Babcock	78249
<b>Carson</b>	<b>397-1100</b>
8151 Old Tezel	78250
<b>Cody</b>	<b>397-1650</b>
10403 Dugas Drive	78245
<b>Cole</b>	<b>398-2100</b>
13185 Tillman Ridge	78253
<b>Colonies North</b>	<b>397-1700</b>
9915 Northampton	78230
<b>Driggers</b>	<b>397-5900</b>
6901 Shadow Mist	78238
<b>Ellison</b>	<b>398-1850</b>
7132 Oak Drive	78256
<b>Elrod</b>	<b>397-1800</b>
8885 Heath Circle	78250
<b>Esparza</b>	<b>397-1850</b>
5700 Hemphill	78228
<b>Evers</b>	<b>397-2550</b>
1715 Richland Hills	78251
<b>Fernandez</b>	<b>397-1900</b>
6845 Ridgebrook	78250

<b>Fields</b>	<b>398-2150</b>
9570 FM 1560 North	78254
<b>Fisher</b>	<b>397-4450</b>
3430 Barrel Pass	78245
<b>Forester</b>	<b>397-0200</b>
10726 Rousseau	78245
<b>Franklin</b>	<b>398-1700</b>
9180 Silver Spot	78254
<b>Galm</b>	<b>397-1150</b>
1454 Saxonhill	78253
<b>Glass</b>	<b>397-1950</b>
519 Clearview	78228
<b>Glenn</b>	<b>397-2250</b>
2385 Horal	78227
<b>Glenoaks</b>	<b>397-2300</b>
5103 Newcome Drive	78229
<b>Hatchett</b>	<b>397-6850</b>
10700 Ingram Road	78245
<b>Helotes</b>	<b>397-3800</b>
13878 Riggs Road, Helotes	78023
<b>Henderson</b>	<b>398-1050</b>
14605 Kallison Bend	78254
<b>Hoffmann</b>	<b>397-8350</b>
12118 Volunteer Parkway	78253
<b>Howsman</b>	<b>397-2350</b>
11431 Vance Jackson	78230
<b>Hull</b>	<b>397-0950</b>
7320 Remuda	78227
<b>Knowlton</b>	<b>397-2600</b>
9500 Timber Path	78250
<b>Krueger</b>	<b>397-3850</b>
9900 Wildhorse Pkwy	78254
<b>Kuentz</b>	<b>397-8050</b>
12303 Leslie Rd, Helotes	78023
<b>Langley</b>	<b>397-0150</b>
14185 Bella Vista Place	78253
<b>Leon Springs</b>	<b>397-4400</b>
23881 IH-10 W	78257
<b>Leon Valley</b>	<b>397-4650</b>
7111 Huebner	78240
<b>Lewis</b>	<b>397-2650</b>
1000 Seascapes Drive	78251
<b>Lieck</b>	<b>398-1450</b>
12600 Reid Ranch	78245
<b>Linton</b>	<b>397-0750</b>
2103 Oakhill	78238
<b>Locke Hill</b>	<b>397-1600</b>
5050 De Zavala	78249
<b>Los Reyes</b>	<b>398-1215</b>
10785 Triana Pkwy, Helotes	78023
<b>Martin</b>	<b>398-1400</b>
730 Canterbury Dr.	78228
<b>May</b>	<b>397-2000</b>
15707 Chase Hill	78256
<b>McAndrew</b>	<b>398-1750</b>
26615 Toutant Beauregard	78006
<b>McDermott</b>	<b>397-5100</b>
5111 USAA Blvd.	78240
<b>Mead</b>	<b>397-1750</b>
3803 Midhorizon Drive	78229
<b>Meadow Village</b>	<b>397-0650</b>
1406 Meadow Way	78227
<b>Michael</b>	<b>397-3900</b>
3155 Quiet Plain	78245

<b>Mireles</b>	<b>398-1500</b>
12260 Rockwall Mill	78253
<b>Murnin</b>	<b>397-4550</b>
9019 Dugas	78251
<b>Myers</b>	<b>397-6650</b>
3031 Village Parkway	78251
<b>Nichols</b>	<b>397-4050</b>
9560 Braun	78254
<b>Northwest Crossing</b>	<b>397-0600</b>
10255 Dover Ridge	78250
<b>Oak Hills Terrace</b>	<b>397-0550</b>
5710 Cary Grant	78240
<b>Ott</b>	<b>397-5550</b>
100 Grosenbacher N.	78253
<b>Passmore</b>	<b>397-0500</b>
570 Pinn Road	78227
<b>Powell</b>	<b>397-0450</b>
6003 Thunder	78238
<b>Raba</b>	<b>397-1350</b>
9740 Raba Drive	78251
<b>Rhodes</b>	<b>397-4000</b>
5714 North Knoll	78240
<b>Scarborough</b>	<b>397-8000</b>
12280 Silver Pointe (at Stillwater Pkwy)	78254
<b>Scobee</b>	<b>397-0700</b>
11223 Cedar Park	78249
<b>Steubing</b>	<b>397-4350</b>
11655 Braefield	78249
<b>Thornton</b>	<b>397-3950</b>
6450 Pembroke	78240
<b>Timberwilde</b>	<b>397-0400</b>
8838 Timberwilde	78250
<b>Valley Hi</b>	<b>397-0350</b>
8503 Ray Ellison	78227
<b>Villarreal</b>	<b>397-5800</b>
2902 White Tail	78228
<b>Wanke</b>	<b>397-6700</b>
10419 Old Prue Road	78249
<b>Ward</b>	<b>397-6800</b>
8400 Cavern Hill	78254
<b>Westwood Terrace</b>	<b>397-0300</b>
2315 Hackamore Lane	78227

## SPECIAL SCHOOLS

<b>Chavez Excel Academy</b>	<b>397-8120</b>
6500 Ingram Road	78238
<b>Northside Alternative High School</b>	<b>397-7080</b>
144 Hunt Lane	78245
<b>Northside Alternative Middle School North</b>	<b>397-2070</b>
11937 I.H. 10 West	78230
<b>South</b>	<b>397-6900</b>
5223 Blessing Street	78228
<b>Reddix Center</b>	<b>397-2401</b>
4711 Sid Katz	78229
<b>The Holmgreen Center</b>	<b>397-5460</b>
8580 Ewing Halsell	78229

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT POLICE DEPARTMENT – 397-5600**

# 2016 - 2017 ELEMENTARY STUDENT-PARENT HANDBOOK

Central Administration Office  
5900 Evers Road  
San Antonio, TX 78238-1606  
(210) 397-8500  
www.nisd.net

## NORTHSIDE INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Katie N. Reed <i>President</i>	M'Lissa M. Chumbley <i>Vice President</i>	Carol Harle, Ph.D. <i>Secretary</i>	
Joseph H. Medina <i>Member</i>	Gerald B. Lopez <i>Member</i>	Robert Blount, Jr. <i>Member</i>	Karen Freeman <i>Member</i>

## ADMINISTRATION

Brian T. Woods, Ed.D.	Superintendent
Ray Galindo	Deputy Superintendent <i>Administration</i>
Linda Mora, Ph.D.	Deputy Superintendent <i>Curriculum and Instruction</i>
David Rastellini	Deputy Superintendent <i>Business and Finance</i>
Levinia Lara	Assistant Superintendent <i>Elementary Administration</i>
Don Schmidt	Assistant Superintendent <i>Student Services</i>
Patricia Sanchez	Executive Director <i>Elementary Instruction</i>
Sandra Bonnett	Executive Director <i>Elementary Administration</i>

Northside Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

# 397-7233

24 Hours • Anonymous  
text: [safe@nisd.net](mailto:safe@nisd.net)

NORTHSIDE  
**SAFE  
LINE**

## ATTENTION ALL VISITORS

All Parents and Visitors are required to show a picture I.D., register in the Administrative Office with the receptionist and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

Become a Friend of Northside



**FON**  
*Friends of  
Northside*  
www.nisd.net  
Independent School District



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[www.nisd.net/ace](http://www.nisd.net/ace)



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Fax: 210-706-8963  
Web: [www.nisd.net/ace](http://www.nisd.net/ace)



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Northside!**  
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channel.

[www.youtube.com/NorthsideISD](http://www.youtube.com/NorthsideISD)



catch our tweets on

[www.twitter.com/NISD](http://www.twitter.com/NISD)

## [www.nisd.net](http://www.nisd.net)

Northside Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

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# – SECTION A –

## ELEMENTARY POLICIES & PROCEDURES

### INTRODUCTION

Section A of this handbook provides general guidelines for the operation of NISD elementary schools. The district supports parent and staff input into specific campus procedures. Each school will provide a supplement outlining specific or unique campus information.

### ATTENDANCE INFORMATION

See Section D for more information regarding attendance requirements.

### ABSENCES

When a child is absent or tardy from school, the parent or guardian should send a note to the school, within 3 days, explaining the reason for the absence upon the child's return to school. All notes must include: the date of the note, the name of the child, the date of the absence(s) or tardy, the specific reason for the absence(s) or tardy and the parent's signature.

Children are expected to attend school every day; however, parents should not send children to school when they are ill. If a child is absent for three consecutive school days due to illness, it is recommended that the parent seek medical attention for the child.

### ATTENDANCE INFORMATION ON REPORT CARDS

Absences are reported on the report cards, excused and unexcused. Tardy reports are optional by school.

### PERFECT ATTENDANCE

Each elementary school which chooses to reward students for perfect attendance shall comply with the following guidelines:

Perfect attendance may be awarded to students at the end of each 9-week grading period that have not exceeded one tardy or one partial day absence during the 9-week period that is not categorized as a documented appointment with a health care professional.

Perfect attendance may be awarded to students at the end of the year that have not been absent. In order to receive perfect attendance awards at the end of the year, students may have no more than 4 tardies or 4 partial day absences during the year that are not categorized as a documented appointment with a health care professional.

### CALENDAR INFORMATION

#### SIGNIFICANT DATES FOR 2016-2017 SCHOOL YEAR

##### Report Card Dates

Students in grades K-5 will have four grading periods. Report cards will be sent home according to the following schedule:

**Oct. 28      Jan. 20      Mar. 31      June 1**

##### Student School Holidays/Vacations

Sept. 5	Labor Day
Oct. 10	Columbus Day
Nov. 21-22	Student Holiday/Staff Workday
Nov. 23-25	Thanksgiving Break
Dec. 19-Dec. 30	Winter Break
Jan. 16	Martin Luther King, Jr. Day
Feb. 20	President's Day/Student Holiday (Bad Weather Makeup Day #1)
Mar. 13-17	Spring Break
Apr. 14	Easter Break
Apr. 28	Battle of Flowers
May 29	Memorial Day
June 1	Last day of school
June 2	(Bad Weather Makeup Day #2)

### EARLY RELEASE DAYS

All Northside elementary schools have scheduled five (5) early release days for teacher training and parent conferences. See the Northside calendar for a listing of the five days. Students are dismissed at 11:50 on early release days. Campuses provide some student supervision after school. Buses run at 11:50; there is no bus service at 2:50 on these days.

### KINDERGARTEN ROUNDUP

Registration for new students who are eligible for Kindergarten will be held the week of April 3-7, 2017.

A child must be five years of age on or before September 1 to enroll in Kindergarten and six years of age on or before September 1 to enroll in First Grade.

### HOMEWORK

Children will receive homework assignments. Parents are asked to help their child by providing the time, place, cooperation and encouragement needed to complete assignments.

Children should be reminded to take their books, work and supplies to school each day. To promote responsibility children are generally not allowed to call home for forgotten work or supplies.

Specific homework policies are set at each campus. Please refer to individual campus information.

### ENROLLMENT INFORMATION

#### REGISTRATION OF NEW STUDENTS

To register your child in school you will need:

1. An original or a certified copy of the child's birth certificate. (Child must be five on or before September 1 for kindergarten and six on or before September 1 for first grade.)
2. Child's up-to-date immunization record.
3. Proof of Residence - Acceptable documents for verifying address include current utility bills, sales or lease agreements, or other legal documents other than a driver's license which does not require a verified address. Cell phone bills are not acceptable.
4. Child's social security card (optional).

See Section D for additional information on admissions.

#### PRE-KINDERGARTEN

The pre-kindergarten program in Northside meets state mandated requirements. The students are eligible if they are 4 years of age on or before September 1 and qualify through one of the following criteria:

1. The child is identified as limited in English proficiency (as determined by the Pre-Las 2000 and testing done at Student Placement Center).  
OR
2. The child qualifies based on being educationally disadvantaged (eligible to participate in the National Free/Reduced Lunch Program) and supported by proof of income.  
OR
3. Homeless  
OR
4. Come from a family whose parent or official guardian is "active-duty" military personnel or whose parent/guardian was killed, injured, or missing in action while on active duty.  
OR
5. Have been in the conservatorship (foster care) of the Department of Family Protective Services (DFPS) following adversary hearing.

#### PRE-KINDERGARTEN TRANSPORTATION

At the end of the Pre-K day, if there is no parent or designee at the stop to receive the child, then the Pre-K student WILL NOT be left at the stop.

#### KINDERGARTEN

The district shall establish and maintain one or more free kindergarten programs for the training of resident children who are at least five years of age on or before September 1 of the current school year.

#### FIRST GRADE

A child may be enrolled in the first grade if he or she is at least six years of age at the beginning of the current school year or has been enrolled in the first grade, or completed kindergarten, in the public schools of another state prior to transferring to the district.

## UNDERAGE STUDENTS

Underage transfer students who received instruction during the current school year as an eligible student in an out-of-state, public prekindergarten or kindergarten program are eligible for enrollment without tuition. These students are ineligible for state ADA funding.

## ASSIGNMENT TO CLASSES

Students are assigned to a classroom by the school principal. The teachers group for instruction within the classroom as needed. The student to teacher ratio is 22 to 1 in grades K-4 and 26 to 1 in grade 5, unless a waiver is indicated.

## TRANSPORTATION ARRANGEMENTS

The school must be kept informed by parents of transportation arrangements for each child. Any change in these plans must be communicated to the school in writing if possible before noon of the desired change. See Section D for Transportation policies.

## CAP/TRANSFER CLUSTER SCHOOLS

Because of growing enrollment, state-mandated class size requirements, and not enough classrooms, some schools lack space. When the maximum number of students per grade level is reached, and if the campus has a vacant classroom, a new teacher may be added. However, because adding is expensive and disrupts classes, the decision may be made to close a campus and not add classes for the remainder of the year.

When this decision is made, newly enrolling students will be transferred to a nearby Cluster School. Northside provides student transportation to Cluster schools. It is therefore important that currently enrolled students reregister for the following year by the end of priority registration, April 21. Transfers usually affect only new students, not returning students, unless the returning students do not return preregistration materials by the April deadline or unless the returning students do not attend the first day of school of the new fall term. As enrollment stabilizes during the first week of school, and vacancies occur, transferred students have the option to return to their home campus. Transfer date determines priority for return.

## WITHDRAWING FROM SCHOOL

If it is necessary to withdraw a child from school, please notify the school at least 24 hours in advance by either sending a note or by calling the school office. Your child will have a withdrawal form, report card and personal belongings when leaving. Cafeteria charges and lost book charges should be cleared prior to the withdrawal of a student.

## FOOD ITEMS GIVEN OR SOLD AT ALL SCHOOLS

**SCHOOL DAY DEFINITION:** The period from midnight before to 30 minutes after the end of the official school day.

**SAFETY AND SANITATION OF FOOD ITEMS:** It is recommended that food items given or sold to students be prepackaged.

### I. FOODS ITEMS GIVEN AWAY DURING THE SCHOOL DAY:

**PARENTS:** Parents may choose the types of foods they send to school for their own child's consumption.

**CAMPUS CELEBRATIONS:** Foods may be given to students at two (2) approved school campus parties as well as one (1) additional campus event selected by the principal. The campus will retain records for these approved events for local compliance.

**STUDENT BIRTHDAY OR OTHER CELEBRATIONS:** Foods may be given to students at these types of celebrations at the discretion of the school principal. These events may not be held in the cafeteria during serving times unless the food is purchased from the cafeteria.

### FOOD ITEMS FOR INSTRUCTIONAL PURPOSES:

Foods may be used for instructional purposes; however, teachers must avoid the use of peanuts in classroom and lab activities. (TX Science Safety Standards) Foods used in lab activities should not be eaten following science experiments. Teachers should be aware of all students' allergies and follow procedures outlined in the food allergies plan of care. (Reg HSV-07)

### II. FOOD ITEMS SOLD DURING THE SCHOOL DAY:

Elementary School Campuses are NOT allowed to sell any types of food items to students during the school day. Food items sold by the cafeteria are the only food sales allowable at Elementary campuses.

Middle and High School Campuses may sell food items under the following conditions:

- No Chewing Gum will be sold.
- No Soft Drinks will be sold.
- Must be in compliance with Local, State and Federal "Smart Snacks" criteria.

- MUST be a food item allowable for sale according to the "Smart Snack Product Calculator" (or approved method). Refer to the Child Nutrition website – "Food Items at School" for the calculator and current information.
- Verify, print and save calculator results for your records to ensure compliance.
- MIDDLE SCHOOLS may NOT sell 30 minutes before or after meal periods anywhere on campus.
- HIGH SCHOOLS may NOT sell during meal periods in areas where reimbursable meals are served and/or consumed.

**Note:** A school may adopt a more restrictive rule, as local policy. Please contact your school for more information regarding designated days as well as restrictions regarding birthday recognitions at school.

**Balloons and/or flowers are not permitted.**

## BAD WEATHER DAYS

In the event schools are closed due to severe weather, the announcement of such closing will be made on local television stations and radio stations. The Superintendent of Schools releases this information to the stations early enough in the morning to alert parents of the school closing prior to children leaving home for school. Every school has established procedures to follow during severe weather if it occurs during the day.

## STUDENT FEES, FINES AND CHARGES

### WAIVER OF FEES

Upon receipt by the district of reliable proof that a student and his or her parent or guardian are unable to pay a charge required by the school, such charge shall be waived.

## TRAVEL ADVISORY

Northside will comply with any travel advisories that are issued for this area by the city, state, or Federal Government. (For example: Weather alerts, security alerts or medical alerts that would prohibit student travel.)

## PARENT/COMMUNITY INVOLVEMENT

Northside Independent School District believes in the power of education and its powerful positive influence on our community. We constantly strive to offer our students the best education possible. Research has proven that parental involvement in school is a necessary prerequisite to student success; therefore, a partnership between school and home must exist. You are encouraged to take an active part in your child's education. There are many ways in which families can become involved in their child's school. Please don't wait to be asked.

## ROOM PARENTS

Room parents assist with special classroom events as well as help in any other manner agreed upon by the classroom teacher and the room parent. Interested parents are encouraged to volunteer. Volunteers are expected to comply with the district volunteer guidelines which include a background check.

## PARENT TEACHER ASSOCIATION

All parents are encouraged to join the Parent Teacher Association in the school(s) where their child attends, since this is a common meeting ground in matters of mutual concern to all.

## PARENT/COMMUNITY VOLUNTEERS

Parents, grandparents and community members provide instructional support to the classroom teacher in many ways; tutoring students one-on-one, listening to students read, preparing instructional materials, assisting in the Book Fair, Bike Rodeo, Publishing Center, etc. At the beginning of each year, orientations are held to match individual teacher needs to parents' interests and skills. The support provided by the parents to the school is invaluable, and serves to strengthen the bond between school and home. Interested parents are encouraged to volunteer.

Mentors are community/business members who volunteer their time to help individual students be more successful in school. Volunteers who wish to participate in campus mentorship programs should contact the school administrator. Volunteers are asked to complete an application and profile. Volunteers are expected to comply with the district volunteer guidelines which include a background check. Parent permission is required for students to be served.

## SCHOOL-BASED DECISION-MAKING

School-based decision-making is a process to improve student learning at every school campus. Every campus has a School Advisory Team (SAT), comprised of administrators, campus staff, parents and community representatives. The SAT reviews performance of all students, determines goals and strate-

gies, and ensures that strategies are implemented and adjusted to improve student achievement. For information as to how you as a parent can provide input into your school's educational program, please contact the school principal.

## VISITORS

Parents/Guardians are welcomed to visit their students' classroom with advanced approval by the school administration so long as their duration or frequency does not interfere with delivery of instruction or disrupt the normal school environment.

Visitors must follow the school procedures regarding proper identification and check-in.

Because the safety of all students is a top priority, the District has implemented a district-wide visitor and volunteer badge system.

All parents/guardians, visitors, or volunteers who come to a campus will be asked to present a valid government or state-issued identification, such as a driver's license or military I.D. The I.D. will be scanned and a badge will be printed. All visitors will then wear the badge while on campus and return it at the end of the visit.

All visitors must comply with the school's visitation procedures, including campus lunch procedures, dismissal, and are expected to demonstrate the highest standards of courtesy and conduct.

Northside Independent School District is a Drug-Free, Smoke-Free and Gun-Free District. Visitors must refrain from smoking anywhere on district grounds.

## AFTER SCHOOL PROGRAMS

After school childcare is available at all Northside elementary schools. NISD elementary schools offer the Learning Tree After School Enrichment Program run by the NISD Adult & Community Education Department.

Program hours are from 2:50 p.m. until 5:30, 6:00 or 6:30 p.m. depending on the campus.

For specific information about registration, fees, and curriculum, please visit the website at [www.nisd.net/learning-tree](http://www.nisd.net/learning-tree) or call : NISD Learning Tree After School Enrichment Program - 397-8102.

## STUDENT SUPERVISION

### ARRIVAL AND DISMISSAL

#### Children Should Not Arrive At School Before 7:15 a.m.

School begins at 7:45 a.m. Children arriving in the classroom after 7:45 a.m. are tardy. Should the parent be unable to take the child to the office, the child must go to the office with a note from the parent explaining the reason for his/her late arrival.

A child who is not present at 9:00 a.m. is counted absent for the day. A child who arrives after 9:00 a.m. must be accompanied by the parent and the school should be provided with a written note explaining the reason for the absence. The school shall determine whether or not the absence is excused according to the guidelines in Section D.

Pre-K students who attend the afternoon session are considered absent at 1:00 p.m.

School is dismissed at 2:50 p.m. If your child must leave school before 2:50 p.m., please send a note with him/her on the day he/she must leave early. The parent must go to the school office, show a picture ID and sign the child out. Parents may not go directly to the classroom. For the welfare of our students, teachers cannot release students to anyone without office authorization. Office authorization will be given only to parents and other adults listed on the current medical emergency card. It is the parents' responsibility to update the medical emergency card information as changes occur.

Parents who transport their children after school should arrive promptly at dismissal time. Teachers and other staff members have other responsibilities and/or assigned duties and cannot be expected to supervise students until parents call for them. Certainly, if an emergency occurs, the child will be allowed to wait in the office until someone can come for him/her. The school office should be notified if there is an emergency. THE OFFICE CLOSSES BY 3:45 P.M.

## DISCIPLINE

Northside's Student Code of Conduct is found in Section C. This code describes behavior expected of all Northside students, elementary as well as secondary. School discipline plans use the Student Code of Conduct as a framework.

Each elementary school has a discipline management plan which is developed by the principal and faculty of the school. Parents are informed of school rules and the consequences for inappropriate behavior as well as rewards for good citizenship. Students who are behaving in such a way as to disrupt the learning of others or jeopardize other students' safety will be given consequences for their actions. Disciplinary action will be based upon the seriousness as well as frequency of offenses. Conferencing,

time-out, in-school suspension and suspension are actions that may be taken by the elementary school. Corporal punishment is not used in Northside schools.

## TRANSPORTATION BEHAVIOR EXPECTATIONS

Identified eligible students who receive bus transportation in the district to and from school during school hours are expected to follow all transportation rules and regulations. Students who do not comply with the communicated expectations (See Section D), will be subject to disciplinary action which could result in losing transportation privileges. These behavior expectations apply to field trip transportation as well.

### SAFETY – BICYCLES

Students may ride bicycles/scooters to and from school. They must walk their bicycles/scooters across the street at designated crosswalks. Students may not ride bikes/scooters on school property. It is essential that all bicycles be equipped with proper safety equipment and a lock. Individual campuses have guidelines for parking procedures and location for bicycles during the school day. Scooters are to be secured in backpacks. The use of safety helmets is strongly encouraged.

### SAFETY – WALKERS

In order to assure children's safety going to and from school, it is helpful if they learn the best way to reach the school, to obey the Student Safety Patrols and Mama Patrols, and to avoid talking to strangers on the way to and from school. If a stranger approaches, children should report any incident to parents, teachers and/or the principal as soon as possible.

### SAFETY – TRAFFIC PATTERNS

Each individual campus has its own unique plan for automobile and pedestrian traffic control. Be sure to adhere to the specific policies of your child's school, as they are designed for the safety of your children. Bus and fire lanes are clearly marked, and must be observed.

### SAFETY PATROLS

Upper grade students, carefully selected on the basis of grades, character, and citizenship, have the privilege of becoming Student Safety Patrols.

Their duties are from 7:15 a.m. until 7:45 a.m. for morning patrol and from 2:45 p.m. until the traffic clears for afternoon patrol. In order for students to serve on the Safety Patrol, they must have written parent permission and they must maintain academic and citizenship standards.

## STUDENT EDUCATION RECORDS

The school district maintains student education records at each elementary, middle, high or special school. An education record generally includes: applications for enrollment; standardized achievement test scores; grades; attendance dates; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; reports on behavior patterns or disciplinary actions; and graduation dates.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible student) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 calendar days of the day Northside Independent School District receives a request for access. Both parents, either married, separated or divorced (unless evidenced by court order, state statute, or legally binding document related to separation, divorce or custody revoking these rights) have access to a student's education records until the student becomes 18 years of age and is no longer a dependent student as defined in section 152 of the Internal Revenue Code of 1964. After the student becomes 18 years of age and he or she is no longer a dependent student, then the student retains sole access to his or her education records. A person having the right to review education records should submit to the school principal (if student currently enrolled) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the person making the request of the time and place where the records may be inspected. If the student is no longer enrolled at Northside Independent School District, the request must be made to the Office of the Superintendent.

(2) The right to request the amendment of the student's education records that the parent or eligible student believe is inaccurate or misleading. Parents or eligible students may ask Northside Independent School District to amend a record that they believe is inaccurate, misleading or in violation of the student's rights of privacy. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of the rights of privacy. If Northside Independent School District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Although improperly recorded grades may be challenged, parents and eligible students are not allowed to request amendment of a grade given for a student's performance in a course.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Northside Independent School District will disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

#### **Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

A person who requests copies of a student's education records shall pay the actual cost of reproducing the records. Reproduction cost is \$.10 per page, exclusive of mailing costs. One transcript of a student's grades will be provided without charge, at time of graduation, with additional copies provided for \$5.00 each.

## **DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Northside ISD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Northside ISD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Northside ISD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Northside ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District (the principal of the student's school) in writing within two weeks after initial enrollment each school year. Northside ISD has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

A 'Parent Information Release Authorizations' form is included towards the end of this handbook. If you do not want Directory Information to be released for your child you must complete the form and return to your child's campus. Keep in mind that you have two weeks after initial enrollment to return the form.

## **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility.

- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and,
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Northside Independent School District will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below, and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys. If you wish to review any survey or instructional material used in connection with any protected information or marketing survey, please submit a request to your child's campus principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and /or instructional materials before the survey is administered to a student.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

#### **Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **COST OF PROVIDING COPIES OF RECORDS**

A person who requests copies of district records for a purpose other than the transaction of the official business of the district shall pay the actual cost of reproducing the records. Reproduction cost is \$.10 per page, exclusive of mailing costs. One transcript of a student's grades will be provided without charge.

# – SECTION B –

## ACADEMIC POLICIES & PROCEDURES

### ACADEMIC INFORMATION

#### GRADE REPORTING

Students in grades K-5 will have four grading periods. Report cards must be signed by the parent or guardian and returned to the school, except for the final report card of the year. Work samples will be sent home regularly throughout the school year to keep parents informed about the child's progress.

#### Grades Pre-Kindergarten Through Second Grade

In Pre-Kindergarten, student progress of the Pre-Kindergarten Curriculum Guidelines introduced by the teacher are reported, every nine weeks, using "Excellent", "Satisfactory", "Needs Improvement" and "Unsatisfactory". In Kindergarten, student progress of the Texas Essential Knowledge and Skills (TEKS) introduced by the teacher are reported, every nine weeks, using "Excellent", "Satisfactory", "Needs Improvement" and "Unsatisfactory". In Grade One, student progress of the Texas Essential Knowledge and Skills (TEKS) is reported, every nine weeks, using "Excellent", "Satisfactory", "Needs Improvement" and "Unsatisfactory". In Grade Two, schools will report student progress in reading and math using numeric grades. Progress in science, social studies, and language arts will be reported using "Excellent", "Satisfactory", "Needs Improvement" and "Unsatisfactory".

#### Grades Three, Four, and Five

In grades three, four, and five, the schools will report nine-weeks language arts, reading, math, social studies and science grades to parents using numeric scores.

#### Numeric Grading System

90-100 = A	75-79 = C	69 or below = failing
80-89 = B	70-74 = D	

#### Citizenship and Work Habits Grading System

E – Excellent citizenship or work habits displayed in class  
S – Satisfactory citizenship or work habits displayed in class  
N – Citizenship or work habits need to be improved  
U – Unacceptable citizenship or work habits displayed in class  
(Parent Conference Requested)

#### PARENT CONNECTION

Parents of 1st - 5th grade students can view daily grades and attendance on Parent Connection, a web portal for parents. Parents of Pre-Kindergarten and Kindergarten students can view attendance on Parent Connection. Contact your child's school for more information.

#### PROGRESS REPORTS

The purpose of the Progress Report is to inform parents of the student's current grades in class and will inform parents of any unsatisfactory work at the time of the report. A notice of this kind is to be returned to the teacher signed by a parent or guardian the day after it is received. These reports will be issued on the fourth week of each nine-week period. Progress reports may also be issued any time a student's progress becomes unsatisfactory.

Even though a progress report has not been issued, a student may still receive a failing grade. Usually failing notices do precede a failing grade, but occasionally a poor grade received at the end of a grading period can cause a student to fail.

#### ASSIGNMENTS/MAKE-UP WORK

Students shall be permitted to make up assignments and tests without penalty after an absence. Students may receive a zero for any assignment or test not made up within the allotted time.

Teachers may assign additional work to ensure that students who have been absent have sufficient opportunity to master the TEKS. The assignments shall be based on the TEKS for the subject and may provide greater depth of subject matter than routine make up work.

#### TEXTBOOKS

All textbooks are the property of the State of Texas. The use of state-owned textbooks is the right of every child in Texas, but this right carries with it the basic responsibilities of proper use and good care.

Students will be issued a textbook for each subject they are taking if a textbook is needed. Damage to the book may result in a fine. If a student is unable to locate or return any textbook, he/she will be required to pay for it before a second textbook is issued. Grades and/or transcripts may be held until the student's textbook accounts are settled.

Students should know where their books are at all times. It is poor practice to permit other students to

"borrow" textbooks, especially since students are responsible for the condition of their own books and any damage which may occur.

State law requires that all textbooks be covered. The school may assess a fine for uncovered textbooks.

Calculators which are issued to students for their personal use are District property. If a calculator is damaged or lost, the student is responsible for the repair or replacement fee.

#### TESTING PROGRAM—ELEMENTARY SCHOOLS

##### State-Mandated and Local Testing Programs

District and State testing programs provide valuable information on student progress used to evaluate programs and guide instruction for individuals and groups. In order to make wise decisions, the District needs reliable information. Students are urged to be present during the administration of all tests, and parents are asked to encourage good performance.

##### District Standardized Testing

Grade 3 CogAT — Cognitive Abilities Test

##### State Testing - State of Texas Assessments of Academic Readiness (STAAR)

Grade 3 STAAR Reading and Mathematics.

Grade 4 STAAR Reading, Writing and Mathematics

Grade 5 STAAR Reading, Mathematics and Science. Fifth grade students must pass STAAR Reading and Math to be promoted to sixth grade.

Students who do not pass one or more sections of the STAAR test may be recommended to attend special sessions designed to strengthen reading and/or math skills. Tutorials designed to accelerate the reading and/or math level of fifth grade students will be provided on every campus prior to the test. A Grade Placement Committee may meet to determine grade-level placement for the next school year for the students not meeting the state promotion standards. An Accelerated Instruction Plan (AIP) must be developed and implemented for those students. The Grade Placement Committee members are the parent, the child's teacher, and the principal or administrator designee.

##### Curriculum Diagnostic Benchmarks

Northside ISD has established consistent instructional frameworks and curriculum for each grade level and subject. Students take district assessments after significant units of instruction. The results are used to guide instruction, make decisions about re-teaching, and determine when tutorials or intervention programs are needed. Curriculum Diagnostic Benchmarks (CDBs) occur in the following grades and subjects.

- Second Grade—reading and math
- Third Grade—reading, math, social studies and science
- Fourth Grade—reading, writing, math, social studies and science
- Fifth Grade – reading, math, social studies and science.

Teachers refer to the specific results of CDB assessments in parent conferences and as they plan instruction for their class. Parents may receive the results of their child's CDB after each assessment. Parents may request a conference with their child's teacher to review the actual CDB assessment to use to guide them in assisting their child at home.

##### Testing for Acceleration

Any student interested in skipping an elementary grade level must take a series of tests for acceleration/promotion. There is one test for each content area (math, science, social studies, language arts). The student is required to register with the Campus Principal or designee not later than 30 days prior to the selected District testing date. There is no charge for the test. However, a registration deposit may be required. It will be refunded when the student attends on the scheduled test day.

Acceleration testing takes place four times each year. Test administrations begin near the end of the school year and continue in the summer prior to the beginning of the school year.

To accelerate to the next grade, a student must meet the following requirements:

##### Kindergarten (initial placement into first grade)

The District has developed testing procedures in keeping with State policy which allow students who have not yet reached their sixth birthday to have initial placement into first grade. The student must be five years of age by September 1 to be eligible for this acceleration. Students must meet the following

acceleration criteria:

- 1) Score 80% or higher on the tests designated by NISD to measure achievement in reading, writing and mathematics. These tests are administered by NISD personnel.
- 2) AND any other criteria deemed appropriate by the Deputy Superintendent for Curriculum and Instruction, such as:
  - Recommendation of the kindergarten or preschool previously attended
  - Observed social and emotional development of student
  - Parental questionnaire
  - Concrete demonstrations of student's instructional level in reading, math and writing

If the student meets the testing standards, a consultation takes place with the campus principal and parents. Other appropriate staff members such as a kindergarten teacher, a first grade teacher and/or counselor may be included in the consultation. A parent who disagrees with the campus decision may appeal it by following the process in NISD Board policy FNG (LOCAL).

### Acceleration Testing in Grades 1-5

Students in Grades 1-5 may be accelerated one (1) grade level by meeting the following requirements:

- 1) Score 80% or higher on a test for each content area for the grade to be skipped. Tests are given in language arts, math, science and social studies. Example: for a third grader to move from third to fifth grade, skipping fourth grade, the District will administer fourth grade level tests in math, language arts (reading and writing), science and social studies. (Note: In Grades 1 and 2, a grade of 70% in science and social studies will be required).
- 2) The parent/guardian of the student gives written approval for acceleration to the next grade.

### ACADEMIC INTEGRITY

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to dishonestly present work as his/her own will be regarded as a serious offense which may result in a grading penalty and/or disciplinary action. School staff will contact the parent or guardian of any student who is found to be in violation of this policy.

Cheating or dishonesty of any kind on a test, written assignment or project, assisting others to cheat, or altering grade records are considered serious offenses.

Offering the work of another as one's own work without proper acknowledgement is plagiarism. Any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, the internet, and other reference works or from writings of a fellow student is guilty of plagiarism, also a serious offense.

### HONOR ROLL

Each elementary school which chooses to publish an honor roll shall comply with the following guidelines:

1. The honor roll will be published at the end of each grading period for grades three through five, with the inclusion of second grade as optional.
2. The honor roll will consist of two categories:
  - A. Students having all A's.
  - B. Students having all A's and B's with at least one A.
3. Students listed in either honor roll may not have any N's or U's on the report card.
4. Students working below grade level and students in first grade will not be placed on the honor roll. Their efforts and progress should be recognized in alternative ways developed by the individual campus.

### PARENT/SCHOOL COMMUNICATION CONFERENCES

Close communication between parents and teachers is essential for student success. Parents are encouraged to provide their valuable input and support as teachers and parents work together to help the students learn. Parents should plan to conference with their child's teacher during the school year, both to hear about his/her successes and to work to resolve problems or concerns. Parents may make an appointment for a conference by contacting the school secretary or by writing a note to the teacher. A time will be arranged for the parent to meet with the teacher during the teacher's conference period. In addition, teachers may ask for a conference with parents to discuss specific issues or to go over the student's progress to date.

### PARENT CONCERNS

When parents have concerns regarding the school program and/or their child's success at school, they should make an appointment to meet with the appropriate staff member on the school campus to discuss the concern. This person is usually the child's teacher, but in some cases it might be the school

counselor or other staff members. All teachers have a conference period during the day. If parents are not able to come at this time, a time before or after school can usually be arranged. If the concern cannot be resolved in this manner, the parent should make an appointment to meet with the principal or vice-principal. Most problems can be resolved when the parents and staff meet to listen and problem-solve together. In those rare instances when concerns cannot be resolved at the school campus, parents may then call the Assistant Superintendent for Elementary Administration at 397-8640 or the Executive Director of Elementary Instruction, 397-8644.

### PARENT ORIENTATION MEETINGS

Communication is the key to developing a partnership between teachers and parents in working for the best interest of children. Parent orientations are held at the beginning of each school year to welcome parents to a new academic year. It is an opportunity for parents to meet their child's teacher, tour the campus, learn about academic expectations and campus policies and procedures.

### PARENTAL RIGHTS AND RESPONSIBILITIES

Sec. 26.001. PURPOSE. (a) Parents are partners with educators, administrators, and school district boards of trustees in their children's education. Parents shall be encouraged to actively participate in creating and implementing educational programs for their children.

(b) The rights listed in this chapter are not exclusive. This chapter does not limit a parent's rights under other law.

(c) Unless otherwise provided by law, a board of trustees, administrator, educator, or other person may not limit parental rights.

(d) Each board of trustees shall provide for procedures to consider complaints that a parent's right has been denied.

(e) Each board of trustees shall cooperate in the establishment of ongoing operations of at least one parent-teacher organization at each school in the district to promote parental involvement in school activities.

Sec. 26.002. DEFINITION. In this chapter, "parent" includes a person standing in parental relation. The term does not include a person as to whom the parent-child relationship has been terminated or a parent not entitled to possession of or access to a child under a court order.

Sec. 26.003. RIGHT CONCERNING ACADEMIC PROGRAMS.

(a) A parent is entitled to:

(1) petition the board of trustees designating the school in the district that the parent's child will attend, as provided by Section 25.033;

(2) reasonable access to the school principal, or to a designated administrator with the authority to reassign a student, to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student;

(3) request, with the expectation that the request will not be unreasonably denied:

(A) the addition of a specific academic class in the course of study of the parent's child in keeping with the required curriculum if sufficient interest is shown in the addition of the class to make it economically practical to offer the class; sufficient interest would be 22 students as defined under TEC 28.003

(B) that the parent's child be permitted to attend a class for credit above the child's grade level, whether in the child's school or another school, unless the board or its designated representative expects that the child cannot perform satisfactorily in the class; or

(C) that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation; and

(4) have a child who graduates early as provided by Subdivision (3)(C) participate in graduation ceremonies at the time the child graduates.

(b) The decision of the board of trustees concerning a request described by Subsection (a)(2) or (3) is final and may not be appealed.

Sec. 26.004. ACCESS TO STUDENT RECORDS. A parent is entitled to access to all written records of a school district concerning the parent's child, including:

(1) attendance records;

(2) test scores;

(3) grades;

(4) disciplinary records;

(5) counseling records;

(6) psychological records;

(7) applications for admission;

(8) health and immunization information;

(9) teacher and counselor evaluations; and

(10) reports of behavioral patterns.

Sec. 26.005. ACCESS TO STATE ASSESSMENTS. Except as provided by Section 39.023(e), a parent is entitled access to a copy of each state assessment instrument administered under Section 39.023(a), (b), or (c) to the parent's child.

Sec. 26.006. ACCESS TO TEACHING MATERIALS.

(a) A parent is entitled to:

(1) review all teaching materials, instructional materials and other teaching aids used in the classroom of the parent's child; and

(2) review each test administered to the parent's child after the test is administered.

(b) A school district shall make teaching materials and tests readily available for review by parents. The district may specify reasonable hours for review.

(c) Section C is included in the TAC. It reads: A student's parent is entitled to request that the school district allow the student to take home any instructional materials

used by the student. Subject to availability of the instructional materials the district or school shall honor the request.

#### Sec. 26.007. ACCESS TO BOARD MEETINGS.

(a) A parent is entitled to complete access to any meeting of the board of trustees of the school district, other than a closed meeting held in compliance with Subchapters D and E, Chapter 551, Government Code.

(b) A board of trustees of a school district must hold each public meeting of the board within the boundaries of the district except as required by law or except to hold a joint meeting with another district. All public meetings must comply with Chapter 551, Government Code.

#### Sec. 26.008. RIGHT TO FULL INFORMATION CONCERNING STUDENT.

(a) A parent is entitled to full information regarding the school activities of a parent's child except as provided by Section 38.004.

(b) An attempt by any school district employee to encourage or coerce a child to withhold information from the child's parent is grounds for discipline under Section 21.104, 21.156, or 21.211, as applicable.

#### Sec. 26.009. CONSENT REQUIRED FOR CERTAIN ACTIVITIES.

(a) An employee of a school district must obtain the written consent of a child's parent before the employee may:

(1) conduct a psychological examination, test, or treatment, unless the examination, test, or treatment is required under Section 38.004; or

(2) make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice. (A District employee is not required to obtain the consent of a child's parent before the employee may videotape the child or record the child's voice if the videotape or recording is to be used only for a purpose related to regular classroom instruction.)

(b) An employee of a school district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for:

(1) purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;

(2) a purpose related to a co-curricular or extracurricular activity;

(3) a purpose related to regular classroom instruction;

(4) implementation of federal and state special education regulation;

OR (5) media coverage of the school.

Board Policy EF. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of students.

No student will be required to participate in a survey, analysis, or evaluation that reveals information concerning the following topics:

1. Political affiliations;

2. Mental and psychological problems potentially embarrassing to the student or his or her family;

3. Sex behavior and attitudes;

4. Illegal, anti-social, self-incriminating, and demeaning behavior;

5. Critical appraisals of other individuals with whom students have close family relationships;

6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

7. Income (other than that required to determine a child's eligibility for participation in a program or for receiving financial assistance under such a program); without the prior written consent of the student's parent or, if the student is an emancipated minor or an adult, without the prior written consent of the student. Any surveys that are considered for student response (required or voluntary) must comply with these legal requirements **AND** must have prior approval of the principal.

#### Sec. 26.010. EXEMPTION FROM INSTRUCTION.

(a) A parent is entitled to remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity. A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester.

(b) This section does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the school district and the agency.

Sec. 26.011. COMPLAINTS. The board of trustees of each school district shall adopt a grievance procedure under which the board shall address each complaint that the board receives concerning violation of a right guaranteed by this chapter.

Sec. 26.012. FEE FOR COPIES. The agency or a school district may charge a reasonable fee in

accordance with Subchapter F, Chapter 552, Government Code, for copies of materials provided to a parent under this chapter.

## PARENT ACCESS TO TEACHING MATERIALS (NISD)

See Sec. 26.006 Access to Teaching Materials

Parent concerns about the appropriateness of teaching materials should first be presented to the campus principal. Complaints not resolved at the campus level may be made to a committee at the District level as outlined in NISD procedures.

## PROGRAM INFORMATION

Northside Independent School District has a reputation for implementing innovative programs for its students. Elementary students participate in physical education classes, fine arts classes (music, art, theater arts), computer literacy classes, guidance classes led by the counselor, and library services. Other special class offerings vary among campuses.

## SPECIAL PROGRAMS

### Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning or behavioral difficulties, the parent may contact the school counselor or campus administrator to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the general education classroom should be considered for tutorial, compensatory, and other academic and behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that an evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is your school counselor or administrator. Campus phone numbers are listed at the front of this handbook.

### Students Who Qualify for Special Education Services

Qualifying students may receive support through a variety of service models to include specialized support classes for academics, behavior or prerequisite skills, in-class support, collaborative teaching, speech and language services, as well as other related services. You may consult the District Special Education Department if you have questions regarding the range of special needs services that are available in the elementary schools in the District.

### Gifted and Talented Programs

Subchapter D. Education Programs for Gifted and Talented Students

#### 29.121 Definition

In this subchapter, "gifted and talented" means a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

- 1) exhibits high performance capability in an intellectual, creative, or artistic area;
- 2) possesses an unusual capacity for leadership, or
- 3) excels in a specific academic field

#### NISD Identification

General screening of students for the gifted and talented programs is conducted each school year. Nominations/Referrals are accepted for general screening throughout the year. Recommendations are

accepted from teachers, parents/guardians, self, peer, community members, or by reviewing test scores. All kindergarten students are screened using planned experiences. Assessment forms are provided in both English and Spanish. NISD provides testing in Spanish and works to provide interpreters for other languages.

Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. Data collected through both objective and subjective assessments shall be measured against criteria to determine individual eligibility for the program. Assessment tools may include, but not be limited to the following: achievement tests, cognitive ability tests, creativity tests, and behavioral checklists completed by educators and parents. The campus selection committee comprised of an administrator, counselor, and GT teacher, who have received training in the education of the gifted, will be established at each campus. This committee will review screening and assessment results and make the decision of placement in the gifted and talented program. Written permission from the parents must be obtained before a student is placed in the program.

Other Program Options to Meet Student Needs:

- Credit by Examination; grades K-12
- Honors/Pre-AP and Gifted Content Courses; grades 6-8
- Pre-AP mathematics plan; grades 6-8
- Advanced Placement Courses, and Dual Credit Courses; grades 9-12

Monitoring Progress

Student progress is monitored in the gifted and talented program. Furlough and exit may occur if the student is not succeeding in the GT program.

Support

Campus and Central Office support is available for assistance in seeking appropriate interventions for the gifted.

## Other Special Programs

Enrichment programs and after school classes are available on some campuses.

## Dyslexia

Students enrolling in public schools in Texas shall be assessed, as necessary, for dyslexia and related disorders at appropriate times (TEC §38.003 (a)). The appropriate time depends upon multiple factors including the student's reading performance; reading difficulties; poor response to supplemental, scientifically based reading instruction; teachers' input; and input from the parents or guardians. Additionally, the appropriate time for assessing is early in a student's school career (19 TAC §74.28), the earlier the better. While earlier is better, students should be recommended for assessment for dyslexia even if the reading difficulties appear later in a student's school career.

## Growth And Development

The district provides programs on human growth to help 4th and 5th grade students understand their changing bodies. In the fourth grade the girls are shown a film on menstruation with a discussion led by the school nurse. Boys and girls in the fifth grade are separately given information about human reproduction. A film is used followed by a discussion led by the school nurse. Parental permission is required before a child may participate in these activities. Parents are invited to view the films prior to their being shown to the students, or to view the films with their children.

## Guidance and Counseling

In accordance with Board Policy and the Texas Education Code, Chapter 33.005-007, Northside provides a Comprehensive Guidance Program to meet the needs of all students. It is staffed by professional school counselors and is an integral part of the total educational program. Counselors assist students in their educational, career, personal, social and emotional development. The guidance program is designed to provide developmentally appropriate services to all students. The Program Framework is divided into four program components: Guidance Curriculum, Responsive Services, Individual Planning, and System Support. Guidance Curriculum addresses topics such as self-confidence development, motivation to achieve, decision making and problem solving, interpersonal effectiveness, communication skills, cross cultural effectiveness and responsible behavior. Responsive Services address the immediate concerns of students with both prevention and intervention. Counselors respond to students' needs both individually or in small groups. Individual planning provides guidance to all students as they plan, monitor, and manage their own educational and career development. System Support includes activities and services that support the school environment. Parents are encouraged to be active participants in the school-based Guidance and Counseling Program. A parent or guardian must provide consent for ongoing individual and small group counseling. Students experiencing a crisis may self-refer. Conferences with counselors are encouraged for students, their parents or guardians, and teachers when assistance or guidance is needed. Materials used in the guidance program are available for preview upon request during school hours.

# STUDENT AND PARENT AGREEMENT FOR THE ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

Access may be given to the District's Technology Resources for educational or district-related goals. The District's Technology Resources are defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, email, online class activities and any other technology designated for use by the District.

With this opportunity comes responsibility. It is important that users of the District's Technology Resources read the Northside ISD Administrative Regulation for Acceptable Use (in Section E) and the Parent-Student Authorization Form, and then ask any questions if you need help understanding them. The Northside ISD Administrative Regulation for Acceptable Use (in Section E) will apply to personal wireless and mobile devices as well as the use of such devices in school. Inappropriate system use of the District's Technology Resources will result in consequences as outlined in the handbook, including loss of the privilege to use this tool.

Please acknowledge receipt and understanding of these items found in Section E by completing and returning the Parent-Student Authorization Form in the back of this handbook. This form should be received before a student can be given access to the system.

Please note that Internet access is part of the District's Technology Resources. The Internet is a network of many types of communication and information networks, which are used frequently in classroom assignments and include access to library materials and purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive. It is possible for users of the District's Technology Resources to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access.

## CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's Technology Resources;
- Revocation of the District's Technology Resources account(s); and/or
- Other appropriate disciplinary or legal action in accordance with the handbook(s) and applicable laws.

NOTE: The agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included as an addendum to all handbooks for your review.

## LIBRARIES

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. Various online databases and eBooks are available 24/7. In order for each school to maintain a high quality collection, students must learn responsibility in caring for library materials. If any library materials are lost or damaged, the student is expected to pay for them.

## PHYSICAL EDUCATION

All students are required to take physical education. The essential knowledge and skills in physical education emphasize a balanced program of instruction including physical fitness, motor skill development, rhythmic activities; games and sport skill development; and gymnastics and tumbling skills.

Due to the nature of activities in physical education, it is appropriate and recommended that students wear tennis shoes or rubber soled shoes while participating.

Any student not able to participate because of extended illness or injury must have a written excuse from a doctor stating the nature of the injury or illness along with the time span of inactivity. Non-participation for three days or less will be excused by a parent's note explaining the circumstances.

## ELEMENTARY SUMMER PROGRAM

The district offers a Summer Program for Northside students in kindergarten through 5th grade who are recommended by their teacher and principal because they are being retained at their current grade level. Instruction will concentrate on strengthening reading and math skills. This program is located at several cluster school sites around the district and transportation is provided to eligible students as long as they attend the designated cluster school in their area, but live at least two miles from that campus. More information will be provided by the home campus to parents of recommended students during April and May of each year. Parents of eligible students are encouraged to take advantage of this opportunity to help their student to be more successful.

# END-OF-YEAR PROMOTION STANDARDS

## KINDERGARTEN - FIFTH GRADE

### Kindergarten students must be able to:

- Demonstrate grade-level proficiency in math.
- Read and comprehend previously unseen text at the ending kinder level.
- Demonstrate proficiency on most of the TEKS by the end of kindergarten, or be expected to do so early in first grade.

### First Grade students must be able to:

- Demonstrate grade-level proficiency in math.
- Read and comprehend previously unseen text at the ending first grade level.
- Demonstrate proficiency on most of the first grade TEKS in reading and math or be expected to do so in early second grade.

### Second grade students must be able to:

- Demonstrate grade-level proficiency in math.
- Read and comprehend previously unseen text at the ending second grade level.
- Demonstrate proficiency on specified standards in language arts.
- Demonstrate proficiency on most of the second grade TEKS or be expected to do so early in third grade.
- Achieve a 70% or higher average in reading and in math.

### Third, Fourth and Fifth grade students must be able to:

- Demonstrate grade-level proficiency in math, language arts and reading.
- Read and comprehend previously unseen text at the end-of-year level.
- Achieve an overall average of 70% in reading, language arts, math, science and social studies.
- Demonstrate proficiency on specified standards in language arts.
- Demonstrate proficiency on most of the grade level TEKS or be expected to do so early in the next year.

## STUDENTS NOT MEETING STANDARDS

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. (Texas Education Code 21.021)

Placement of a student into a higher grade level when the student has not demonstrated proficiency on the TEKS may be used only if it is part of a well-defined plan designed to bring the student to the higher grade level proficiency within a reasonable time. Achievement is monitored each nine weeks, and if needed, the plan is adjusted. Parents are invited to provide input to the plan.

## ALTERNATE ACHIEVEMENT STANDARDS FOR STUDENTS WITH DISABILITIES

The Admission, Review, and Dismissal (ARD) committee as appropriate may alter passing standards or grade-level classification of students with disabilities. Such students shall have an individual education plan (IEP) or Section 504 Accommodation Plan, which may provide for Alternate Achievement Standards. Alternate Achievement Standards shall only be established after intensive interventions or when grade-level standards and curriculum are not appropriate because the student will not be able to meet grade-level standards within a reasonable time due to his/her disability.



# – SECTION C –

## STUDENT CODE OF CONDUCT

Northside Independent School District has adopted a Student Code of Conduct. Its purpose is to:

1. Describe behavior that promotes a positive environment for learning.
2. Describe behavior that is expected of all students.
3. Describe specific examples of student misbehavior.
4. Define consequences that may be imposed for student misbehavior.
5. Provide for District wide uniformity in dealing with student discipline.
6. Define the rights and responsibilities of each member of the school community (students, parents, teachers, administrators) in establishing and maintaining good discipline at district schools.
7. Communicate policies of the Board of Trustees regarding appropriate student behavior.

The Student Code of Conduct is in force from the time a student enters a school bus or steps on the school grounds or attends school-sponsored activities.

### PHILOSOPHY OF STUDENT BEHAVIOR AND DISCIPLINE

In the printed philosophy of the Northside Independent School District, it is stated that the District always has as its primary aim the "welfare of boys and girls." This philosophy continues in the belief that the individual teacher is the most dynamic force in the education process. Effective teacher and student relationships are a common bond for proper classroom decorum. Discipline is one of the elements that aid the process of maturing and becoming a productive member of society. Developing habits of self-discipline characterizes the move of an individual from extensive, external control toward becoming an effective, self-directed adult in a democratic society.

The Superintendent of Schools, as the chief executive officer of the Board of Trustees, is delegated the responsibility for implementing the Board's policies and enforcing state and local laws pertaining to student conduct. The District administrative staff assists the superintendent in this endeavor.

The building principal is delegated the responsibility of establishing and maintaining an appropriate climate for learning. In support of a positive school climate, the building principal must develop and enforce effective discipline procedures. The vice-principal or assistant principal assists the principal in maintaining appropriate student conduct. The principal also coordinates the efforts of other staff members in communicating and counseling with students and parents regarding appropriate student behavior.

### SUPERVISORS OF STUDENT CONDUCT

Students are under the direct supervision of the school administrators or classroom teachers at all times. They are expected to conform to school policies and to class regulations. In order to create an atmosphere for learning, order must be maintained at all times. Students are to conduct themselves properly and in a manner prescribed by the administration and teachers. Failure to comply with the regulations that are set forth by District policy and enforced by teachers and administrators will result in disciplinary action. Students on school-sponsored activities are representatives of the District. Their conduct is expected to conform to the regulations set forth by the District and the sponsor.

### RESPONSIBILITIES OF SCHOOL COMMUNITY MEMBERS

Each member of the school community has rights and responsibilities for establishing and maintaining good discipline in our schools.

#### Student Responsibility and District Expectations

Students are to conduct themselves properly, in a manner prescribed by the teacher, and they must comply with the applicable rules and policies of the District.

Students are expected to:

1. Develop good habits, such as
  - attending school daily.
  - arriving to classes punctually.

- working well independently.
  - using appropriate language.
  - maintaining good health habits.
2. Assume responsibility for their actions by
    - keeping their parents informed of school activities, of credits earned and required, of supplies needed, and of communications sent home.
    - being self-disciplined.
    - making their own decisions despite peer pressure.
    - accepting the consequences for their behavior including penalties for inappropriate behavior.
    - using time wisely.
    - completing work on time.
    - having good study habits.
    - practicing neatness.
    - doing all assigned work.
  3. Maintain a positive attitude by
    - being proud of personal accomplishments.
    - being trustworthy.
    - having academic integrity.
  4. Respect the rights of others by
    - allowing others to concentrate on their work.
    - allowing others to assume responsibility for their own actions.
    - learning to resolve differences in appropriate ways.
    - realizing that their behavior will directly affect others.
    - respecting others' property.
  5. Treat others with respect by
    - working and interacting well with others.
    - being courteous.
    - being polite and helpful.
    - caring for others.
    - displaying affection appropriately.
    - appreciating others' accomplishments.
    - expressing opinions and ideas in a respectful manner so as not to slander others.
  6. Treat teachers and school staff with respect by
    - being cooperative.
    - being attentive.
    - listening to teachers.
    - being polite.
  7. Respect the authority of teachers and other school staff by
    - listening to them.
    - following their directions.
    - questioning the classroom teacher appropriately.
    - seeking changes in school rules and policies in an appropriate and responsible manner through approved channels.
  8. Obey all school and classroom rules and procedures, such as
    - being in the appropriate seat and ready when the bell rings.
    - being prepared for each class with appropriate materials and assignments.
  9. Participate in assigned academic activities, such as
    - attending all classes.
    - bringing supplies as required for classroom work.
    - talking when it is appropriate.
    - following instructions.
    - doing all assignments.
  10. Assume responsibility for maintaining the learning environment, such as
    - coming to school well groomed and dressed appropriately.
    - walking quietly in the school hallways.
    - staying in the classroom seat as required.

11. Take care of the school, such as
  - helping keep it clean.
  - keeping it free from destruction.
  - cooperating with school staff on vandalism cases.
  - helping keep the school a safe place to be.

## Parent and/or Guardian Responsibility

Parents have the responsibility to:

1. Ensure that their child complies with District and school policies, rules and regulations.
2. Assist their child to attend school well groomed and dressed appropriately.
3. Communicate regularly with the school concerning their child's academic progress and conduct.
4. Provide for the physical needs of the child.
5. Participate in parent-teacher conferences and other activities in which their child is involved.
6. Cooperate with and support the teachers and the school administrators in their efforts to achieve and maintain a quality school system.
7. Discuss report cards and classroom assignments with their child.
8. Inform the school of any problems or conditions in the home which affect their child.
9. Provide a work area free of interruption where their child may study and do homework.
10. Maintain up-to-date home, work, and emergency telephone numbers at the school.
11. Prepare the child emotionally and socially to be receptive to learning and discipline.
12. Encourage the child to develop proper study habits at home.
13. Send their child to school regularly and on time.
14. Teach their child to respect authority.
15. Insist that the child spend a minimum period of time studying each day.
16. Assist the child to assume responsibility for appropriate behavior and to accept the consequences of inappropriate behavior.
17. Cooperate with the school in assisting their child to grow into a self-disciplined, mature, and responsible individual.

## Teacher Responsibility

Teachers have the responsibility to:

1. Provide an effective program of instruction.
2. Maintain an orderly classroom, conducive to learning.
3. Serve as a model for students by showing respect for themselves, students, parents, and other school personnel.
4. Be in regular attendance.
5. Be punctual.
6. Communicate regularly with parents regarding their child's progress.
7. Maintain a well-groomed appearance and dress appropriately to serve as a role model for students.
8. Indicate a genuine interest and concern for the welfare of students.
9. Assist students to follow the rules of expected behavior.
10. Teach students responsibility for their actions by enforcing the rules of conduct and discipline fairly and appropriately for those students who violate these rules.
11. Recognize the growth, success, and achievement of students.
12. Obey District and school policies and regulations.
13. Teach to the standards of performance required by the District.
14. Establish rapport and an effective working relationship with parents, students, and other staff members.
15. Encourage work habits that will lead to the accomplishment of both short-term and long-term goals.

## Administrator Responsibility

Administrators have the responsibility to:

1. Establish a climate for learning that is conducive to good teacher performance and maximum student growth.
2. Provide appropriate support for teachers in dealing with students who are sent to the office for behaving inappropriately.
3. Implement a flexible curriculum within the limits provided by the District and the state to meet the needs of all students.
4. Promote effective training and discipline based upon fair and impartial treatment of all students using the Student Code of Conduct as a reference point.
5. Encourage parents to keep in regular communication with the school and encourage parental participation in required parent-teacher conferences.
6. Develop a cooperative working relationship among staff and students.

7. Assist students by providing appropriate assistance in learning self-discipline.
8. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
9. Ensure students' safety through maintenance of the school grounds.
10. Work to assure that the physical surroundings are conducive to a learning environment.
11. Manage human and physical resources in a manner that supports the overall goals of the educational program.
12. Appear at school in a well-groomed and appropriately dressed manner.
13. Serve as Campus Behavior Coordinator, as designated by the Campus Principal.

## RULES FOR BEHAVIOR

### General Information

The responsibility for maintaining a school environment that maximizes learning opportunities and minimizes distractions rests with the school principals and/or their designated administrative representatives. When distractions or disruptions do occur, the administrators are authorized to take the necessary steps to correct any interruptions of the normal educational activity. Determination of the methods or techniques utilized should reflect the District philosophy that states that its primary aim is the "welfare of boys and girls."

When students violate the rules, regulations or policies of the school and/or the District, they will be subject to various discipline management techniques. The techniques utilized should be chosen to modify or correct the improper behavior.

### Categories of Offenses

#### Category I

1. In accordance with Texas Education Code Section 37.007, a student SHALL BE expelled from school if the student, on school property, on school property of another district, at any district facility, at any school-sponsored or school-related activity on or off of school property, or on a school bus:
  - a. engages in conduct that contains the elements of the offense of unlawfully carrying weapons under Sections 46.02, Penal Code, or elements of an offense relating to prohibited weapons under Section 46.05, Penal Code.
    - (1) an illegal knife:
      - a. a knife with a blade over five and one-half inches;
      - b. a hand instrument designed to cut or stab by being thrown such as a Chinese Star;
      - c. a dagger, including, but not limited to a dirk, stiletto, and poniard;
      - d. a Bowie knife, sword, or spear;
    - (2) a club - an instrument that is specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, includes but is not limited to the following: a blackjack, nightstick, mace, numchucks, or a tomahawk;
    - (3) a prohibited weapon:
      - a. an explosive weapon;
      - b. a machine-gun;
      - c. a short-barrel firearm;
      - d. a firearm silencer;
      - e. knuckles;
      - f. armor-piercing ammunition;
      - g. a chemical dispensing device;
      - h. a zip gun.
      - i. tire deflation device
    - (4) a handgun - any firearm that is designed, made, or adapted to be fired with one hand.
  - b. engages in conduct that contains the elements of the offense of:
    - (1) aggravated assault, sexual assault, or aggravated sexual -assault;
    - (2) arson;
    - (3) murder, capital murder, or criminal attempt to commit murder or capital murder;
    - (4) indecency with a child;
    - (5) aggravated kidnapping;
    - (6) aggravated robbery;
    - (7) manslaughter;
    - (8) criminally negligent homicide; or
    - (9) continuous sexual abuse of young child or children
  - c. sells, gives, delivers to another person or possesses or uses or is under the influence of:
    - (1) marijuana if the conduct is punishable as a felony;

- (2) a controlled substance if the conduct is punishable as a felony; or
  - (3) a dangerous drug if the conduct is punishable as a felony.
  - d. sells, gives or delivers an alcoholic beverage to another person if the conduct is punishable as a felony.
  - e. commits a serious act or offense while under the influence of alcohol if the conduct is punishable as a felony.
  - f. possesses, uses, or is under the influence of an alcoholic beverage if the conduct is punishable as a felony.
2. A student shall be expelled if the student engages in conduct that contains the elements of any offense listed above against any District employee or volunteer in retaliation for or as a result of the person's employment or association with the District, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off of school property.
  3. In accordance with 20 U.S.C. Section 7151, a local educational agency, including a school district, home-rule school district, or open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school.

**Note:** A student who is younger than 10 years of age shall be removed from class and placed in a discipline alternative education program for engaging in conduct listed above except for firearm offenses. In accordance with federal law, a student who brings a firearm to school will be expelled regardless of age.

## Category II

A student MAY BE expelled or SHALL BE placed in a discipline alternative education program if the student:

1. while placed in a discipline alternative education program engages in documented serious misbehavior while on the program campus despite documented behavioral interventions. For purposes of this subsection 'serious misbehavior' means:
  - (1) deliberate violent behavior that poses a direct threat to the health or safety of others; (2) extortion, meaning the gaining of money or other property by force or threat; (3) conduct that constitutes coercion, as defined by Section 1.07, Penal Code, or (4) conduct that constitutes the offense of: (a) public lewdness under Section 21.07, Penal Code; (b) indecent exposure under Section 21.08, Penal Code; (c) criminal mischief under Section 28.03, Penal Code; (d) personal hazing under Section 37.152; or (e) harassment under Section 42.07(a) (1), Penal Code, of a student or District employee.
2. engages in conduct that contains the elements of the offense of criminal mischief if the conduct is punishable as a felony without regard to whether the conduct occurs on or off of school property;
3. engages in conduct that contains the elements of the offense of assault (intentionally, knowingly, or recklessly causes bodily injury) against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school District without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property;
4. engages in conduct involving a public school that contains the elements of the offense of false alarm or report;
5. engages in conduct involving a public school that contains the elements of the offense of terroristic threat;
6. engages in conduct that contains the elements of the offense of aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student regardless of where the offense occurs;
7. while on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:
  - (1) sells, gives or delivers to another person or possesses, uses or is under the influence of any amount of:
    - (a) marijuana or a controlled substance;
    - (b) a dangerous drug; or
    - (c) an alcoholic beverage;
  - (2) engages in conduct that contains the elements of an offense relating to an abusable volatile chemical;
  - (3) engages in conduct that contains the elements of an offense of assault (intentionally, knowingly, or recklessly causes bodily injury to another) against a school District employee or volunteer;
  - (4) engages in conduct that contains the elements of the offense of deadly conduct;
8. while within 300 feet of school property, as measured from any point on the school's real property boundary line, or on school property, or at school related/sponsored activity, of another school district:
  - (1) Unlawful carrying of:
    - (a) a handgun;
    - (b) illegal knife;
    - (c) a club

- (2) conduct containing the elements of an offense relating to prohibited weapons
- (3) engages in conduct that contains the elements of the offense of:
  - (a) aggravated assault;
  - (b) aggravated sexual assault;
  - (c) sexual assault;
  - (d) arson;
  - (e) murder;
  - (f) capital murder;
  - (g) criminal attempt to commit murder or capital murder;
  - (h) indecency with a child;
  - (i) aggravated kidnapping;
  - (j) aggravated robbery;
  - (k) manslaughter;
  - (l) criminally negligent homicide; or
  - (m) continuous sexual abuse of young child or children.
9. engages in conduct that contains the elements of a Title V Penal Code offense or the felony offense of aggravated robbery under Section 29.03, Penal Code, as defined in TEC 37.0081, regardless of where the offense occurs, and the board or the board's designee determines that the student's presence in the regular classroom: threatens the safety of other students or teachers; will be detrimental to the education process; or is not in the best interests of the District's students.

A student expelled for this offense is subject to placement until:

- (a) the student graduates from high school;
- (b) the charges are dismissed or reduced to a misdemeanor offense; or
- (c) the student completes the term of placement or is assigned to another program.
10. is a registered sex offender under court supervision, including probation, community supervision, or parole in which case placement shall be for a minimum of a complete semester.
11. engages in conduct that contains the elements of the offense of breach of computer security under Section 33.02, Penal Code, if:
  - (a) the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and
  - (b) the student knowingly: (1) alters, damages, or deletes school district property or information; or (2) commits a breach of any other computer, computer network, or computer system.

## Category III

1. A student SHALL BE placed in a discipline alternative education program if the student, while on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:
  - (a) engages in conduct punishable as a felony;
  - (b) engages in conduct that contains the elements of the offense of assault (intentionally, knowingly, or recklessly causes bodily injury to another individual);
  - (c) commits a serious act or offense while under the influence of alcohol;
  - (d) engages in conduct that contains the elements of the offense of public lewdness or indecent exposure.
2. A student SHALL BE placed in a discipline alternative education program if the student engages in conduct on or off of school property that contains the elements of the offense of retaliation against any school employee.
3. A student SHALL BE placed in a discipline alternative education program based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:
  - (1) the student receives deferred prosecution under Section 53.03, Family Code, for conduct defined as:
    - (a) a felony offense in Title 5, Penal Code, or
    - (b) the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - (2) a court or jury finds that the student has engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as:
    - (a) a felony offense in Title 5, Penal Code; or
    - (b) the felony offense of aggravated robbery under Section 29.03, Penal Code; or
  - (3) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as:
    - (a) the felony offense in Title 5, Penal Code; or
    - (b) the felony offense of aggravated robbery under Section 29.03 Penal Code.

## Category IV

1. A student MAY BE placed in a discipline alternative education program based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:
  - (a) the superintendent or designee has a reasonable belief that the

- student has engaged in conduct defined as a felony offense other than aggravated robbery under Section 29.03, Texas Penal Code, or those offenses defined in Title 5, Texas Penal Code; and
- (b) the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
2. A student MAY BE placed in a discipline alternative education program and/or suspended if the student engages in any of the following offenses while on school property, at any school-sponsored or school-related activity on or off of school property, or on a school bus:
    - (a) engages in assault.
    - (b) possesses any weapon not classified in Texas Penal Code or a weapon/device designed, made, used or adapted for the purpose of inflicting injury.
    - (c) engages in vandalism.
    - (d) commits criminal mischief.
    - (e) participates in gangs or gang activities, including exhibiting gang graffiti, clothing, or gang insignias.
    - (f) participates in fraternities, sororities, or secret societies.
    - (g) engages in extortion, gambling, coercion, blackmail, or hazing.
    - (h) engages in habitual fighting, repeated commission of physical abuse or threat of physical abuse, or involvement in a serious fight.
    - (i) displays flagrant or extreme insubordination.
    - (j) engages in tobacco or nicotine related violations or possess/uses smoking devices.
    - (k) participates in aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
    - (l) engages in verbal, written, or graphic abuse (e.g. name-calling, racial, ethnic slurs, or derogatory statements) that may disrupt the school environment, incite violence, can reasonably forecast a material and substantial disruption, or be perceived as a 'true threat'.
    - (m) exhibits disrespect, directs profanity, vulgar language, or obscene gestures toward staff or fellow students.
    - (n) possesses or distributes pornography.
    - (o) engages in sexual harassment or offensive physical, verbal, and/or written/pictorial behavior of a sexual nature.
    - (p) disrupts the school environment or educational process.
    - (q) possesses drug paraphernalia or emits the odor of marijuana or alcohol.
    - (r) sells, gives, intends to deliver/delivers, possesses, uses, or is under the influence of any recreational or synthetic substance or drug meant to impair that is not listed under CAT I-III.
    - (s) engages in persistent misbehavior.
    - (t) engages in cheating, copies the work of other students, or allows one's own work to be copied.
    - (u) throws objects that can cause bodily injury or damage property.
    - (v) engages in evasion or leaves school grounds or school-sponsored events without permission.
    - (w) plays with matches or fire.
    - (x) possesses ammunition.
    - (y) possesses or ignites fireworks.
    - (z) commits theft.
    - (aa) possesses, abuses, gives, becomes impaired, or intends to deliver/delivers an over-the-counter drug to another student or abuses, one's prescription medication.
    - (bb) engages in any violation of the Northside "Acceptable Use Guidelines" for internet use.
    - (cc) engages in bullying, harassment, intimidation, or making hit lists.
    - (dd) commits any other conduct that constitutes a violation of state, local, or federal law not listed.
    - (ee) physical aggression.
    - (ff) forgery.
    - (gg) mobile technology device violation.
    - (hh) possesses hoax bomb
    - (ii) sells, gives, intends to deliver/delivers, possesses, uses, or is under the influence of an unknown/unidentified substance or simulated controlled substance.
  3. A student MAY BE placed in a discipline alternative education program if the student is a registered sex offender who is not under any form of court supervision and whose presence in the regular classroom:
    - (a) threatens the safety of other students or teachers;
    - (b) will be detrimental to the education process; or
    - (c) is not in the best interests of the District's students.

Persistent or repeated violations of the rules of conduct may result in increasingly serious penalties.

## DEFINITIONS AND TERMINOLOGY

### Aggravated Assault

A person commits aggravated assault if the person commits an assault and causes serious bodily injury or uses or exhibits a deadly weapon.

### Aggravated Kidnapping

A person commits an offense if the person intentionally or knowingly abducts another person with the intent to hold that person for ransom or reward or use that person as a shield or hostage, or facilitate the commission of a felony or the flight after the attempt or commission of a felony, or inflict bodily injury on that person or violate or abuse that person sexually, or terrorize that person or a third person, or interfere with the performance of any governmental or political function.

### Aggravated Robbery

A person commits an aggravated robbery offense if he commits robbery as defined in Section 29.02, and he: (1) causes serious bodily injury to another; (2) uses or exhibits a deadly weapon, or (3) causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is 65 years of age or older or a disabled person.

### Aggravated Sexual Assault

A person commits an aggravated sexual assault offense if that person engages in sexual acts that meet the definition of aggravated sexual assault in Section 22.021 of the Texas Penal Code.

### Arson

A person commits an arson offense if the person starts a fire or causes an explosion with intent to destroy or damage:

1. any vegetation, fence, or structure on open-space land; or
2. any building, habitation, or vehicle:
  - a. knowing that it is within the limits of an incorporated city or town;
  - b. knowing that it is insured against damage or destruction;
  - c. knowing that it is subject to a mortgage or other security interest;
  - d. knowing that it is located on property belonging to another;
  - e. knowing that it is located within property belonging to another; or
  - f. when the person is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

### Assault

Assault is defined as:

1. intentionally, knowingly, or recklessly causing bodily injury to another;
2. intentionally or knowingly threatening another with imminent bodily injury; or
3. intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

### Bias Motivated Code Violations

Students who engage in violations of the Student Code of Conduct that are motivated by bias will receive severe sanctions.

### Bodily Injury

Bodily injury means physical pain, illness, or any other impairment of physical condition.

### Bullying

As defined in TEC 37.0832:

- (a) Bullying means subject to Subsection (b), engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, or at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:
  - (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
  - (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- (b) Conduct described by Subsection (a) is considered bullying if that conduct:
  - (1) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
  - (2) interferes with a student's education or substantially disrupts the operation of a school

Northside prohibits bullying and has adopted the following policy & procedures to address bullying of district students:

**Reporting procedures:** To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the

alleged acts to a teacher, counselor, principal, or other District employee. The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

**Investigation of report:** The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

**District Action:** If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct. Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying. The principal or designee shall refer to FDB for transfer provisions. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options. If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. Retention of records shall be in accordance with CPC(LOCAL).

### **Capital Murder**

A person commits capital murder if the person commits an offense of murder and the person murders a peace officer or fireman engaged in official duty, or the person intentionally commits the murder in the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, or arson, or the person commits the murder for remuneration or the promise of remuneration or employs another to commit the murder for remuneration or the promise of remuneration.

### **Chemical Dispensing Device**

"Chemical dispensing device" means a device other than a small chemical dispenser sold commercially for personal protection that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

### **Criminal Attempt**

A person commits an offense if, with specific intent to commit an offense, the person does an act amounting to more than mere preparation that tends but fails to effect the commission of the offense intended.

## **Criminal Mischief**

1. A person commits a criminal mischief offense if, without the effective consent of the owner one intentionally or knowingly damages or destroys the tangible property of the owner, or one intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person, or makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner, including graffiti on a school building.
2. A criminal mischief offense under this section is a felony if the amount of pecuniary loss is \$2,500 or more but less than \$30,000.
3. A criminal mischief offense under this section is a felony if the damage or destruction is inflicted on a place of worship or human burial, a public monument, or a community center that provides medical, social, or educational programs and the amount of the pecuniary loss to real property or to tangible personal property is \$750 or more but less than \$30,000.
4. A criminal mischief offense under this section is a felony if the amount of the pecuniary loss to real property or to tangible personal property is \$750 or more but less than \$30,000 and the damage or destruction is inflicted on a public or private elementary school, secondary school, or institution higher education.

## **Deadly Conduct**

1. A person commits an offense if the person engages in conduct that places another in imminent danger of serious bodily injury.
2. A person commits an offense if the person knowingly discharges a firearm at or in the direction of one or more individuals, or a habitation, building, or vehicle and is reckless as to whether the habitation, building or vehicle is occupied. Recklessness and danger are presumed if the person knowingly pointed a firearm at or in the direction of another whether or not the person believed the firearm to be loaded.

## **Deadly Weapon**

Deadly weapon means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

## **Deliver**

Deliver is defined as to transfer, actually or constructively, to another a controlled substance, counterfeit substance, or drug paraphernalia, regardless of whether there is an agency relationship.

## **Disruption of Classes**

A person commits an offense if the person, on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or other school activities.

"Disrupting the conduct of classes or other school activities" includes emitting noise of an intensity that prevents or hinders classroom -instruction, or enticing or attempting to entice a student away from a class or other school activity that the student is required to attend, or preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend, and entering a classroom without the consent of either the principal or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupts class activities.

– Public property includes a street, highway, alley, public park, or sidewalk.

– School property includes public school campus or school grounds on which a public school is located and any grounds or buildings used by a school for an assembly or other school-sponsored activity.

## **Disruptive Activities**

A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of any private or public school.

Disruptive activity is:

1. obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of the school;
2. seizing control of a building or portion of a building to interfere with an administrative, educational, research, or other authorized activity;
3. preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration

so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur;

4. disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
5. obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the school.

## Drugs

Abusing an over-the-counter drug, giving or delivering an over-the-counter drug to another student, or becoming impaired due to abuse of an over-the-counter drug may result in disciplinary action.

Abusing one's own prescription drug, giving a prescription drug to another student, or being under the influence of another person's prescription drug may result in a mandatory assignment to an alternate education program or expulsion.

In addition to other illegal drugs (such as LSD, cocaine, marijuana, etc.), many prescription drugs are classified as dangerous drugs or controlled substances. Unauthorized possession or distribution of such substances may result in a mandatory expulsion or mandatory assignment to a discipline alternative education program. Examples include, but are not limited to: Ritalin, Adderall, Klonopin, Codeine, Xanax, Paxil, Valium, Activan, and Concerta.

## Evasion

Students must, upon request of any school official, produce and show their student identification (ID) cards. If a student refuses to produce and show his/her student identification (ID) card, if applicable, that student is subject to disciplinary action.

If a student attempts to evade questioning by any school official through an act of running away from that official, or seeks to avoid the questioning through any method, that student, by his/her action, is subject to disciplinary action by the school district.

## Extortion/Shakedown

A student who obtains from another student anything of value through the use of threats, intimidation, or coercion is guilty of a serious breach of discipline and will be subject to prosecution under the law and disciplinary action by the school district.

## False Alarm or Report

A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past or future bombing, fire, offense or other emergency that he knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies.
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

## Fighting

Any student who engages in a physical struggle or combat will be subject to disciplinary action. School district and/or other police officers may issue tickets for such disturbances.

## Fireworks

Students, who pass, ignite, or discharge fireworks of any kind on or around a school campus will be subject to disciplinary action.

The law states it is unlawful to explode or ignite fireworks within 600 feet of any public school (Texas Revised Civil Statutes-Annotated Article 9205 Section 8). Violations of this law would subject the offender to legal prosecution.

## Gambling

Gambling is defined as playing games of chance for stakes or risking something of value with the hope of making a gain; wagering. Gambling of any form will not be permitted on the school campus or any place at which a school contest or activity is taking place. State law prohibits gambling. Students who engage in gambling will be subject to prosecution and discipline.

## Gangs or Crews

Northside Independent School District feels that the presence of gangs and gang activities can cause a substantial disruption of, or material interference with school and school activities.

A "gang" or "crew" is defined as any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, a "gang" or "crew" is a prohibited fraternity, sorority, or society. Youth gangs or crews are often loose knit groups of individuals who associate with each other on a continuous basis. The District prohibits the existence of these groups and their activities.

## Gang Graffiti

Graffiti is used to identify or advertise involvement in a gang or tagging crew and includes any inscription, slogan, drawing or painting on any surface.

## Gang Law Violations

1. A person commits an offense if the person is a member of, pledges to become a member of, joins or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang.
2. The District may place in a discipline alternative education program any student who violates Section 1 above.
3. Under this section, "public school fraternity, sorority, secret society, or gang" means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization.

## Gang Prohibitions

Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement are described as but not limited to the following:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other things which are evidence of membership or affiliation in a gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Committing any other illegal act or other violation of school district policies;
  - d. Inciting other students to act with physical violence upon any other person; or
  - e. Engaging in concert with others intimidating, fighting, assaulting, or threatening to assault others.

## Graffiti

A person commits an offense if, without the effective consent of the owner, the person intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner with:

- (1) paint;
- (2) an indelible marker; or
- (3) an etching or engraving device.

An offense under this section is a felony if the marking is made on a school, an institution of higher education, a place of worship or human burial, a public monument, or a community center that provides medical, social, or educational programs; and the amount of pecuniary loss to real property or to tangible property is \$750 or more but less than \$30,000.

## Gives

Gives is defined as the process of turning over the possession or control of an item to someone without cost or exchange.

## Harassment

Students will not engage in harassment motivated by race, color, religion, national origin, or disability and directed toward another student. A substantiated charge of harassment against a student will result in disciplinary action.

As noted in TEC 37.001, "Harassment" means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct,

causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Students who believe they have been harassed by fellow students or District employees are encouraged to promptly report such incidents to the campus principal. If the campus principal is the subject of a complaint, the student will report the complaint directly to the superintendent or designated administrator. Any allegations of harassment of students will be investigated and addressed. Oral complaints need to be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

The District will not retaliate against a student who in good faith reports perceived harassment.

## Hazing

Hazing means any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above under hazing; and
5. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Penal Code.

## Hit List

As noted in TEC 37.001, Hit list means a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

## Indecency with a Child

A person commits indecency with a child if the person engages in conduct described in Section 21.11 of the Texas Penal Code.

## Indecent Exposure

A person commits an act of indecent exposure if the person engages in conduct described in Section 21.08 of the Texas Penal Code.

## Intoxication

Intoxication means not having the normal use of mental or physical faculties due to abusing a substance. If the substance is marijuana, a controlled substance or dangerous drug, it is subject to a mandatory or discretionary expulsion or mandatory assignment to a discipline alternative education program. If the substance is unknown, it is subject to a discretionary assignment to a discipline alternative education program.

## Loitering

Loitering is the act of lingering idly or aimlessly about a place, wasting time or dawdling.

1. Any person loitering on school property after being warned by the person in charge may be guilty of committing a misdemeanor and may be subject to fines.
2. School property includes the grounds of any public school and any grounds or building used for school-sponsored assemblies or activities.

## Minor Offense

A minor offense is a behavior that is disruptive to the educational process or environment without rising to the level of Category I, II, III or IV offenses (e.g., chewing gum, talking without permission, tardies, etc.). For these minor offenses, campus administrators may utilize behavioral interventions or discipline consequences at the campus level to include, but not limited

to, Student/Parent conference, Behavior Contract, Detention Hall, In School Suspension, etc.

## Mobile Technology Devices

The District permits elementary, middle and high school students to possess mobile technology devices, while on school property or while attending school-sponsored or school-related activities on or off of school property.

The District shall not be responsible for any damage, theft, or loss of a telecommunication mobile technology device that a parent voluntarily provides for a student. Students who violate the policy or guidelines governing these devices, to include disruption of the school environment, shall be subject to established disciplinary measures. District employees shall confiscate any mobile technology devices from students who violate this policy.

During testing, use of a mobile technology device is prohibited and subjects the device to confiscation and search. Students are subject to discipline for use of these devices during testing. Further, use of mobile technology devices during testing could result in the invalidation of student test scores.

## Murder

A person commits murder if the person intentionally or knowingly causes the death of an individual; or intends to cause serious bodily injury and commits an act clearly dangerous to human life that causes the death of an individual; or in the course of committing or attempting to commit a felony, the person commits an act that is clearly dangerous to human life that causes the death of an individual.

## Nuisance Items

Certain items, considered nuisances by the principal, are not permitted on school premises. Some specific examples are permanent markers, radios, CD players, MP3 players, IPODs, tape recorders, cat-eye contacts, teeth jewelry, and dangerous toys. (Certain items may be brought to school for academic use with prior approval of the teacher and administration.) Students bringing nuisance items on campus are subject to disciplinary action.

## Obscene

Obscenity is defined as materials that a reasonable person would find depicts or describes sexual conduct or nudity in an offensive manner.

## Organization Hazing

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

## Persistent Misbehavior

Persistent misbehavior is defined as two or more violations of the Student Code of Conduct in general, or repeated occurrences of the same violation.

## Physical Aggression

Physical aggression is defined as inappropriate hostile or destructive physical behavior.

## Pornography

Any materials meeting the definition of obscenity. Materials including, but not limited to, pictures, magazines, books, films, video clips, web pages, or removable media.

## Possession

Possession means actual care, custody, control, or management. Possession does not require that the person have the object being possessed on his/her person; having an object in one's automobile, locker, bookbag or other area where one knowingly, willingly exercises care, custody, control or management over the item is possession.

## Public Lewdness

A person commits a public lewdness offense if the person knowingly engages in sexual contact or any type of sexual intercourse in a public place or, if not in a public place, the person is reckless about whether another is present who will be offended or alarmed by the person's act. This definition also includes any act prohibited by Section 21.07 of the Texas Penal Code.

## Reckless

Characterized by the creation of a substantial and unjustifiable risk of harm to others and by a conscious (and sometimes deliberate) disregard for or indifference to that risk. As opposed to Accident defined as an unintended and unforeseen injurious occurrence; something that does not occur in the usual course of events or that could not be reasonably anticipated.

## Retaliation

A person commits an offense if the person intentionally or knowingly harms or threatens to harm another by an unlawful act in retaliation for or on account of the service of another as a public servant, witness, prospective witness, informant, or a person who has reported the occurrence of a crime.

## Search

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of others. In the context of school discipline, students have no claim to the right not to incriminate themselves. Students are expected to provide any information about their conduct or that of other students. Administrators are not required to contact parents/guardians prior to interviewing or searching students. School officials may search the student, desk, locker, vehicle, or repository, such as any book bag, gym basket, vehicle, purse, supply packets, telecommunications devices, or anything that contains the student's personal effects by establishing reasonable suspicion or securing the student's voluntary consent.

Vehicles may be searched if reasonable suspicion exists to believe the search will result in evidence that school rules or other laws have been violated. Students shall be responsible for any prohibited items found in their lockers, possession, or vehicles while on school property or at school-sponsored or school-related activities. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, the District may contact local law enforcement officials.

Lockers and desks are the property of the Northside Independent School District and are subject to inspection/search. Inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Students who leave campus without authorization and return are subject to an administrative search. A vehicle that is used to transport students on or off campus without authorization is subject to an administrative search. Students who are observed in an unauthorized area during school hours are subject to an administrative search.

## Self Defense

Self-defense shall be considered as a factor in a decision to order suspension, removal to DAEP or expulsion provided that the following essential elements of a "self defense" claim are met:

1. The student must not have been involved in provoking the situation.
2. The student must be in a situation that the danger is imminent, meaning there is no convenient or reasonable mode of escape.
3. The student must use only the force necessary to protect themselves against the aggressive student. The force must be reasonable and in proportion to the force being used. Reasonable force is defined as the degree of force which is not excessive and is appropriate in protecting oneself.

## Sells

Sells is defined as the process of giving up, delivering, or exchanging (property, goods, services, etc.) for money or its equivalent.

## Serious Bodily Injury

Serious bodily injury means bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

## Sexual Assault

A person commits a sexual assault offense if the person engages in sexual acts that meet the definition of sexual assault in Section 22.011 of the Texas Penal Code.

## Sexual Harassment

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

## Terroristic Threat

A person commits an offense if the person threatens to commit any offense involving violence to any person or property with intent to:

1. cause a reaction of any type to the person's threat by an official or volunteer agency organized to deal with emergencies;
2. place any person in fear of imminent serious bodily injury;
3. prevent or interrupt the occupation or use of a building; room, place of assembly, place to which the public has access, place of employment or

occupation, aircraft, automobile, or other form of conveyance, or other public place; or

4. cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service.

## Theft

The willful taking or possession of any article of value that belongs to another person is strictly prohibited. The seriousness of the incident will determine the type of disciplinary action to be taken.

## Tobacco Usage

Under state law and Northside Board Policy, students are prohibited from smoking, using or possessing tobacco products on school property, at any school related or sanctioned activity, or in a school vehicle. Students who violate this provision of the law may be issued a citation and be subject to disciplinary action.

## Trespassing

Trespassing is defined as a person entering or remaining on property or in a building of another without effective consent and the person had notice the entry was forbidden or received oral or written notice to depart but failed to do so.

## Under the Influence

Under the influence means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated.

## Use

Use means a student has voluntarily introduced into his or her body by any means a prohibited substance.

## Vandalism (Destruction of or Damage to Property)

Willful vandalism on the part of students who damage or destroy buildings, grounds, vehicles, and/or equipment owned or contracted for by the District will be investigated and, if students are found guilty of such vandalism, the students and their parents will be held financially accountable. Students who commit an act of vandalism will be subject to disciplinary action and prosecution under the law. This accountability includes damage to buses used to transport students to and from school and school-sponsored activities.

## Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle. Students have full responsibility for the security of their vehicles and will make certain they are locked and that 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 their vehicles and will be subject to disciplinary action. Searches of vehicles may be conducted at any time, with or without the presence of the student.

## Weapons

Weapons shall include, but are not limited to, the following:

1. Armor-piercing ammunition means handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used principally in pistols and revolvers.
2. Chemical dispensing device means a device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.
3. Chinese Star or Chinese Throwing Star means a hand instrument, typically in a star shape with sharp points, designed to cut or stab another by being thrown.
4. Club means an instrument that is specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to mace, a blackjack, nightstick, or tomahawk. Numchucks, boekens, and boomerangs are also examples of clubs.
5. Destructive device means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item,

and from which a destructive device may be readily assembled.

6. Explosive weapon means any explosive or incendiary bomb, grenade, rocket, or mine, that is designated, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principle purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.
7. Firearm means any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.
  - a. Any weapon (including a starter gun), which will or is designed to or which may readily be converted to expel a projectile by the action of the explosive;
  - b. the frame or receiver of any such weapon;
  - c. any firearm muffler or firearm silencer; or
  - d. any destructive device.
8. Firearm silencer means any device designed, made or adapted to muffle the report of a firearm.
9. Handgun means any firearm that is designed, made, or adapted to be fired with one hand.
10. Hoax bomb means a device that:
  - a. reasonably appears to be an explosive or incendiary device; or
  - b. by its design causes alarm or reaction of any type by an official of a public safety agency or a volunteer agency organized to deal with emergencies.
11. Knife means any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument.
12. Illegal knife means a:
  - a. knife with a blade over five and one-half inches;
  - b. a hand instrument designed to cut or stab another by being thrown such as a Chinese Star;
  - c. dagger, including but not limited to a dirk, stiletto, and poniard;
  - d. Bowie knife, sword, or spear.
13. Switchblade knife includes any knife that has a blade that folds, closes, or retracts into the handle or sheath, and that:
  - (1) opens automatically by pressure applied to a button or other device located on the handle; or
  - (2) opens or releases a blade from the handle or sheath by the force of gravity or by the application of centrifugal force (example: a butterfly knife or gravity knife);
14. Knuckles means any instrument that consists of finger rings or guards made of a hard substance and that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.
15. Machine gun means any firearm that is capable of shooting more than two shots automatically, without manual reloading by a single function of the trigger.
16. Short-barrel firearm means a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a shotgun or rifle if, as altered, it has an overall length of less than 26 inches.
17. Zip gun means a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifle-bore barrel by using the energy generated by an explosion or burning substance.
18. Tire deflation device as defined by TPC 6.01.

Other weapons not permitted by Northside School District Policies are listed below.

1. BB guns
2. Pellet guns
3. CO2 and air powered guns
4. Guns using gunpowder to expel a projectile.
5. Explosives
6. Razors
7. Fixed blade or lockblade knives
8. A switchblade knife to include a butterfly knife
9. Stun guns or Tasers
10. Chemical dispensers sold commercially for personal protection which are not covered by the Texas Penal Code (example: Mace, pepper spray, etc.)
11. Sling shots
12. Pen/pocket knives

13. Tranquilizer guns
14. Laser guns
15. Laser pens or pointers
16. Chains
17. Fireworks of any kind.
18. Any other object used in a way that threatens or inflicts bodily injury on another person.

**NOTE:** Involvement with weapons (handmade or commercial) is prohibited by Northside. This includes any type of weapon possessed for any purpose. It is not a justification to this offense that the person claims that the weapon was for his/her self-defense. Any student violating this policy concerning weapons may be disciplined.

## AUTHORITY TO EXPEL/REMOVE

The board delegates the authority to expel or remove students from District schools to the Superintendent, the Deputy Superintendent for Administration, the Assistant Superintendent for Administration, Executive Director for Secondary Administration, Director of Pupil Personnel, and the Pupil Personnel Hearing Officers. Principals and their designated administrators also have the authority to remove students from their campuses.

In accordance with Texas Education Code Section 37.001(a)(4), consideration will be given, as a factor in the decision concerning suspension, removal to a disciplinary alternative education program, expulsion, or placement in a juvenile justice alternative education program, regardless of whether the decision concerns a mandatory or discretionary action, to:

- (A) self-defense;
- (B) intent or lack of intent at the time the student engaged in the conduct
- (C) a student's disciplinary history; or
- (D) a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

## SANCTIONS

Students who are removed from District schools and expelled, placed in a disciplinary alternative education program, or suspended are prohibited from being on District property or attending school-sponsored or school-related activities on or off of school property during the period of removal. Students who violate this prohibition may be subject to additional disciplinary sanctions.

## WITHDRAWN PRIOR TO HEARING

Withdrawal from school after a student has been accused of a violation of the SCC will not prevent the District from investigating the alleged violation and, if it is determined that a violation did occur, assessing the appropriate disciplinary consequence and enforcing that consequence should the student re-enroll in the District.

## EXPULSION

### Responsibilities of Authorized Persons

The board of trustees or the board's designee (hearing officer) is charged with the responsibility of reviewing discipline cases and determining whether the student should be expelled in accordance with state law and District policy.

The student, student's parent(s) and/or representative, shall be notified in writing of the date, time, and place of the expulsion/removal hearing.

Before a student may be expelled under Texas Education Code Section 37.007, the board or the board's designee must provide the student a hearing at which the student is afforded appropriate due process and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. If the school District makes a good-faith effort to inform the student and the student's parent or guardian at the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. If the decision to expel a student is made by the board's designee, the decision may be appealed to an administrative committee and that decision may be appealed to the board. The decision of the board may be appealed by trial de novo to a district court of the county in which the school district's central administrative office is located.

The board, or its designee, will set a term for the expulsion based on the seriousness of the offense and other relevant factors. The range may vary from thirty successful days to a full calendar year.

**NOTE:** A disabled student may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the

Admission, Review and Dismissal committee determines that the misconduct is not a manifestation of the handicapping condition.

In determining whether a student's behavior is a manifestation of the student's handicapping condition, the ARD committee shall base its decision on all relevant evaluation and assessment data and on a review of the current IEP and behavior intervention plan. The ARD committee will consider whether the student's behavior indicates the need for new evaluation and assessment data. -If the committee is unable to reach a manifestation determination without additional information, the student may be returned to his previous placement after ten (10) school days while additional assessments are being conducted, unless the student has committed a violation involving weapons or drugs in which case the student may be placed in an alternative educational placement for 45 days.

The ARD committee will determine the instructional placement and related services to be provided during the time of expulsion.

A student with a disability under Section 504 will not be expelled unless the District first determines that the misbehavior is not a manifestation of the student's disability. The same group of people who make placement decisions may make that determination. The group must have available to it evaluation data that is recent enough to afford an understanding of the student's current behavior. At a minimum, the group will include persons knowledgeable about the student and the meaning of the evaluation data. If it is determined that the misconduct is not caused by the student's disability, the student may be excluded from school in the same manner as similarly situated non-disabled students. If it is determined that the misconduct is caused by the student's disability, the District must determine whether the student's current educational placement is appropriate.

### **Appeal of an Expulsion to an Administrative Committee**

A decision by the board's designee (hearing officer) to expel a student may be appealed to the administrative committee. A request for an administrative committee review of the hearing officer's decision to expel a student will be made in writing to the hearing officer within five (5) school days after receipt of the written decision. Failure to appeal within the allotted time will constitute a waiver of appeal.

The hearing officer will provide the student's parent(s) written notice of the date, time, and place of the administrative committee's review within (5) five school days of receipt of the appeal request. The administrative committee will review the record of the due process hearing on the expulsion and may hear a statement from the student, parent(s), or the parent's representative and from the hearing officer. A copy of the procedural guidelines for the hearing will be sent to the parents. Committee members will have an opportunity to address questions to either side and to hear responses.

The determination of the administrative committee shall be rendered and sent in writing to the parent(s) after the review of the expulsion decision.

A student will be denied the privileges of the home campus pending appeal of an expulsion.

The superintendent or designee has the authority to appoint a five member administrative committee comprised of the following:

1. the assistant superintendent for administration or other administrator designated by the superintendent;
2. the director of pupil personnel or another hearing officer not involved in the case;
3. two administrators, dependent on grade level of student; and
4. a campus level teacher or guidance counselor, dependent on grade level of student.

### **Appeal of an Expulsion to the Board of Trustees**

Request for a board review of a decision to expel a student shall be made in writing to the superintendent within five (5) school days after receipt of the written decision of the administrative committee. Failure to appeal within the allotted time shall constitute a waiver of appeal. The superintendent shall provide the parent(s) written notice of the date, time, and place of the review. A copy of the procedural guidelines for the hearing will be sent to the parents. The parties may make oral statements to the board at the time of the board review. Board members will have an opportunity to address questions to either side and to hear responses. The board shall base its decision solely on the record and recommendation prepared by the hearing officer, the administrative committee, and any statements made by the parties at the review. The board shall also have the authority to remand the case to the hearing officer for

further fact-finding. The decision of the board shall be rendered and sent in writing to the parent(s).

### **Appeal of Board's Decision**

The decision of the board may be appealed by trial de novo to a state district court of the county in which the school district's central administrative office is located. The student shall be expelled pending the appeal.

### **COURT INVOLVEMENT**

Not later than the second business day after the date a hearing is held, the board of trustees of a school district or the board's designee shall deliver a copy of the order placing a student in an alternative education program or expelling a student and any information required under Section 52.04, Texas Family Code, to the authorized officer of the juvenile court in the county in which the student resides.

An expelled student shall to the extent provided by law or by the memorandum of understanding immediately attend the juvenile justice alternative education program (Juvenile Justice Academy) from the date of expulsion, provided that the expelled student is not detained or receiving treatment under an order of the juvenile court or is placed in a more appropriate placement by a legally constituted ARD committee.

If a student is expelled under Texas Education Code (TEC) Section 37.007(c), the board or its designee shall refer the student to the authorized officer of the juvenile court for appropriate proceedings under Title 3, Texas Family Code.

If a student is expelled under TEC Section 37.007, on the recommendation of the committee established under TEC Section 37.003 or on its own initiative, a district may readmit the student while the student is completing any court disposition requirements the court imposes. After the student has successfully completed any court disposition requirements the court imposes, including conditions of a deferred prosecution ordered by the court, or such conditions required by the prosecutor or probation department, if the student meets the requirements for admission into the public schools, a district may not refuse to admit the student, but the district may place the student in the alternative education program. Notwithstanding TEC Section 37.002(d), the student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

If an expelled student enrolls in another school district, the district shall provide to the district in which the student enrolls, at the same time other records of the student are provided, a copy of the expulsion order and the referral to the authorized officer of the juvenile court. The district in which the student enrolls may continue the expulsion under the terms of the order, may place the student in a discipline alternative education program for the period specified by the expulsion order, or may allow the student to attend regular classes without completing the period of expulsion.

If a student is expelled from school under TEC Section 37.007(a),(d), or (e), the juvenile court shall:

1. If the student is placed on probation under Section 54.05, Texas Family Code, order the student to attend the juvenile justice discipline alternative education program (Juvenile Justice Academy) from the date of disposition as a condition of probation, unless the child is placed in a post-adjudication treatment facility.
2. If the student is placed on deferred prosecution under Section 53.03, Texas Family Code, by the court, prosecutor, or probation department, require the student to immediately attend the juvenile justice -discipline alternative education program (Juvenile Justice Academy) for a period not to exceed six months as a condition of the deferred prosecution.
3. If during a term of a placement or expulsion, a student engages in additional conduct for which placement and a disciplinary alternative education program are permitted, additional proceedings may be conducted regarding that conduct and the principal or board, as appropriate, may enter an additional order as a result of those proceedings.

### **DISCIPLINE ALTERNATIVE EDUCATION PROGRAMS**

Before a student is removed to a discipline alternative education program, the board's designee will conduct a hearing to determine whether a student violated district policy.

If the board's designee finds the allegations are true, the student may be removed to a discipline alternative education program for a period of time to be determined by the board's designee. If the board's designee finds that the allegations are not true, the student may be returned to the classroom.

The Northside Independent School District is required to provide a discipline alternative education program that:

1. is provided in a setting other than a student's regular classroom;
2. is located on or off a regular school campus;
3. provides for the students who are assigned to the discipline alternative education program to be separated from students who are not assigned to the program;
4. focuses on English language arts, mathematics, science, history, and self-discipline;
5. provides for student's educational and behavioral needs; and
6. provides supervision and counseling;
7. requires that to teach in an off-campus DAEP, each teacher must meet all certification requirements.

A school district is required to provide in the district disciplinary alternative education program a course necessary to fulfill a student's high school graduation requirements only as provided by this subsection. A school district shall offer a student removed to a disciplinary alternative education program an opportunity to complete coursework required for graduation. The school district may provide the student an opportunity to complete coursework through any method available, including a correspondence course, distance or Skype learning, night school or summer school. The district may not charge the student for a course provided.

### **Northside Discipline Elementary Alternative School**

The Northside Elementary discipline alternative education program, which offers a supervised, highly structured, positive but disciplined educational setting for those Northside elementary students whose disruptive and/or unacceptable behavior at their regular school may not require expulsion, but whose behavior requires removal from their home campus. The program operates with a full-time professional and paraprofessional staff provides for students continuing their regular course work to the extent possible. Courses include reading, language arts, math, science and social studies. The social curriculum is based upon social skills taught by the program teachers. Students who commit a violation of the Student Code of Conduct are assigned to the school for a period of time to be determined by the board's designee.

### **Northside Discipline Alternative Middle Schools**

The Northside Alternative Middle Schools (North and South) program is a discipline alternative education program for students who engage in serious or persistent misbehavior, or who violate specific, published standards of student conduct.

Middle school students attending either location will receive instruction in language arts, science, math, social studies, reading and physical education. Methods of presentation will include: individualized, small group and full class instruction by the regular classroom teacher. The schools operate with a full-time professional and paraprofessional staff.

Counseling services are available for students assigned to the middle school discipline alternative education program. Professional school counselors funded by the Safe and Drug Free Schools and Communities program provide individual and group counseling. Counselors provide students assistance with transitional planning as they prepare to return to their home school. Assistance is also provided to parents through individual consultation, parent education, and referral to other district and community programs, if appropriate.

The purpose of the Northside Alternative Middle Schools is to provide a positive and disciplined educational setting for Northside middle school students where the students are taught and encouraged to make more appropriate decisions resulting in improved behavior and academic success.

### **Northside Discipline Alternative High School**

The Northside Alternative High School is a discipline alternative education program for secondary students who engage in serious or persistent misbehavior, or who violate specific, published standards of student conduct. The school provides for students continuing their regular coursework to the extent possible under such circumstances. The curriculum is based on individualized or small group instruction provided by a regular classroom teacher. If students meet the criteria established for the program, they will be eligible to return to their home campus.

Counseling services are available for students assigned to the alternative high school. Professional school counselors provide individual and group counseling. The counselors provide students assistance with transitional planning as they prepare to return to their home school. Assistance is also provided to parents through individual consultation, parent education, and referral to other district and community programs, if appropriate. Funding for counseling is partially funded by the District's Safe and Drug Free Schools and Communities program.

The school operates with a full-time professional and paraprofessional staff.

## **PLACEMENT OF SENIORS PRIOR TO GRADUATION CEREMONIES IN DAEP**

Texas Education Code 37.006(g) prohibits a student from attending or participating in school-related activities during a period of placement in a Discipline Alternative Education Program (DAEP). Therefore, a graduating senior who has a current or pending placement to a DAEP will not be permitted to participate in graduation ceremony, unless the student has obtained permission from the campus principal.

## **NOTICE TO STAFF OF SERIOUS OFFENSE**

Code of Criminal Procedure, Article 15.27 establishes requirements for notifications that must be given to education officials and persons supervising students when students are arrested, referred, convicted, or adjudicated for certain criminal offenses or when other actions are taken related to the juvenile's case. The notification requirements apply to students in public or private schools and are required for any felony offense and for the misdemeanor offenses of unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threat, organized crime, and certain drug and weapons offenses. Law enforcement agencies and prosecutors must send notices to school superintendents, who then must notify persons supervising a student.

A principal or a principal's designee shall inform education officials and persons who have the responsibility for supervising a student who has engaged in any aforementioned violations listed in Categories I, II, or III of the Student Code of Conduct, including pertinent information contained in the contents of the placement order, if any. All school personnel shall keep the information received confidential from any person not entitled to the information under this subsection, except that the educator may share the information with the student's parent or guardian as provided for by state or federal law. This section includes conduct of the student unrelated to school and in a previous school district.

## **CONDUCT UNRELATED TO SCHOOL**

### **Expulsion and Placement of Certain Students in Alternative Settings**

The board of trustees of a school district, or the board's designee, after an opportunity for a hearing may elect to place a student in a disciplinary alternative education program if:

1. the student:
  - a. has received deferred prosecution under Section 53.03, Texas Family Code, for conduct defined as a felony offense in Title 5, Texas Penal Code; or the felony offense of aggravated robbery under Section 29.03, Penal Code or
  - b. has been found by a court or jury to have engaged in delinquent conduct under Section 54.03, Texas Family Code, for conduct defined as a felony offense in Title 5, Texas Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code; and
2. the board or the board's designee determines that the student's presence in the regular classroom:
  - a. threatens the safety of other students or teachers;
  - b. will be detrimental to the educational process; or
  - c. is not in the interest of the district's students.

Any decision of the board of trustees or the board's designee is final and may not be appealed.

The board of trustees or the board's designee may order placement in accordance with this section regardless of:

- a. the date on which the student's conduct occurred;
- b. the location at which the conduct occurred;
- c. whether the conduct occurred while the student was enrolled in the District; or
- d. whether the student successfully completed any court disposition requirements in connection with the conduct.

The board of trustees or the board's designee may order placement for any

period considered necessary by the board or the board's designee. A student placed in a disciplinary alternative education program is entitled to periodic review.

### **Mandatory Removal**

A student shall be removed from class and placed in a discipline alternative education program based on conduct occurring off-campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student receives deferred prosecution under Texas Family Code 53.03 for conduct defined as a felony offense in Title 5, Texas Penal Code (offenses against the person); or the felony offense of aggravated robbery under Section 29.03, Penal Code or
2. A court or jury finds that the student has engaged in delinquent conduct under Texas Family Code 54.03 for conduct defined as a felony offense in Title 5, Texas Penal Code; or the felony offense of aggravated robbery under Section 29.03, Penal Code or
3. The superintendent or designee has a reasonable belief that the student has engaged in conduct defined as a felony offense in Title 5, Texas Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code.

### **Permissive Removal**

A student may be removed from class and placed in a discipline alternative education program based on conduct occurring off-campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The superintendent or designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than aggravated robbery under Section 29.03, Texas Penal Code, or those offenses listed in Title 5, Texas Penal Code and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teacher or will be detrimental to the educational process.

### **Reasonable Belief**

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense, the superintendent or designee shall consider all available information, including the information furnished under Article 15.27, Texas Code of Criminal Procedure.

### **Not Guilty/Insufficient Evidence/Charges Dropped**

The superintendent or designee shall review the student's placement in the discipline alternative education program upon receipt of notice under Article 15.27 (g), Texas Code of Criminal Procedure, stating that:

1. Prosecution of a student was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated; or
2. A court or jury found the student not guilty or made a finding the child did not engage in delinquent conduct or conduct indicating a need for supervision and the case was dismissed with prejudice.

The student may not be returned to the regular classroom pending the review. The superintendent or designee shall schedule a review of the student's placement with the student not later than the third class day after the superintendent or designee receives notice from the office or official designated by the court. After reviewing the notice and receiving information from the student's parent or guardian, the superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

### **Appeal to Placement in DAEP for Conduct Unrelated to School**

The student or the student's parent or guardian may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. The board shall, at the next regularly scheduled meeting, review the notice received under Article 15.27, Texas Code of Criminal Procedure, and information received from the student, the student's parent or guardian, and the superintendent or designee and confirm or reverse the superintendent's decision. If the board confirms the decision, the board shall inform the student and the student's parent or guardian of the right to appeal to the commissioner. The student may not be returned to the regular classroom pending the appeal to the commissioner.

## **REMOVALS**

### **Teacher Removals, or Office Referral by a Teacher**

A teacher or paraprofessional that has primary supervisory responsibility for students may send a student to the principal's office to maintain effective discipline in the classroom.

The principal shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct. The student may be returned to the class following administrative action.

### **Discretionary Removal by a Teacher**

A teacher may remove from class a student:

1. who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
2. whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

### **Mandatory Removal by a Teacher**

A teacher shall remove from class and send to the principal for placement in a discipline alternative education program or for expulsion, as appropriate, a student who engages in conduct described in Categories I, II or III on page C-2 and C-3.

If the teacher removes the student for one of the above listed offenses, the student may not be returned to the teacher's class without the teacher's consent.

### **Notification of Student Code of Conduct Violation**

If the student has violated the Student Code of Conduct, the principal shall send a copy of the teacher's written report documenting the violation to the student's parents or guardians within 24 hours.

### **Interim Placement Pending Conference**

After the student is removed from class, the principal may place the student in another appropriate classroom, in-school suspension, or a discipline alternative education program. The student may not be returned to the regular class pending the conference described below.

## **REQUIRED CONFERENCE**

Not later than the third class day after the day on which a student is removed from class by a teacher or by a school administrator, the principal or other appropriate administrator shall schedule a conference which includes the principal or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. The student may not be returned to the regular class pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall determine the disposition of the case consistent with the Student Code of Conduct.

## **TERM OF PLACEMENT**

The board or designee shall determine the term for a student's placement in a discipline alternative education program when the student is removed by a teacher or when the student is removed for engaging in conduct for which a student is required to be removed. The term of placement to discipline alternative education programs is individually determined by the board or the board's designee based on factors such as the student's grade, age, attitude, history of misconduct, seriousness of the offense committed, potential effect of the conduct on the school environment, requirements of State law and the Student Code of Conduct. The normal assignment to the discipline alternative education program for secondary students is thirty successful days and fifteen successful days for elementary students. Students with egregious offenses on or off campus or persistent or repeated violations of the rules of conduct may be subject to increasingly longer terms of assignment.

If placement in a discipline alternative education program is to extend beyond the end of the next grading period, the student's parent or guardian is entitled to notice of and an opportunity to participate in a proceeding before the board or designee. Any decision of the board or designee concerning placement beyond the end of the next grading period is final and cannot be appealed.

## **BEYOND END OF SCHOOL YEAR**

Before a student may be placed in a discipline alternative education program for a period that extends beyond the end of the school year, the board or designee must make one of the following determinations:

1. The student's presence in the regular classroom or at the student's regular campus poses a danger of physical harm to the student or another individual;

- The student has engaged in serious or persistent misbehavior that violated the District's Student Code of Conduct.

## 120 Day + Review of Status

A student placed in a discipline alternative education program shall be provided a review of the student's status including a review of the student's academic status, by the board's designee at intervals not to exceed 120 days. In the case of a high school student, the board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student.

At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of the teacher that removed the student without that teacher's consent. The teacher cannot be coerced to consent.

## No Appeal

Pursuant to the Texas Education Code (TEC) 37.009, a decision made by a Pupil Personnel hearing officer, serving as the Board's designee, to remove a student to a discipline alternative education program, other than an expulsion, is final and may not be appealed.

## NOTIFICATION REQUIREMENTS

- If a student placed in a discipline alternative education program enrolls in another school district before the expiration of the period of placement, the board of trustees of the district requiring the placement shall provide to the district in which the student enrolls, at the same time other records of the student are provided, a copy of the placement order. The district in which the student enrolls may continue the discipline alternative education program placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement.
- The board or the board's designee shall deliver to the student and the student's parent or guardian a copy of the order placing the student in a discipline alternative education program or expelling the student.

## PLACEMENT OF STUDENTS WITH DISABILITIES

The placement of a student with disabilities who receives special education services may be made only by a duly constituted admission, review, and dismissal (ARD) committee. A student with a disability who receives special education services may not be placed in discipline alternative education programs solely for educational purposes if the student does not also meet the criteria for alternative placement for their conduct.

Any discipline action regarding a student with disabilities that would constitute a change in placement under federal law may only occur after a manifestation determination review has been conducted by the student's admission, review, and dismissal committee.

All disciplinary actions regarding a student with a disability who receives special education services shall be determined in accordance with federal law and regulations, including the provision of functional behavioral assessments; positive behavioral interventions, strategies, and supports; behavioral intervention plans; and the manifestation determination review.

## USE OF CONFINEMENT

It is the policy of this state to treat all students with dignity and respect. A student with a disability may not be confined in a locked box, locked closet, or other specially designed locked space as either a discipline management practice or a behavior management technique.

## SUSPENSIONS

The principal or other appropriate administrator may suspend a student who engages in conduct for which the student may be placed in a discipline alternative education program.

A suspension may not exceed three days per offense.

The District shall not impose a grade penalty for make-up work after an absence because of suspension.

## IN-SCHOOL SUSPENSIONS

In-school suspension is an on-campus setting for students who commit disciplinary infractions, where the student continues to receive instruction in each course to the extent possible.

## DETENTION

For minor infractions of the Student Code of Conduct or campus or classroom rules, teachers or administrators may detain students after school hours on one or more days. Before being assigned to detention, a student will be informed of the behavior that allegedly constitutes the violation, and will be given an opportunity to explain his or her version of the incident. The period of time for which a student is assigned to detention will be used for educational purposes.

## Notice of Assignment to Detention

When detention is used, notice will first be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for the necessary transportation of the student. Except in the case of a student who is 18 years of age or older, the detention will not begin until the parents have been notified. The student's parents, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

## EMERGENCY PLACEMENT AND EMERGENCY EXPULSION

The principal or the principal's designee may order the immediate placement of a student in an alternative placement if the principal or the principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of students to learn or with the operation of school or a school-sponsored activity.

The principal or the principal's designee may order the immediate expulsion of a student if the principal or the principal's designee reasonably believes that action is necessary to protect persons or property from imminent harm.

At the time of the emergency placement or expulsion, the student shall be given oral notice of the reason for the action. The reason must be a reason for which placement in a disciplinary alternative education program or expulsion may be made on a non-emergency basis. Within a reasonable time after the emergency placement or expulsion, the student will be accorded the appropriate due process. If the student subject to the emergency placement or expulsion is a student with disabilities who receives special education services, the term of the student's emergency placement or expulsion is subject to federal law and regulations and must be consistent with consequences that would apply to a student without a disability.

## DISCIPLINE MANAGEMENT TECHNIQUES & PROCEDURES

Students who violate the Student Code of Conduct shall be subject to any or all of the following disciplinary actions:

- counseling by teachers, special services, or administrative personnel;
- student-parent-teacher conferences;
- time out;
- behavioral contract;
- assigned school duties other than classroom tasks;
- verbal correction;
- temporary confiscation of items that disrupt the educational process;
- withdrawal of privileges, including participation in extracurricular activities and honorary positions;
- referral to the office;
- detention;
- probation;
- rewards or demerits;
- referral to an outside agency and/or authority for criminal prosecution in addition to disciplinary measures imposed by the district;
- removal from office, clubs or organizations;
- in-school suspension;
- suspension;
- placement in discipline alternative education program;
- expulsion;
- emergency expulsion or emergency placement;
- judicial proceedings.

When imposing discipline, District personnel shall adhere to the following general guidelines: discipline will be administered when necessary to protect students, school employees, or property and maintain essential order and discipline; students shall be treated fairly and equitably; discipline shall be

based on a careful assessment of the circumstances of each case; factors to consider shall include the seriousness of the offense, the student's age, the frequency of the misconduct, the student's attitude, the potential effect of the misconduct on the school environment, other pertinent factors such as self-defense, and requirements of State law and the Student Code of Conduct.

A disabled student's Individual Education Plan (IEP) which addresses the student's special needs will be reviewed prior to determining a disciplinary action.

## **NORTHSIDE POLICE DEPARTMENT**

The Northside Independent School District has its own police department in operation 24 hours a day. The department works closely with the surrounding police departments to assist at all Northside schools and functions. The Northside Police Department investigates acts that would be considered a violation of the law or harmful to Northside schools or students. Northside police officers are commissioned and have the authority to arrest violators of the law both on and off District property. They may also issue traffic tickets on or around school District property and may also write citations for violations of the Texas Penal Code (i.e., disorderly conduct).

## **PARENT NOTIFICATION**

The student's parent or guardian shall be notified if any prohibited articles or materials are found in the student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

## **PARENTAL LIABILITY FOR SCHOOL PROPERTY**

A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. The willful and malicious conduct of a child who is at least ten years of age but under 18 years of age.

## **QUESTIONING STUDENTS**

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students are expected to provide any information about their conduct or that of other students. Administrators are not required to contact parents/guardians prior to interviewing students.

Parents/Guardians will be contacted and informed of the available information regarding their son or daughter at the discretion of the administrator conducting the investigation. The intention is to conduct an efficient and effective investigation and to avoid causing parents/guardians undue alarm or anxiety based on incomplete information.

## **REPORTS TO LOCAL LAW ENFORCEMENT**

School administrators will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity. Certain acts of misconduct may constitute criminal offenses in addition to violations of the SCC. Because school discipline is independent of criminal proceedings, disciplinary consequences may not be postponed pending the outcome of any criminal proceeding or affected by the outcome of any criminal proceeding.

## **USE OF TRAINED DOGS**

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker, vehicle, or any personal item not in the student's immediate possession provides reasonable cause for a search if the dog is reasonably reliable in indicating that contraband is currently present.

## **VIDEO SURVEILLANCE DATA**

Video surveillance data collected from cameras on school property is treated as confidential as per the provisions of the Family Educational Rights and Privacy Act (FERPA) and not subject to public disclosure. School officials may share video footage with a student or parent but only if the video does not disclose personally identifiable information regarding another student. Personally identifiable information may only be disclosed to third parties in very narrow circumstances such as in response to a judicial order or subpoena.

# – SECTION D – DISTRICT POLICIES AND PROCEDURES

## ADMISSION REQUIREMENTS

### General Eligibility

The board or its designee shall admit into the free public schools of the District all persons who are at least five and under 21 years of age on September 1 of any school year in which admission is sought if any of the following conditions exist:

1. The person and either parent reside in the District.
2. The person does not reside in the District, but one of the parents resides in the District and that parent is a joint managing conservator or the sole managing conservator or possessory conservator of the person.
3. The person and his or her guardian or other person having lawful control under an order of a court resides in the District.
4. The person is under the age of 18 and has established a separate residence in the District apart from his or her parent, guardian, or other person having lawful control under an order of a court and has established that the person's presence in the District is not for the primary purpose of participation in extracurricular activities. The board is not required to admit such person, however, if the person has:
  - a. Engaged in conduct that resulted in removal to an alternative education program or expulsion within the preceding year;
  - b. Engaged in delinquent conduct or conduct indicating a need for supervision and is on probation or other conditional release for that conduct; or
  - c. Been convicted of a criminal offense and is on probation or other conditional release.

When admission is sought for a child who has established a separate residence in the District from his parent, guardian, or other person having lawful control under an order of a court, the board of trustees or its designee shall determine whether an applicant qualifies as a resident of the Northside School District.

In order to be in compliance with the Family Education and Rights to Privacy Act (FERPA), the District requires documentation to consult with adults responsible for minor students. One or more of the following types of documentation will be acceptable for purposes of consultation concerning educational programming, discipline, special education, emergency medical treatment, access to student records, and other matters relating to the student's educational process:

- a. Power of Attorney;
  - b. Notarized letter or sworn affidavit from parent, guardian, or the adult responsible for the minor child;
  - c. Assignment letter from the Department of Human Services;
  - d. Juvenile Probation, or other agencies;
  - e. Death certificate of natural parent(s);
  - f. Proof of receipt of federal assistance; or
  - g. Other documentation deemed appropriate by the superintendent or superintendent's designee.
5. The person is a homeless child [See also FDC]
    - a. A child is "homeless," under the McKinney-Vento Homeless Education Act, if the child lacks a fixed, regular, and adequate nighttime residence. This includes:
      - (1.) Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

- (2.) Children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and Migratory children living in circumstances described above.

"Migratory child" means a child who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent, spouse, or guardian in order to obtain, temporary or seasonal employment in agricultural or fishing work:

- (a.) Has moved from one school district to another; or
  - (b.) Resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.
- b. A child is homeless, under the state law, regardless of the residence of the child, either parent, or the child's guardian or other person having lawful control, if:
    - (1.) The child lacks a fixed, regular, and adequate nighttime residence; or
    - (2.) The child has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
6. The person is a foreign exchange student placed with a host family that resides in the District by a foreign exchange program affiliated with CSJET. Northside applied for and received such a waiver limiting the number of foreign exchange students the District will accept each school year. The District will accept six (6) foreign exchange students at each of our regular comprehensive high schools. All paperwork for foreign exchange students is processed through the Department of Pupil Personnel at the Northside Administrative Offices.
  7. The person resides at a residential facility, as defined in Texas Education Code 5.001, located in the District. For purposes of enrollment, a person who resides in a residential facility is considered a resident of the district in which the facility is located.
  8. The person resides in the District and is 18 or older or the person's disabilities of minority have been removed.
  9. The person does not reside in the school District but the grandparent of the person.
    - (A) resides in the school District; and
    - (B) provides a substantial amount of after-school care for the person as determined by the board or board's designee.

### Minor Living Apart

An adult resident of the District wishing to enroll a minor student who is living separate and apart from a parent/legal guardian shall be required to present a Northside Power of Attorney, processed through the Department of Pupil Personnel, stating that the parent/guardian has given the resident care, custody, and control of the student assigning responsibility for the student in all school-related matters.

Any such student who has engaged in misconduct that results in an assignment to an alternative education program or an expulsion shall not be permitted to attend a District school.

## **Proof of Admission Eligibility**

The District requires evidence that a person is eligible to attend the public free schools of the District at the time it considers an application for admission of the person. The board or its designee shall establish minimum proof of residency acceptable to the District. When admission is sought under item 4 above, the board shall determine whether an applicant qualifies as a resident of the District and may adopt reasonable guidelines for making that determination as necessary to protect the best interest of the students.

Acceptable documents for proof of residency include active current or prior month utility bill, cable bill, landline phone bill, sales/lease/rental contracts, or other documents approved by the Board's designee.

On occasions where a family cannot meet District requirements for proof of residency (i.e., when a family has recently moved in with another family), the resident must show proof of residence and the parent/guardian and resident must complete an Affidavit of Residence at the school which is to be renewed on an annual basis.

## **Withdrawal – Minor Students**

Minor students may withdraw from school by presenting a request signed by the student's parent or guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without a parent's or guardian's signature.

## **Withdrawn for Non-Residence**

The District may withdraw any student who ceases to be a resident.

## **High School Equivalency Certificate**

A student who has received a high school equivalency certificate is entitled to enroll in a public school in the same manner as any other student who has not received a high school diploma.

## **Substitute for Parent or Guardian**

The board may allow a person showing evidence of legal responsibility for a child other than an order of a court to substitute for a guardian or other person having lawful control of the child under court order.

## **Students in Foster Care**

A student placed in foster care by an agency of the state or a political subdivision, and whose foster parents reside in this District, shall be permitted to attend District schools free of any charge to the foster parents or to the agency. No durational residency requirement shall be used to prohibit such a student from fully participating in all activities sponsored by the District.

A student enrolled in high school in grade 9, 10, 11, or 12 who is placed in temporary foster care by the Department of Human Resources at a residence outside the attendance area for the school or outside the District is entitled to complete high school at the school in which the student was enrolled at the time of placement without payment of tuition.

The District shall charge tuition for a student who resides in a residential facility and whose maintenance or expenses are paid in whole or in part by another state or the United States.

## **Transfers from Other States**

A child who resides at a child care institution and whose maintenance expenses are paid in whole or in part by another state may not be admitted to the district public schools unless the child care institution pays tuition for the child equal to the actual cost of educating a child enrolled in a similar educational program in the District. Any such tuition charge must be submitted to the commissioner for approval. Students admitted under this provision shall not be counted for purposes of determining the District's average daily attendance.

## **Texas Youth Commission**

A school-age child of an employee of the Texas Youth Commission residing in an adjacent district may attend school in the District free of charge to his or her parents or guardian. Any tuition required by the District shall be paid by the district of the residence out of any funds appropriated to the facility by the legislature.

## **Military Dependents**

The District may not charge tuition for the attendance of a student who is domiciled in another state and resides in military housing that is located in the District but is exempt from taxation by the District.

## **Court-Ordered Student**

A court may not order an expelled student to attend a regular classroom, a regular campus, or a school District alternative education program as a condition of probation unless the juvenile board for the county in which the District's central administrative office is located has entered into a memorandum of understanding with the board concerning the supervision of and other support services for students in alternative education programs.

If a court orders a student to attend an alternative education program as a condition of probation once during a school year and the student is referred to juvenile court again during that school year, the juvenile court may not order the student to attend an alternative education program in the District without the District's consent until the student has completed successfully any sentencing requirements.

## **Students Enrolling with Discipline Alternative Education Placements**

In accordance with Texas Education Code (TEC) 37.022, if a school district or charter school takes disciplinary action against a student and the student subsequently enrolls in another district before the expiration of the period of disciplinary action, the district in which the student enrolls may continue the disciplinary action under the terms of the order or may allow the student to attend regular classes without completing the period of disciplinary action. Disciplinary action includes suspension, expulsion, placement in alternative education program or other limitation in enrollment eligibility of a student by a district.

## **Enrollment**

A child must be enrolled by the child's parent, guardian, or other person with legal control under a court order. The District shall record the name, address and date of birth of the person enrolling a child.

## **Legal Surname**

A student must be identified by the student's legal surname as it appears on the student's birth certificate or other legal document suitable as proof of the student's identity, or in a court order changing the student's name.

## **Required Documentation**

At the time of enrollment the person authorized to enroll the child shall immediately furnish a record showing that the child has the immunizations required by Texas Education Code Section 38.001, or proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission.

Not later than the thirtieth day after the date a parent or other person with legal control of a child enrolls the child in a District school, the parent or other person, or the school district in which the child most recently attended school shall furnish to the District all of the following:

1. The child's birth certificate or another document suitable as proof of the child's identity as defined by the commissioner of education in the Student Attendance Accounting Handbook.
2. A copy of the child's records from the school the child most recently attended if he or she was previously enrolled in a school in Texas or in another state.

Students shall not be denied enrollment or be removed solely because they fail to provide the required documentation in items 1 and 2, above.

## **Child in DPRS Possession**

The District shall enroll a child without the required documentation if the Department of Protective and Regulatory Services (DPRS) has taken possession of the child. DPRS shall ensure that the required documentation is furnished to the District not later than the 30th day after the date the child is enrolled.

## Inconsistent Documentation

If a child is enrolled under a name other than the name that appears in the identifying documents or records, the District shall notify the missing children and missing persons information clearinghouse of the child's name as shown on the identifying records and the name under which child is enrolled.

## Missing Documentation

If the required documents and other records are not furnished to the District within 30 days after enrollment, the District shall notify the police department of the city or the sheriff's department of the county in which the district is located and request a determination of whether the child has been reported as missing.

## Students Under Age Eleven

On enrollment of a child under eleven years of age in a school for the first time at the school, the school shall:

1. Request from the person enrolling the child the name of each previous school attended by the child;
2. Request from each school identified in Item #1 the school records for the child and, if the person enrolling the child provides copies of previous school records, request verification from the school of the child's name, address, date, grades, and dates attended; and
3. Notify the person enrolling the student that not later than the thirtieth day after enrollment, or the ninetieth day if the child was not born in the United States, the person must provide:
  - a. A certified copy of the child's birth certificate; or
  - b. Other reliable proof of the child's identity and age and a signed statement explaining the person's inability to produce a copy of the child's birth certificate.

If a person enrolls a child under 11 years of age in school and does not provide the valid prior school information or documentation required, the school shall notify the appropriate law enforcement agency before the 31st day after the person fails to comply.

## False Information

When accepting a child for enrollment, the District shall inform the parent or other person enrolling the child that presenting false information or false records for identification is a criminal offense under Texas Penal Code - Section 37.10 and that enrolling the child under false documents makes the person liable for tuition or other costs as provided below.

A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater.

## Exceptions to Age and Residency Requirements

In general, students are enrolled in District schools and programs only if they meet the age and residence requirements as defined by state law. However the following exceptions are allowed, subject to tuition, in some situations, at the established daily rate:

1. Students who move out of the District during the school year and who are permitted to remain in their former school under continuing enrollment guidelines, except that a student may be granted permission to complete the current grading period without tuition.
2. Students who will be eligible to graduate in the school year following their move out of the District and who are approved for continued enrollment for their senior year.
3. Students whose families are in the process of moving into the District. For students admitted under the anticipated move provision, tuition shall be waived for a grace period of thirty (30) school days.
4. Students admitted to one of the District's magnet schools, unless tuition is waived for such students under a general agreement or by specific board action.

## Residency Review for Extracurricular Activities

The superintendent or designee shall determine whether a minor student residing in the District separate and apart from a parent, guardian, or other person having lawful control under order of a court is present in the District for the primary purpose of participating in extracurricular activities. This determination may be appealed to the board under the Complaint Resolution Procedure, beginning at Level III, by making a written request to the superintendent within 15 days of the decision.

## Grievance Procedure

Grievances regarding student eligibility and admissions may be appealed to the Superintendent or designee beginning at Level III of the Complaint Resolution Procedure.

## Compulsory ATTENDANCE Law - All Levels

### Compulsory Attendance Law

In accordance with Texas Education Code (TEC), Section 25.085, a child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided, to include students who are at least six years of age, or who is younger than six years of age and has been previously enrolled in first grade and who have not yet reached their 19th birthday, unless exempted as indicated below, additionally, upon voluntary enrollment in pre-kindergarten or kindergarten, a child shall attend school for the entire period of instruction.

**Notice to Parent & Student:** If a student accumulates unexcused absences on 10 or more days or parts of days within a six month period in the same school year:

- (1) the student's parent is subject to prosecution in accordance with Section 25.093; and
- (2) the student is subject to referral to a truancy court for truant conduct under Section 65.003(a), Family Code.

### Attendance Warning Notice

In accordance with TEC 25.095, a school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period. The notice must:

- (1) inform the parent that:
  - a. it is the parent's duty to monitor the student's school attendance and require the student to attend school; and
  - b. the student is subject to truancy prevention measures under Section 25.0915; and
- (2) request a conference between school officials and the parent to discuss the absences.

### Truancy Prevention/ Intervention Measures

In accordance with TEC 25.0915, the District has adopted and implemented truancy measures designed to address the issues that have proven causal to the student's non-attendance or truancy conduct. In collaboration with the campus attendance administrator/designee and relevant campus staff, students and parents are active participants in the development of the student's individualized attendance plan or behavior improvement plan aimed at addressing the conduct related to truancy in the school setting. Truancy Prevention/Intervention Measures are determined based on the specific set of circumstances that have resulted in the student's truancy or non-attendance conduct, and may include, but not limited to, the following: educate the student and parent in the compulsory attendance law; register for access to on-line resources in order to monitor attendance records; arrange for the parent to 'shadow' the student during the course of the school day; encourage the viewing of the District's 'Attendance Matters' video; discuss credit retrieval or attendance recovery classes; convene a special education ARD or 504 meeting; refer parent or student to school-based and out-of-school services, including communities in school (CIS), juvenile case managers, counseling, parenting classes, among other services.

In accordance with TEC 25.093, if a warning notice is issued, the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 65.003(a), Family Code, the parent commits an offense. Upon student enrollment and acknowledgement of Student-Parent Handbook, which explains the Compulsory Attendance Law of the State of Texas, parents are subject to prosecution if their child has failed to attend school for the amount of time required by law. "Parent" includes a person standing in parental relation.

### Student Failure to Attend School

In accordance with TEC 25.094, a student who is required to attend school under the compulsory attendance law and fails to attend school for the amount of time specified without excuse may be referred to truancy court for truant conduct under Section 65.003(a), Family Code, if age appropriate.

### Enforcement of Attendance Policies

Excessive absences from school shall be investigated by school officials, or if necessary, an attendance officer or truancy specialist. The school district will issue a Warning Notice when a student accumulates unexcused absences as specified in Section 25.095b. With the accumulation of unexcused absences, the attendance officer or truancy specialist shall file a complaint against the parent(s) in an appropriate court. It is not a defense to prosecution that the student has engaged in attendance recovery, credit retrieval, or that the parent has not received the notice of unexcused absences (Section 25.095-c).

### 19 Year Old Students Who Voluntarily Attend School

In accordance with TEC 25.085, a person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered. After the third unexcused absence of a person described herein, the District shall institute applicable truancy prevention/intervention measures and issue a warning notice to the person that states the person's enrollment may be revoked for the remainder of the school year if the person has more than five unexcused absences in a semester. The District may revoke for the remainder of the school year the enrollment of a person who has more than five unexcused absences in a semester, except a school district may not revoke the enrollment of a person under this subsection on a day on which the person is physically present at school. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds.

### Accelerated/Compensatory Programs

A student must also attend:

- (1) an extended-year program, if the student has been identified as likely not to be promoted as provided by Texas Education Code Section 29.084;
- (2) tutorials the student is required to attend under Texas Education Code Section 29.084;
- (3) an accelerated reading instruction program to which the student has been assigned under Texas Education Code Section 28.006(g);
- (4) an accelerated instruction program to which the student is assigned under Texas Education Code Section 28.0211; or
- (5) a basic skills program to which the student is assigned under Texas Education Code Section 29.086.

### Exemptions to Compulsory Attendance

Students who meet one or more of the following conditions shall be exempt from compulsory attendance requirements:

- (1) The student is at least 17 years of age and has been issued a high school equivalency certificate or diploma.
- (2) The student attends a private, parochial, or home school program. When the District becomes aware that a student is being or will be home-schooled, the superintendent or designee may request in writing a Verification of Home School Enrollment Letter from the parents of their intention to home-school using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

If the parents refuse to submit the Verification of Home School Enrollment Letter or if the District has credible evidence that the school-age child is not being home-schooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

- (3) The student is eligible to participate in the District's special education program under Texas Education Code Section 29.003 and cannot be appropriately served by the resident district.
- (4) The student has a temporary and remediable physical or mental condition that renders attendance infeasible and has a certificate from a qualified physician that specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence needed for remedial treatment.
- (5) The student has been expelled in accordance with legal requirements in a school district that does not participate in a mandatory juvenile justice alternative education program.
- (6) The student is at least 17 years old and is attending a course of instruction to prepare for the high school equivalency examinations, and:
  - a. has the permission of the student's parent or guardian to attend the course;
  - b. is required by court order to attend the course;
  - c. has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the child; or
  - d. is homeless as defined by 42 U.S.C. 11302.
- (7) The student is enrolled in the Texas Academy of Leadership in the Humanities.
- (8) The student is enrolled in the Texas Academy of Mathematics and Science.
- (9) The student is at least 16 years old and in attendance upon a course of instruction to prepare for the high school equivalency examinations, provided that the student is recommended to the course of instruction by a public agency that has supervision or custody of the student under a court order or the student is enrolled in a Job Corps training program under the Job Training Partnership Act (29 USC 1501).
- (10) The student is specifically exempted under another law.
- (11) The student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days for travel shall be limited to not more than a one day for travel to and one day for travel from the site where the student will observe the religious holy days. A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence.
- (12) The student has a documented appointment with a health care professional during regular school hours, if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. A student whose absence is excused for an appointment with a health care professional shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the District.

### Excused Absences

- (1) A student may be excused for temporary absences resulting from any cause acceptable to the teacher, principal, or superintendent. Examples of acceptable reasons include: 1) personal illness, 2) death in the family, 3) family emergency, or 4) any unusual or extenuating circumstance acceptable to the principal or his/her designee.
- (2) College Visits:  
In NISD, one of the goals of our secondary schools is to create a

college going culture. To this end, NISD high schools allow students in their junior and senior years to go on college visits. As long as these visits are given prior approval, documented and do not exceed two (2) school days per school year, college visits are considered excused absences. Any days missed for college visits in excess of two (2) per school year will not be excused.

- (3) A student who is the child of an active duty military member will be allowed up to five days of excused absences upon the parent's or legal guardian's deployment or return from deployment of four months or more. This provision is intended to allow military families to spend time together during transitional periods surrounding deployment. Students are allowed a reasonable time to make up work and are expected to successfully complete all missed assignments.
- (4) A school district may excuse a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral held in this state for a deceased veteran.
- (5) A student who has been referred to a juvenile court for delinquent conduct or conduct indicating a need for supervision shall be excused when:
  - a. the assigned juvenile judge or probation officer has detained the student or required the student to participate in activities related to the student's referral;
  - b. detention or participation in such activities resulted in absence from class;
  - c. the probation officer communicates the cause of the absence in writing to District personnel; and
  - d. the student successfully completes all missed assignments.
- (6) A student who has been referred to the Texas Department of Human Services or a county or local welfare unit on the basis that he or she has been abused or is neglected shall be excused when:
  - a. the student's caseworker has required the student to participate in activities related to the student's referral;
  - b. participation in such activities resulted in the student's absence from class;
  - c. the caseworker communicates the reason for the absence to the District personnel; and
  - d. the student successfully completes all missed assignments.

## Exceptions to Daily Attendance

As provided by law or State Board rules, a student not actually on campus at the time attendance is taken shall be considered in attendance and shall not be penalized for the absence if:

- (1) the student is participating in a board-approved extracurricular activity or public performance, which is under the direction of a member of the District's professional staff or an adjunct staff member.
- (2) the student's parent or legal guardian is being deployed or is returning from military deployment of four months or more, meeting the following conditions:
  - a. the District may not excuse more than 5 days absences of this type in a school year;
  - b. absences may not occur earlier than the 60th day before the date of deployment;
  - c. absences may not occur later than the 30th day after the date of deployment.
  - d. if the student satisfactorily completes the school work, the day(s) of absence shall be counted as day(s) of compulsory attendance.
- (3) the student is participating in a mentorship approved by District personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program.
- (4) the student is Medicaid-eligible and participating in the Early and Periodic Screening, Diagnosis, and Treatment Program.

- (5) the student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days.
- (6) the student or the student's child has a documented appointment with a health care professional during regular school hours, if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance.
- (7) the student is in the conservatorship of the Department of Family and Protective Services, attending a mental health or therapy appointment or family visitation as ordered by a court.

## Documentation Related to an Absence

Upon a student's return to school, a parent shall provide a personal note or a note from a health professional that describes the reason for the absence. The note shall be signed by the student's parent or guardian. The school district is under no obligation to excuse an absence if documentation is submitted more than 3 days after a student returns to school from any absence. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian.

## Permission to Leave School

When students board a school bus or arrive on campus they are considered to be "in school" and must check out through the attendance office, even if the first bell has not rung. Students who find it necessary to leave school during the school day for any reason must obtain an early dismissal slip from the attendance office in accordance with school procedure and provide appropriate documentation upon return. Students who fail to follow the above procedures may be considered truant.

## Tardiness/Early Pick-ups

If a student misses instruction due to an unexcused late arrival to or early removal from campus, it may be considered a partial day absence and a violation of the compulsory attendance law.

## Effects of Absenteeism

Absence from class unavoidably affects the quality of a student's work, interferes with normal instructional procedures in the classroom, and places additional demands on the teacher to provide remedial assistance. Therefore, regular attendance and punctuality are required of every student for each scheduled class.

In case of a long period of absences due to extended illness or injury, the student's counselor and the attendance office should be contacted immediately by the parent of the student in order that arrangements may be made for continuance of academic work. If families are aware that their children must be absent for an extended period, parents or students are encouraged to ask their teacher(s) for academic assignments prior to the absence in order to minimize curriculum loss.

## Withdrawal for Non-Attendance

The District may initiate withdrawal of a student under the age of 19 for non-attendance under the following conditions:

- (1) The student has been absent 10 consecutive school days, AND
- (2) Repeated efforts by the principal, attendance officer, or truancy specialist to locate the student have been unsuccessful.

## ATTENDANCE FOR CREDIT

A student shall be given credit for a class only if the student has been in attendance 90 percent of the days the class is offered, unless an attendance com-

mittee appointed by the board gives the student credit because there were extenuating circumstances for the absences. The board shall establish guidelines for determining what constitutes extenuating circumstances and shall adopt policies that establish alternative ways for students to make up work or regain credit lost because of absences for extenuating circumstances. The board may establish alternative ways for students with unexcused absences to make up work or regain credit. The alternative ways must include at least one option that does not require a student to pay a fee, but the option must be substantially the same as the availability of the educational program for which the District may charge a fee. This policy does not affect a student's right to excused absence to observe religious holy days.

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may submit a written petition to the appropriate attendance committee requesting award of credit. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit.

Petitions for credit may be filed at any time the student receives notice, but in any event no later than the date designated by the principal. The date designated by the principal shall be prior to the last day of classes. Any exceptions to this time line shall require the approval of the principal.

The attendance committee may review the records of all students whose attendance drops below 90 percent of the days the class is offered, whether or not a petition is filed.

## Attendance Committees

The board shall establish an attendance committee or as many committees as necessary for efficient implementation of Texas Education Code Section 25.092.

The superintendent or designee shall make the specific appointments in accordance with legal requirements.

## Attendance Committee Hearing

Classroom teachers shall comprise a majority of the attendance committee. The attendance committee shall hear each case in which a student's attendance falls below the 90 percent threshold and a petition by the student or his or her parent or legal guardian has been filed. The committee may give class credit to a student because of extenuating circumstances according to policies adopted by the board that establish ways for a student to make up work or regain credit lost because of absences.

## Personal Illness

When a student's absence for personal illness exceeds three consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

## Unexcused Absences

The board has chosen to allow students who have lost credit because of unexcused absences and who have a passing grade in the course to regain credit by fulfilling the requirements established by the campus attendance committee. The committee may set more stringent requirements for regaining credit when absences are unexcused than in other circumstances.

## Extenuating Circumstances

The board has established the following as extenuating circumstances:

1. Board-approved extracurricular activity or public performance subject to limitations.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.

3. Documented health care appointment for the student or the student's child, if the student begins classes or returns to school on the same day as the appointment.
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent.
5. Juvenile court proceeding documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.
8. Service as a student early voting clerk in an election. The District may not excuse more than 2 days absences of this type in a school year. Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered days of attendance for computing the required percentage of days of attendance.

## Regaining Credit

The attendance committee may use any of the following options as ways in which students may regain credit:

1. Complete additional assignments, as specified by the committee.
2. Satisfy time-on-task requirements before and/or after school.
3. Attend tutorial sessions as scheduled.
4. Perform community services or campus duties.
5. Maintain the attendance standards for the rest of the semester.
6. Attend an alternative education program.
7. Attend evening high school.
8. Take an examination to earn credit.
9. Attend Saturday school.

In all cases, the student must also earn a passing grade in order to receive credit.

## Grades

A student with a grade of 70 or higher who is awarded credit through the review process shall be assigned the grade earned. A student with a grade of 70 or higher who is denied credit by the review committee shall be assigned a grade of 69. A student with a grade below 70 is not eligible to obtain credit through the review process; the grade shall stand as earned.

## Appeal of Attendance Committee's Decision

The attendance committee's decision may be appealed to the board by submitting a written request to the superintendent. Appeals shall be handled as provided by the District grievance procedure, which is stated in the Student-Parent Handbook.

## ATTENDANCE BOUNDARIES

All students who attend Northside Independent School District schools must reside within the boundaries of the District unless the Superintendent of Schools has approved a transfer.

Students are eligible to enroll in a school only if they reside in the attendance zone for that school, or if they have an approved written exception from the Northside Administrative Office (5900 Evers Road). New students must show proof of residence. Students who enroll improperly by misrepresenting their address, or that of their parent(s) or guardian(s), will be subject to tuition as ineligible students.

## INTRADISTRICT TRANSFERS

**General Provisions:** In accordance with the Texas Education Code (TEC) 25.033 a parent or person standing in parental relation to any student may by petition in writing either:

- (2) request the assignment or transfer of the student to a designated school or to a school to be designated by board, or
- (3) file objections to the assignment of the student to the school to which the student has been assigned.

Because each type of intra-district transfer services a specific audience, parents are asked to review the information below in order to determine the most appropriate transfer type given your circumstances. In accordance with NISD

Board Policy FDB(LOCAL), except as otherwise provided by state law, District policy, or board action, the transportation for a transfer student is the responsibility of the student and family. A transfer approved for an individual student does not in any way create an agreement to transfer siblings of the student.

#### **Administrative Transfer**

A transfer may be initiated administratively to assign a student to a different school for reasons including, but not limited to concerns related to discipline, safety, sexual assault, bullying, or extraordinary conditions affecting the family or the school. It must be initiated by the home campus principal or Assistant Superintendent or Executive Director for Elementary or Secondary Administration only if one or more of the conditions described above exist. If parent/guardian deems that an administrative transfer is warranted, they should visit the home campus principal. Unless otherwise noted, an Administrative Transfer is valid only for the current school year.

#### **Employee Transfer**

A full-time employee who resides in Northside and is the biological parent/legal guardian of a child may submit a written request that the child be transferred to the school where the employee is a full-time employee. Employees must reside in Northside ISD and complete the application process to include approval/acknowledgement from the campus principal. A request for an Employee Transfer originates at the campus of employment through the principal with all appropriate documentation forwarded to the Department of Pupil Personnel. A request may be denied by the principal on the basis of failure of the employee to meet residency requirements, lack of space, the student's record (attendance and/or discipline issues), or other factors related to the educational or work environment of the school.

If the principal recommends an employee transfer, the principal shall sign and forward the completed intra-district transfer request and the signed acknowledgement to Pupil Personnel at the time the request is completed by the principal if during the school year or beginning May 1<sup>st</sup> for consideration for the upcoming school year. Once approved, the Director of Pupil Personnel or Designee shall notify the employee and the principal, in writing, of the transfer so that the registration or enrollment process may begin. Such a transfer shall remain in effect for the duration of the school year for which the transfer was requested unless any of the following occur: employee transfers from the school; the transfer is revoked; the student completes that level of schooling; or otherwise becomes ineligible.

#### **Program Transfer (Career & Technology)**

Program Transfers, available at the high school level for upcoming 9th graders only, involve Career and Technology Education concentrated sequence of courses with four or more credits that provide job-specific training and may lead to licensure or certification. A program transfer request for the upcoming school year for a program not offered at the 9th grader's home campus may be submitted during priority consideration time frame during the months of April and May. Priority consideration applications will be subject to lottery. Applications received after May through the deadline of June 30 will be ordered sequentially by date/time received by Pupil Personnel. Program transfers are approved by the requested Campus Principal after a review of the student's discipline & attendance records and pending availability within the program. Transfers are dependent upon the student being admitted to the specific program and require continuous enrollment to remain in effect. Additionally, the Dual Language Program, as a form of bilingual education, is offered at select elementary and middle schools. Questions specific to the program type should be directed to the school counselor, administration, and/or program sponsor.

#### **Parental Choice Transfer**

Northside parents/guardians may submit a parental choice transfer request for their child(ren) for the upcoming school year to the Department of Pupil Personnel beginning April 1st of each year and before the first day of the subsequent school year. Because parent/guardian can request this type of transfer for any reason, a rationale for the transfer request is not required on the form. Requests received during the month of April, shall receive priority consideration and shall be ordered by lottery.

The approval of parental choice transfer requests is dependent on a number of factors:

- (1) Available space at the requested campus and at the requested grade level if elementary
- (2) Projected enrollment numbers at the requested campus
- (3) Special circumstances to include above target enrollment, Cluster campus or cap reliever, to preclude future overcrowding
- (4) Principal's review of the student's discipline and attendance records
- (5) NISD Board Policy (See FC(LOCAL) summarized below.)

In accordance with Board Policy FC(LOCAL), due to space constraints, elementary Cluster campuses shall be restricted to transfers from their own sending campuses only. Parental choice transfer requests to remain at the same school the child was attending at the time of boundary change shall not be accepted for two school years following the boundary change. Further, if an elementary, middle, or high school has a boundary change or cap to reduce enrollment, the school shall be closed for two years following the boundary change. If requests are denied due to lack of space, requests submitted shall be placed on a waiting list ordered by date and time received and will be considered if space becomes available after the beginning of the school year.

A listing of schools open to accepting parental choice transfers and those closed to parental choice transfers will be made available. Furthermore, all parental choice transfers must be approved by the requested Campus Principal after a review of the student's discipline and attendance records. If the student is new to Northside ISD, the parent/guardian should obtain the student records from last school attended and submit them to our office with the intra-district transfer form. If the student fails to maintain an acceptable discipline and/or attendance record, the Principal may revoke the parental choice transfer.

Parental Choice Transfers do not need to be renewed annually, since once approved they are approved for that level of schooling (i.e elementary, middle, or high school level). Transportation for a parental choice transfer student is the responsibility of the family.

### **CAP/TRANSFER CLUSTER SCHOOL**

Because of growing enrollment, state-mandated class size requirements, and not enough classrooms, some schools lack space. When the maximum number of students per grade level is reached and if the campus has a vacant classroom, a new teacher may be added. However, because of the disruption of classes, the decision may be made to close a campus and not add classes for the remainder of the year. When this decision is made, newly enrolling students will be transferred to a nearby Cluster School, Northside provides student transportation to Cluster schools. It is therefore important that currently enrolled students re-register for the following year by the deadline determined by the school. Transfers usually affect only new students not returning students unless the returning students do not return pre-registration materials by the April deadline or unless the returning students do not attend the first day of school of the new fall term. As enrollment stabilizes during the first week of school and vacancies occur, transferred students have the option to return to their home campus. Transfer date determines priority for return.

### **ANTICIPATED MOVE CONTRACT**

The purpose of the Northside ISD Anticipated Move procedure is to avoid multiple changes of a student's school assignment during a school year. An Anticipated Move Contract permits a family to enroll a child at the school (or the cluster campus, if applicable) in the attendance area in which the family will be moving during the course of the school year. Please note that the actual move-in date must be during the course of the school year. While an Anticipated Move Contract may be obtained at any time during the summer months when school is not in session, at the elementary level, the child's name shall be placed on a waiting list until a week before the beginning of the school year. On that date or throughout the year, if space is available, the student shall be permitted to enroll. If space is not available, the student shall be assigned to a cluster school. The student may be ineligible for participation in UIL activities until residency has been established.

Anticipated Move transfer requests must be submitted to the Department of Pupil Personnel for processing. A valid sales or lease contract, signed by all parties, and a document showing a closing or occupancy date on or after the first day of school must be included at the time the request is submitted. A student who lives outside Northside boundaries may enroll, tuition-free, for 30 school days provided that a Tuition Agreement for payment of tuition beyond the 30 school day tuition-free grace period has been approved and processed.

### **May an Anticipated Move Contract be used during the summer months to enroll a child before the beginning of the school year?**

No. Children who live in a school's attendance area before the beginning of the school year receive enrollment priority over students who are moving into the attendance area after the beginning of the school year. At the secondary level, if space is available, the child shall be enrolled. At the elementary level, the child's name will be placed on a list in the order that the Anticipated Move form is received by the school. If space is available the week before the beginning of school, the child's registration will be processed and the child will be placed on a class list. If space is not available, the child may be referred for enrollment at the Cluster campus.

### **If a move from one attendance area to another is made over the summer, does a family need an Anticipated Move Contract?**

No. If a family had moved into a school's attendance area over the summer, the family need only show that proof of residence to the school at or before the beginning of the school year in order to enroll the child.

### **May a family obtain an Anticipated Move Contract during this current school year in order to secure a slot for a child for a subsequent school year?**

No. The purpose of the Anticipated Move Contract is to avoid multiple changes of a student's school assignment during a school year, not to secure a slot for the student for the subsequent school year.

### **Does an Anticipated Move Contract guarantee that a child will attend the child's regular campus?**

No. Since elementary school class enrollments are limited by law, the child may be required to attend a nearby Cluster school until such time that space becomes available at the child's regular school. Should this situation occur, transportation to the Cluster school will be provided by the District.

## **CONTINUED ENROLLMENT**

If during the school year, students move out of the school attendance zone, the parent(s) may apply to the principal for continued enrollment prior to the move. Applications made within ten (10) school days following a move will also be considered.

### **Conditions**

Requests for continued enrollment may be denied on the basis of the student's record (e.g., excessive absences or tardies, poor conduct), for lack of timeliness in filing the request, for falsifying an address or failing to report a change of address, or because of lack of space. Approval may be revoked if the student fails to maintain an acceptable record. When a request for continued enrollment is denied or revoked at the discretion of the principal the student may be allowed to complete the current grading period.

### **Limited Term**

In general, continued enrollment may be granted for the remainder of the current school year only. Continued enrollment for the subsequent year shall not be approved except for seniors who will graduate in the school year following the change of residence.

### **Transportation**

If continued enrollment is approved, transportation shall be the responsibility of the family.

### **Out of District Move**

Students who move out of the District during the school year and ask for continued enrollment at the campus they've been attending are permitted to

remain, subject to the conditions described without tuition for the remainder of the grading period. To maintain enrollment for the remainder of the school year, the family must arrange tuition payment through the Department of Pupil Personnel.

Tuition shall be due in advance and may be scheduled in monthly payments or other payment schedules approved by the superintendent or designee.

Students whose tuition payments are delinquent shall be subject to withdrawal from the school, course, or program in which they are enrolled.

## **CHANGE OF ADDRESS**

Students who change their residence, mailing address, or telephone number after enrollment should report the change promptly to the administrative offices so that the records may be corrected in case of an emergency at the school or at home. Business phone numbers of parents should also be recorded in the administrative offices.

## **DRESS AND GROOMING**

Research has indicated that student behavior is influenced by student dress and grooming. Consequently, student grooming is the proper concern of school administrators and teachers. In order to help insure proper and acceptable behavior on the part of the student, it becomes necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear.

School staff recognizes that parents bear the primary responsibility for setting standards for their children's dress and grooming. However, because of health and safety factors, because of the influence of dress and grooming on students' attitude and behavior, and because of the need to prevent disruptive influences and preserve the academic environment of the school, student dress and grooming are proper concerns of teachers and administrators.

Regulations shall be established concerning the grooming of students for those classes where safety in the use of power machinery and sanitary conditions in food preparation is mandatory. Students enrolled in these classes shall be informed of those regulations and are expected to conform while in these classes. The campus administration, after consulting with the School Advisory Team and considering school/community needs, may have additional dress or grooming regulations that are campus specific.

To aid students and their parents in making decisions about appropriate dress and grooming for schools, the following guidelines are established.

Final determination of acceptable dress and grooming rests with the principal or his/her designee.

1. Shorts and skorts may be worn at the elementary school level. In grades three through five, they should be no more than four inches above the top of the kneecap. Shorts and skorts are prohibited in grades six through twelve.
2. In grades three through twelve, skirts, dresses, and culottes must be no more than four inches above the top of the kneecap. There should not be a cut or slit in the clothing that extends beyond the four inch limit. These requirements also apply to school uniforms.
3. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited.
4. Hair must be neat and clean. Unconventional colored, multi-colored or spiked or Mohawk hair styles are not permitted.
5. Headwear must not be worn in buildings.
6. Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Specifically, oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not permitted.
7. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited.
8. All pants are to be full length (Capri pants should be no less than four inches below the bottom of the kneecap) and worn at the waist (no "sag-

ging” or “bagging”). Tight fitting pants (e.g., tights, Spandex, bicycle pants) are also prohibited. Cut-offs and intentionally frayed pants are also prohibited.

9. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry worn in the ear. Tongue rings and tongue studs are not permitted.

Because fads in dress and grooming are subject to sudden, and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive or indecent, or so bizarre and unusual as to detract from the classroom environment.

If the board determines that requiring school uniforms would improve the learning environment at a school in the District, the board may adopt rules that require students at that school to wear school uniforms. Students shall wear uniforms beginning on the 90th day after the date on which the board adopts the rules. For the current school year, mandatory uniforms are to be worn on the Adams Hill, Cable, Esparza, John Glenn, Passmore, Valley Hi, Anson Jones, Pat Neff, Sam Rayburn, Sul Ross, Rudder and Zachry campuses. Information regarding these uniforms can be found in Section A of this handbook. Parents may contact the administration offices at these schools for specific information on standardized dress requirements.

The rules adopted by the board must designate a source of funding to be used to provide uniforms for economically disadvantaged students.

A parent or guardian of a student assigned to a school where uniforms are required may choose for the student to be exempted from the uniform requirement or for the student to be transferred to a school where uniforms are not required and at which space is available. In order to exercise one of these options, the parent or guardian must provide a written statement that states a religious or philosophical objection to the uniform requirement that the board determines is bona fide.

Students who attend campuses requiring uniforms should follow their specific campus standardized dress code.

**NOTE:** Refer to page C-6 on “Gang Prohibitions” for further prohibitions regarding dress.

## CLOSED CAMPUS

District schools shall allow grade 12 students, with the approval of their principal, to leave campus during lunch hour.

Students in grade 12 may go home during the lunch period if they have on file at the principal’s office a signed parental request that they be released for lunch, or if they are picked up at the school by the parent or guardian.

A parent or guardian who wishes to pick up a student for the lunch period shall first secure the principal’s approval. Students who abuse off-campus lunch privileges or leave campus at any other time without the principal’s approval shall be subject to disciplinary action.

## PLEDGES OF ALLEGIANCE AND MOMENT OF SILENCE OR SILENT ACTIVITY

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag, the request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.

## CAFETERIA

Each school operates a cafeteria program that provides breakfast each morning before school and a lunch meal. Information on prices for both breakfast and lunch may be obtained from your student’s school.

Students buying their lunch are responsible for having their money.

## Elementary Schools

It is Northside School District’s intent that children not be hungry at school; however, it is the responsibility of parents or guardians to provide their children’s lunch or breakfast, or pay for meals provided by the school.

Your elementary child will only be allowed a maximum of five (5) lunch charges.

After your child has accrued five (5) lunch charges, your child will receive an alternate meal consisting of a meat and cheese sandwich, fruit or vegetable, and milk at a \$.60 charge. Elementary students will continue to receive this alternate meal until all cafeteria charges are paid. Proper notification will be made to persons responsible for payment.

Please notify your school’s cafeteria manager if your child is allergic to dairy products and another alternate meal can be provided. Students must have money with them or in their account to purchase extra items.

## Middle Schools & High Schools

It is Northside School District’s intent that children not be hungry at school; however, it is the responsibility of parents or guardians to provide their children’s lunch or breakfast, or pay for meals provided by your school.

Your child will only be allowed a maximum of one (1) lunch charge or one (1) breakfast charge.

Once the student account becomes negative, an alternate breakfast or lunch meal will be offered. Alternate lunch meal consists of a meat & cheese sandwich, fruit or vegetable, and milk at a \$.60 charge. Alternate breakfast meal consists of cereal and milk at a \$.40 charge. Students without money for meals will continue to receive this alternate meal until all cafeteria charges are paid. Proper notification will be given to your student by a “Low-Balance Note” or verbally by the cashier.

Only One (1) Meal Charge is Allowed. Students must have money with them or in their account to receive regular meals and/or extra items.

Charges are allowed for A.L.E., L.C.C.E. students or other special education students.

Please notify your school’s cafeteria manager if your child is allergic to dairy products and another alternate meal can be provided.

## FREE AND REDUCED PRICE MEALS

### NON COMMUNITY ELIGIBLE SCHOOLS

Free or Reduced Priced Meals are available to students who qualify based on federal guidelines. Meal Deals must meet guidelines or à la carte prices will be charged.

Households interested in the program must apply EVERY school year. Applications are available at NON- Community Eligible schools, online at <http://childnutrition.nisd.net/>, in the Child Nutrition Building at 7520 Mainland Drive, or by calling 397-4517.

The completed application will be reviewed within ten working days from the date received in the Child Nutrition Department and the parent/guardian will then be notified by mail. If you don’t receive notification by mail you should call the office immediately at 210-397-4517.

Prior year status will end after Oct. 3, 2016. Students will be charged FULL PRICE if a new approved application is not on file by Oct. 3, 2016.

### COMMUNITY ELIGIBILITY PROVISION (CEP) SCHOOLS

The Community Eligibility Provision (CEP) for the National School Lunch Program (NLSP) and School Breakfast Program (SBP) gives Northside schools with high percentages of low-income children the option to offer free school meals to all children in those schools without collecting applications at these schools.

Under this provision, Northside has elected to provide qualifying meals to all students at no cost to the student. Meal Deals must meet guidelines or à la carte prices will be charged.

Community Eligibility School Sites: High Schools – DAEP at Holmgreen Center, Holmes HS, Jay HS, and Northside Alternative HS. Middle Schools – Jones MS, NAMS - North, NAMS - South, Neff MS, Pease MS, Rayburn MS, Ross MS, Rudder MS, and Zachry MS. Elementary Schools – Adams Hill ES, Allen ES, Boone ES, Brauchle ES, Burke ES, Cable ES, Carlos Coon ES, Camahan ES, Cody ES, Colonies North ES, Driggers ES, Esparza ES, Fisher ES, Glass ES, Glenn ES, Glenoaks ES, Hatchett ES, Howsman ES, Knowlton ES, Leon Valley ES, Linton ES, Martin ES, Mary Hull ES, McDermott ES, Mead ES, Meadow Village ES, Michael ES, Myers ES, Oak Hills Terrace ES, Passmore ES, Powell ES, Rhodes ES, Timberwilde ES, Valley Hi ES, Villarreal ES, and Westwood Terrace ES.

NO Free and Reduced Meal Applications are required at Community Eligible School.

## FOOD ITEMS GIVEN OR SOLD AT ALL SCHOOLS

**SCHOOL DAY DEFINITION:** The period from midnight before to 30 minutes after the end of the official school day.

**SAFETY AND SANITATION OF FOOD ITEMS:** It is recommended that food items given or sold to students be prepackaged.

### I. FOODS ITEMS GIVEN AWAY DURING THE SCHOOL DAY:

**PARENTS:** Parents may choose the types of foods they send to school for their own child's consumption.

**CAMPUS CELEBRATIONS:** Foods may be given to students at two (2) approved school campus parties as well as one (1) additional campus event selected by the principal. The campus will retain records for these approved events for local compliance.

**STUDENT BIRTHDAY OR OTHER CELEBRATIONS:** Foods may be given to students at these types of celebrations at the discretion of the school principal. These events may not be held in the cafeteria during serving times unless the food is purchased from the cafeteria.

### FOOD ITEMS FOR INSTRUCTIONAL PURPOSES:

Foods may be used for instructional purposes; however, teachers must avoid the use of peanuts in classroom and lab activities. (TX Science Safety Standards) Foods used in lab activities should not be eaten following science experiments. Teachers should be aware of all students' allergies and follow procedures outlined in the food allergies plan of care. (Reg HSV-07)

### II. FOOD ITEMS SOLD DURING THE SCHOOL DAY:

Elementary School Campuses are NOT allowed to sell any types of food items to students during the school day. Food items sold by the cafeteria are the only food sales allowable at Elementary campuses.

Middle and High School Campuses may sell food items under the following conditions:

- No Chewing Gum will be sold.
- No Soft Drinks will be sold.
- Must be in compliance with Local, State and Federal "Smart Snacks" criteria.
- MUST be a food item allowable for sale according to the "Smart Snack Product Calculator" (or approved method). Refer to the Child Nutrition website – "Food Items at School" for the calculator and current information.
- Verify, print and save calculator results for your records to ensure compliance.
- MIDDLE SCHOOLS may NOT sell 30 minutes before or after meal periods anywhere on campus.
- HIGH SCHOOLS may NOT sell during meal periods in areas where reimbursable meals are served and/or consumed.

**High School Campuses** are allowed to have up to **(6) Exempt Days** during the school year: Exempt days are defined as days that the "Smart Snack Criteria" is not in effect.

- Campus Administration must keep documentation on file for approved dates to ensure compliance.
- Campus Administration must communicate exempted days to Child Nutrition Manager.
- HIGH Schools may NOT sell during meal periods in areas where reimbursable meals are served and/or consumed on exempt days.

## STUDENT HEALTH

### School Nurse

A school nurse (RN or LVN) is assigned on a full time basis to each District elementary and secondary school and on-call for special schools. The nurse's primary role is to improve the physical and mental health of students in accordance to their own personal needs. This includes emergency care when indicated, providing for the student who becomes ill at school, dispensing medication according to District policy, and maintaining proper immunization and pertinent medical information.

The school nurse gives first aid only. She does not diagnose illnesses, but takes notes of symptoms and notifies the parents of the observations. If a child becomes ill or is injured at school, she/he will be given first aid, and the parents will be notified if the severity of the injury or illness warrants such action. It is asked that students be kept at home when ill and that they have a normal temperature for 24 to 36 hours after any illness before returning to school. Students recovering from communicable diseases must report to the nurse or the principal prior to being readmitted to class.

The student must report to the nurse's office immediately if he or she becomes ill or is hurt in any way during the school day. Students are not to leave school with or without parents unless they have signed out through the administration offices. It is the responsibility of the student and parent to provide the school with an emergency phone number so that parents may be notified immediately should such a need arise.

If upon nursing assessment a child is determined to be ill and/or possibly contagious to others, or is injured at school and needs further evaluation or treatment, he/she will be given first aid and the parent notified. In no case will a child be sent home until the parent/guardian or the person indicated by the parent/guardian has been contacted and arrangements made. Every effort will be made to contact the parent/guardian first. If the parent/guardian is unable to come for the child, arrangements must be made for his/her care by the parent/guardian. In an emergency, EMS or and ambulance designated by the parent/guardian will be called.

### Special Health/Medical Problems

It is especially important that parents and students inform school officials of any special health or medical conditions. School health records must be kept current and accurate at all times. The following procedures apply:

1. Permanent or Extended Health/Medical Problems. Parents should complete the Medical Release and Emergency Information Form at the beginning of each school year, or when registering during the year. This information will be kept on file in the nurse's office. Be sure to provide all information requested and to sign the card. The nurse will provide information, as appropriate, to other school personnel.
2. Special Health/Medical Problems Occurring During the School Year. Students with medical problems for which the family physician feels it is necessary to restrict the student's activity at school should promptly provide the school nurse with a note from the doctor specifying any restrictions and limitations and the time period for which they are expected to apply. The school nurse will notify the appropriate school personnel and will return a copy of the note to the student/parent to be retained as a record.
3. Temporary/Minor Medical Conditions (e.g. cold, sore throat).

Students may be excused from strenuous activities and/or outdoor play for 1-3 days upon written request from a parent/guardian. A doctor's note is not generally required for such temporary restrictions.

## Screening

The principal of each District school shall ensure that each student admitted to that school has complied with Board of Health screening requirements for special senses and communication disorders and spinal screening and diabetes risk assessment screening, or has submitted an affidavit of exemption.

## Scoliosis Screening

Students in grades 5 & 8 shall be screened for abnormal spinal curvature before the end of the school year. This requirement may be met by a professional examination performed by a state-licensed practitioner with expertise in diagnosing spinal deformities. Students entering the sixth and ninth grades not previously screened shall be screened within 120 days of enrollment.

If the screening indicates the student may have an abnormal spinal curvature, the principal shall send the original of the screening report to the student's parent, managing conservator, or guardian along with a letter advising of the parent's responsibility to select an appropriate health practitioner for an examination.

A student may be exempt from the school screening if, within two weeks of enrollment for the year, the parent, managing conservator, or guardian submits to the principal either 1) an affidavit stating that the screening tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member, or 2) the results of a recent screening by the student's physician or other state licensed practitioner.

Parents who do not desire their children to receive scoliosis screening must notify the school principal in writing.

**Diabetes Risk Assessment screening will be done on grades 1, 3, 5, & 7. Acanthosis Nigricans is a skin condition that signals high insulin levels in the body. Insulin is important because it helps "carry" the glucose or sugar to the cells in the body. High insulin levels indicate that the body is resisting the insulin that is being produced. As a result, the pancreas produces more insulin than needed, and through time, it can stop producing enough insulin to take the glucose to the cell in the body. "Acanthosis Nigricans" is important because these markings can help identify persons who run the risk of developing diabetes in the future.**

## Vision and Hearing Screening

State law requires vision and hearing screening for students in the following grades: K, 1, 3, 5, 7, (9th grade no longer mandated) and all new students to Northside in any grades not mentioned above. Parents who do not desire their child/children to receive vision or hearing screening must notify the school principal in writing.

## Immunization Requirements for 2016-2017

Law requires the following immunizations. An official immunization record is required.

**DTP/DTaP/DT/DTdap** Five doses required for entry of kindergarten students unless the fourth dose was received after the 4<sup>th</sup> birthday. Students age seven, starting their vaccine, are required to have three doses. One booster dose of a Tetanus/Diphtheria/Pertussis-containing vaccine is required for entry into 7<sup>th</sup> grade if at least 5 years have passed since the last dose of a Tetanus-containing vaccine. For students in grades 8-12, Tetanus-containing booster required every 10 years.

**Polio** Four doses of IPV required for kindergarten students unless the third dose was received after 4<sup>th</sup> birthday. It can be any combination of OPV or IPV. Not required of eighteen-year old students.

**Measles** Two doses of MMR vaccine are required for entry into Kindergarten-2<sup>nd</sup> grade. Two doses of Measles vaccine are required for students in 3<sup>rd</sup> – 12<sup>th</sup> grades. First dose shall be ad-

ministered on or after the first birthday. **Second dose by age 5 or entry into kindergarten.** Physician confirmation of illness is not acceptable, only serological (blood test) confirmation.

**Rubella** For students in grades 3-12, one dose of vaccine on or after the 1<sup>st</sup> birthday or serological (blood work) confirmation of rubella immunity.

**Mumps** For students in grades 3-12, one dose of vaccine on or after the 1<sup>st</sup> birthday. Vaccine required for all students through 18 years of age.

**HIB** Three doses of Haemophilus Influenza Type B Vaccine and a booster if given before child is 15 months old or one dose of vaccine if given after 15 months. Vaccine given through 4 years of age.

**Pneumococcal** PCV7 is mandated for all students 3 through 4 years of age. The school nurse will evaluate the number of doses needed or if child is complete.

### **Hepatitis**

**Type A** Two doses of Hepatitis A required for Pre-kindergarten, Kindergarten, and 1<sup>st</sup> grade and 2<sup>nd</sup> grade. Second dose is required six months after the administration of the first dose.

**Type B** Three doses required for the following grades: 2011-2012 K-12.

**Menactra** Meningococcal Conjugate Vaccine protects students 11 years of age and older from Meningitis. One dose is required for students entering 7<sup>th</sup> - 9<sup>th</sup> grades.

**Varicella** Two doses of Varicella vaccine received on or after the first birthday are required for students entering Kindergarten - 2<sup>nd</sup> grade and 7<sup>th</sup> - 9<sup>th</sup> grade. Two doses are required if the student was 13 years of age at the time of the first dose of Varicella was received. If the student has had Varicella (Chicken Pox) illness, please request a form from the school nurse to validate illness.

## Exclusions

Each student shall be fully immunized against diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza Type B, and poliomyelitis, Hepatitis A, and Hepatitis B, Pneumococcal and Meningococcal infections and Varicella. A child or student must meet all the immunization requirements specified for the grade level in which the student is enrolled.

The Board shall comply with any modifications or deletions in this requirement that may be made by the Texas Board of Health.

Immunization is not a prerequisite for admission to the District schools if the person applying for admission:

1. Submits one of the following:
  - a. An affidavit or certificate signed by a physician who is registered and licensed to practice medicine within the United States, stating that in the physician's opinion the immunization required would be injurious to the health and well-being of the applicant or any member of his or her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid only one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect.
  - b. The law allows parent/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience. This exemption is requested from the state.
2. Is serving on active duty with the armed forces of the United States.

A student may be provisionally admitted to the District schools if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible. The school must ensure that the required immunizations are received on schedule.

If a student transfers from one school to another, a grace period of no more than 30 days may be allowed at the new school while awaiting the transfer of the immunization record, during which time the student may be provisionally enrolled.

## Consent to Medical Treatment

The school in which a minor student is enrolled may consent to medical treatment of that student, provided all of the following conditions are met:

1. The person having the power to consent as otherwise provided by law cannot be contacted.
2. Actual notice to the contrary has not been given by that person.
3. Written authorization to consent has been received from that person.

## Form of Consent

Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment. The consent must contain:

1. The name of the student.
2. The name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed.
3. The name of the person giving consent and the person's relation to the student.
4. A statement of the nature of the medical treatment to be given.
5. The date on which the treatment is to begin.

## Minor's Consent to Treatment

A minor may consent to hospital, medical, surgical, and dental care furnished by a licensed physician or dentist if the minor:

1. Is 16 years of age and residing separate and apart from the minor's parents, managing conservator, or guardian, regardless of the duration of the residence, and is managing his or her own financial affairs, regardless of the source of the income;
2. Consents to the diagnosis and treatment of any infectious, contagious, or communicable disease required to be reported to the Texas Department of Health, including all sexually transmitted diseases;
3. Is unmarried and pregnant, and consents to hospital, medical, or surgical treatment, other than abortion, related to her pregnancy; or
4. Consents to examination and treatment for chemical addiction, chemical dependency, or any other condition directly related to chemical use.

## Administering Medication

Employees of the District may administer medication to a student provided:

1. The District has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
2. When administering prescription medication, the medication appears to be in the original container and to be properly labeled.

## By Volunteer Professionals

If the District provides liability insurance for a licensed physician or registered nurse who provides volunteer services to the District, the Board may allow the physician or nurse to administer to any student nonprescription medication or medication currently prescribed for the student by the student's personal physician.

## Civil Liability Immunity

The District, the Board, and its employees shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student in accordance with this policy.

## Medications

Parents are encouraged to schedule the administration of student medication so that medication is given at home whenever possible.

In cases where medication must be administered at school the following procedures apply:

1. All medications should be taken directly to the school office by the parent. No medication may be kept in the classroom nor may students administer their own medication. If it is necessary to send medication via the child,

the parent is encouraged to notify the school office by phone the same day. (Parents are reminded that they are responsible for the medication until it is delivered to a school District employee).

2. Prescription medication must be taken to school in a properly labeled prescription container. Short-term medication (up to two weeks) may be administered upon written request by the parent. Long term medication may be administered only if the physician completes the school's Special Health Form.
3. The administration of non-prescription medication is normally not permitted, but may be authorized by the principal under either of the following conditions:
  - a. If ordered by the child's physician, accompanied by a written request from the parent and brought in the original manufacturer's package.
  - b. If the child is experiencing pain due to causes such as post surgical procedures, injury or dental procedures. In such cases, pain relief medication such as Tylenol, Advil, etc., may be administered if accompanied by a written request from the parent and brought in the manufacturer's package for a period of three days.Any other non-prescription medications cannot be dispensed to, or carried by, a student at school – this includes cold medications, cough syrups, cough drops, throat lozenges, vitamins, and herbal remedies.
4. Parents must pick up leftover medication. Students may take home only empty medication containers. If medicine remains, parents will be informed and medicine will be disposed of two weeks after notification.
5. Prescription medications may well fall under the definition of "controlled substance" or "dangerous drugs." Students will be subject to disciplinary action if they do not adhere to the rules regarding prescription medications.
6. Team physicians, coaches, and trainers may be allowed to administer medications to athletes after receiving signed permission forms from the student's parent or guardian.

## Self-Administration of Prescription Asthma Medicine by Students

A student with asthma is entitled to possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if:

1. prescription label on the medication;
2. the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. a parent of the student provides to the school:
  - a. a written authorization, signed by the parent, for the student to self-administer prescription asthma medicine while on school property or at a school-related event or activity; and
  - b. a written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
    - i. that the student has asthma and is capable of self-administering the prescription asthma medicine;
    - ii. the name and purpose of the medication;
    - iii. the prescribed dosage for the medicine;
    - iv. the time at which or circumstances under which the medicine may be administered; and
    - v. the period for which the medicine is prescribed.
  - c. The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.

## Allergies

Any student who suffers from allergies should contact the school nurse or the school principal. The nurse or principal will consult with the District physician on an individual basis as to the best procedure for that student to follow.

Each NISD school clinic has two unassigned epi-pens in the event that a student, staff or patron experiences an allergy reaction while at the school.

## **Diabetes Management And Treatment Plan SEC. 168.002**

A parent seeking care for a child with diabetes while the child is at school or participating in a school activity must provide to the school nurse a management and treatment plan developed by a doctor.

## **BACTERIAL MENINGITIS**

### **What is Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

### **What are the Symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both child and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### **How serious is Bacterial Meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

### **How is Bacterial Meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

### **How can Bacterial Meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

### **What should you do if you think you or a friend might have bacterial meningitis?**

Seek prompt medical attention.

## **FOR MORE INFORMATION**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## **ASBESTOS MANAGEMENT PLAN AVAILABLE**

As required by Environmental Protection Agency regulation 40 CFR Part 763 Subpart E, Northside Independent School District hereby notifies parents, guardians, and managing conservators of students, that an Asbestos Management Plan is available for review in the administrative office of schools constructed before October 12, 1988. Periodic inspections of all identified asbestos containing materials are made at least every six months. Certified re-inspections are conducted every three years.

## **USE OF PESTICIDES**

In accordance with the Texas Structural Pest Control Act, Article 135b-6, Northside Independent School District hereby notifies parents, guardians, and managing conservators of students, that pesticides are periodically applied at District facilities. The District has adopted an Integrated Pest Management (IPM) plan and will integrate IPM procedures for the control of structural and landscape pests.

Students, as building occupants, should be concerned about the safety and effectiveness of the pest control methods used. The most important responsibility of students is sanitation. Much of the prevention and reduction of pest infestation at the school site depends on a clean environment. This requires cleaning up food leftovers, removing food from lockers, removing gum from under desks and cleaning up paper clutter. Students should immediately report any evidence of pest activity to school teachers or administrators.

Parent's first responsibility in school pest management is to learn about IPM practices and to follow them at home so that pests are not carried to school in notebooks, lunch boxes, clothing or children's hair. Second, parents should be aware of the current pest management practices conducted in their children's school. Visible interest and concern on the part of the parents is a valuable resource in the successful implementation of the IPM program. Additional information is available through your school principal, who can refer parents to the District IPM Coordinator as required.

## **STUDENT INSURANCE**

The Northside ISD is immune from bodily injuries and property damage sustained by students and visitors to our facilities (except for limited liability for negligent operation and use of a motorized vehicle and certain issues involving federally protected classes of students). A portion of this immunity is provided in the Texas Tort Claims Act, Civil Practice and Remedies Code §101.021 and §101.051.

The District does not assume financial responsibility for injuries sustained in any school-sponsored activity, athletic event or practice, except as noted above. The District does not carry insurance on students. Before participating in school-sponsored athletics or any other school-related activity, parents/legal guardians are encouraged to purchase the Student Accident Insurance made available at the beginning of each school year and throughout the school year. If a parent/legal guardian does not have other insurance and does not purchase the Student Accident Insurance, they assume the risk of the injury and associated cost. If a parent/legal guardian does have other insurance, the Student Accident Insurance may supplement the cost of any expense not recoverable from any other plan.

Enrollment forms and information are available at each campus, online at the Risk Management website or through the Office of Benefits and Risk Management in the Human Resources Department.

## Accident Insurance

For those parents who desire a supplemental accident insurance policy, the Northside School District makes available a voluntary group accident coverage that can be purchased at a nominal fee by all students. Coverage is available for the normal school day or can be extended to 24-hour protection. A brochure-application will be sent home at the beginning of the school year so that all parents who so desire may purchase this supplemental protection. Parents should read the brochure carefully to avoid misunderstanding the coverage period.

PREMIUMS ARE TO BE PAID BY PERSONAL CHECK OR MONEY ORDER. NO CASH, PLEASE. YOUR CANCELED CHECK OR MONEY ORDER STUB WILL SERVE AS YOUR RECEIPT.

## ORGANIZATIONS

Enrichment of student life at Northside schools is offered in a variety of ways. Clubs and organizations covering a great many interests are offered for the purpose of making the student's life more enjoyable and meaningful. Students should find some club or clubs in which to share their particular interest with others.

Membership in these clubs, subject to scholastic qualifications, is open to all students. State law prohibits secret or semi-secret clubs (fraternities). A public school fraternity, sorority, or secret society is hereby defined as: any organization which seeks to perpetuate itself by taking in additional members from the pupils enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school who is qualified by the rules of the school to fill the special aims of the organization.

The board may adopt a policy establishing the number of times a student who is otherwise eligible to participate in an extracurricular activity may be absent from class to participate in an extracurricular activity sponsored or sanctioned by the District, UIL, or an organization sanctioned by board resolution. Such a policy must permit a student to be absent from class at least ten times during the school year, and the policy prevails over any conflicting policy.

Students in leadership positions and students who participate in extracurricular activities, on or off campus, are subject at all times to school district policy and University Interscholastic League rules regarding participation. The student's privilege of participation in these activities may be revoked, suspended, or otherwise adversely affected at any time when:

1. the instructor/sponsor of an extracurricular activity or a campus administrator determines that the student's conduct has an incidental negative effect on the morale or discipline of other participants in the extracurricular activity; and/or
2. the instructor/sponsor of an extracurricular activity or a campus administrator determines that the student's conduct has an incidental negative impact on the reputation of the student's team, school, or school district; and/or
3. the instructor/sponsor of the extracurricular activity or a campus administrator determines that the student's conduct warrants the revocation or suspension of the student's extracurricular activities as a disciplinary measure.

## Athletics - Secondary

The Northside School District offers an excellent program for both men and women. Northside high schools participate in Texas Interscholastic League contests and all sports activities are governed by the rules and regulations established by these organizations.

The athletic program is comprehensive and includes activities sponsored by the U.I.L. Students who are interested in trying out for a sport should contact the head coach for that sport. Eligible students who wish to participate in athletics must first secure their parent(s)' permission and doctor's approval. Blank forms for these permissions and approvals may be obtained from the coach. After the proper signatures are recorded, their properly executed forms are to be returned to the coach.

On occasion, a serious medical problem such as heart arrhythmia may go undetected with catastrophic consequences for a student athlete. Parents and students may wish to discuss with their family physician the advisability of arranging an ECG or other tests not included as a part of the routine preseason athletic physical exam.

## Extra-Curricular - Secondary

### Eligibility for Beginning of School Year

In order to be eligible, a student must be enrolled in the equivalent of two and one-half credits per semester. These credits can be a combination of both state approved and local courses; however, a student must have accrued the designated number of credits in state approved courses in order to be eligible the first six weeks of the school year.

Students in grades 7-12 may participate in extra-curricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses:

1. If a student is beginning the seventh grade year, she/he must have passed from the sixth grade to the seventh.
2. If a student is beginning the eighth grade year, she/he must have passed all but one of the courses required for the seventh grade year.
3. If a student is beginning the ninth grade year, she/he must have completed all courses required for the seventh grade year and have passed all but one of the courses required for the eighth grade year.
4. If a student is beginning his/her second year of high school (grades 9-12), she/he must have earned 5 credits.
5. If a student is beginning his/her third year of high school, she/he must have earned 10 credits, or during the preceding twelve months she/he must have earned 5 credits.
6. If a student is beginning his/her fourth year of high school, she/he must have earned 15 credits to be eligible, or during the preceding twelve months she/he must have earned 5 credits.

### Eligibility During the Year

1. A student who is enrolled in a school district in this state or who participates in a University Interscholastic League competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension continues for at least three weeks and is not removed during the school year until the conditions of Section 2 are met. A suspension does not last beyond the end of a school year. For purposes of this section, "grade evaluation period" means:
  - a. the six-week grade reporting period; or
  - b. the first six weeks of a semester and each grade reporting period thereafter, in the case of a school with a grade reporting period longer than six weeks.
2. Until the suspension is removed or the school year ends, a school district shall review the grades of a student suspended at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class, other than an identified honors or advanced class, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall make the determination concerning the student's grades.
3. A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.
4. Suspension from participation in extracurricular competition or other public performance becomes effective seven days after the last day of the six weeks or grading period during which the grade lower than 70 was earned. The seven day interim period begins with the close of school on

the last day of the six weeks or grading period and ends seven days later. For example, if the six weeks ends at 3:45 p.m. on April 23, the suspension would take effect at 3:45 p.m. on April 30.

5. Students should not drop a course in order to retain or regain eligibility.

## Magnet Schools

Students who attend a NISD Magnet School will represent only their respective magnet campus in school extracurricular activities.

## Eligibility Questions

Will changing a student's grade earned the preceding grading period from failing to passing allow the student to regain eligibility for participation in extracurricular activities?

Answer: The only occasions which would permit a student to regain eligibility after receiving a failing grade would be if an error were made in computing the grade average or if an error were made in marking the report card.

Students who have not completed required work prior to the end of the grading period due to an excused absence for illness or other acceptable reason should not be given an F. Instead, they should receive an "incomplete" and be allowed a reasonable time to complete the work.

### When does a student with an incomplete become ineligible?

Answer: Seven days after the end of the previous grading period if the "I" is still on the record.

### When does a student with an incomplete become eligible?

Answer: Students with an incomplete in a course regain their eligibility when the "I" is replaced with a passing grade. Local district policy dictates the amount of time students have to make up work after a grading period has ended.

### Can a student's eligibility be regained if the teacher accepts late work from the previous grading period and averages the student's grade and finds it to be passing?

Answer: The student remains ineligible. The grade earned at the end of the grading period determines a student's eligibility. However, while a student must remain ineligible for a three week period, that does not necessarily preclude the changed grade from being appropriately averaged with other grades used in determining the semester average.

If a student decides to return to a home attendance area school or go to another magnet school after enrolling in a magnet school, is she/he eligible for UIL varsity athletic participation?

No, the student would not be eligible for varsity athletic competition for at least one calendar year.

## FIELD TRIPS - COMPETITIVE ACTIVITIES

Any student who intends to be a participant or spectator at an event for which the school provides transportation will be expected to follow the guidelines listed below:

1. Conduct, language and attitude on the bus and at the site of event will reflect the courtesy and proper conduct in keeping with the type of event.
2. School songs and cheers are welcome when the occasion is appropriate.
3. Students will be assigned to buses. A student who rides to an event on a school bus will ride the same bus back to school.
4. Dress on the bus will be the same, as that required at school unless the principal should direct otherwise.

Students who are absent from school the day of the event will not be allowed to participate. The principal must approve exceptions. Sponsors will provide students and parents with a written agenda of the trip which shall include: (1)

place, date, and time of departure and return; (2) method of transportation; (3) name, address, and phone number of overnight accommodation if the event involves more than one day; (4) list of items which will be needed by the student while on the trip; (5) schedule of events students will attend or participate in while on the trip. Sponsors shall verify that each student has submitted a permission form signed by the parent or guardian prior to leaving on the trip. If the parent refuses to give permission, the student does not participate. Sponsors and chaperons shall support and enforce the rules and regulations as outlined in the student handbook.

Any student who is a participant or spectator in any competition or who performs a program as a representative of a Northside school or the District (including practice, competition, travel to and from the event, or other related activities) who displays conduct which is disruptive or detrimental to the program including but not limited to being in possession of or under the influence of alcohol, marijuana, hallucinogenic drugs or other prohibited substances of any kind, or attempting to sell, to distribute, or use said prohibited items while at school, at a school facility, at a school-sponsored activity, or on the school bus will be subject to immediate withdrawal from the program for the remainder of the school year and removal to an alternative education program or expulsion from school (Northside Board Policies FNCF (Local), FNC (Local) and EFD (Local)).

## TITLE IX

The Northside School District constantly strives to provide a quality educational program to all students by preparing individuals to develop their fullest potential for living in our society.

Instructional programs are provided to help meet the physical, intellectual, and emotional needs of students, and to provide opportunities that will give students a mastery of the basic skill of learning, thinking, and problem solving. All students' needs shall be met without discrimination on the basis of sex.

Students, parents, or any person who believes that a violation of Title IX prohibitions against discrimination and/or harassment on the basis of sex may have occurred will report such allegations to the principal for resolution. Complaints not resolved at the school level may be appealed to the Title IX Coordinator Levinia Lara (elementary school complaints, 210-397-8640) and Stephen Daniel (secondary school complaints 210-397-8639).

## SECTION 504

No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any District service, program, or activity. 42 U.S.C. 12132;29 U.S.C. 794;34 CFR 104.4(a)

The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended, regarding student matters:

Name: Ann Draker  
Position: Coordinator  
Address: 5651 Grissom Road, San Antonio, TX 78238  
Office Telephone: (210) 397-8741

THE DISTRICT HAS A SYSTEM OF PROCEDURAL SAFEGUARDS THAT INCLUDE NOTICE, AN OPPORTUNITY FOR THE STUDENTS' PARENT(S) OR GUARDIAN(S) TO EXAMINE RELEVANT RECORDS, AN IMPARTIAL HEARING WITH THE OPPORTUNITY FOR PARTICIPATION BY THE PARENT(S) OR GUARDIAN(S) AND REPRESENTATION BY COUNSEL, AND A REVIEW PROCEDURE.

## SIGN LANGUAGE INTERPRETER

NISD in compliance with Section 504 and the Americans with Disabilities Act will provide qualified sign language interpreters for all Deaf and Hard of Hearing individuals who require these services in connection with District activities. Contact your local campus.

## SOCIAL EVENTS

All social events scheduled in the Northside schools shall be approved by the school principal. These functions must have adults in attendance. Students who fail to conduct themselves properly at any social function will be asked to leave and will be subject to disciplinary action by the principal. All extracurricular activities (sponsored by or held in the school) are considered to be learning experiences and must be controlled by school personnel.

Parents of seniors should be aware that NISD does not approve, support, or publicize any post-graduation activities other than the Project Graduation one night drug and alcohol free party. Parents are urged to use caution and to carefully investigate advertised graduation trips or cruises sponsored by various companies or organizations.

## FIRE DRILLS

Fire drills are conducted for two purposes: (1) to train students to leave the building in an orderly manner and quickly in case of an emergency alarm; and (2) to teach self-control in times of emergency in later life. These aims can be accomplished with student cooperation. When an alarm is sounded, all students should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the students reach the safety zone, they should turn and face the building while remaining in line.

In case of an obstructed fire drill in which an exit is blocked, the students should then proceed to an alternate exit. In doing so, care should be taken to stay in line.

Students will be instructed at their campus as to what signals indicate a fire alarm.

## TORNADO/DISASTER DRILLS

1. Most tornadoes in Texas occur in the months of April, May and June.
2. Most tornadoes occur from 12 noon through midnight, and 85% of them occur between the hours of 4:00 p.m. and 6:00 p.m.
3. Approaching tornadoes sound like a continuous rumbling of thunder.
4. Strict discipline will be enforced.
5. During drills, students are to go to designated areas away from windows and doors. Specifically, they should avoid portable buildings with large span beams such as gymnasiums and cafeterias. Students who are outside should go to designated areas.
6. The proper position for students after reaching the designated areas is as follows: kneel on the floor, lean forward and touch the forehead to the floor, then clasp the hands together behind the back of head.

## LOCK-DOWN DRILLS

Lock-down drills may be conducted to prepare schools for emergency situations when students and staff may be in imminent danger of serious bodily injury. Each campus has a lock-down procedure specific to that campus. This procedure is communicated to appropriate personnel at each campus.

## STUDENT TRANSPORTATION

High school students may be permitted to drive vehicles to school and to park on campus subject to guidelines and regulations published by the school. This privilege may be suspended or terminated by the school administration if it is abused.

Racing cars, go-carts, and motor bikes or similar vehicles are prohibited and may not be driven on District property at any time.

## TRANSPORTATION POLICIES

**General:** The Northside Independent School District, as permitted by the State Board of Education, provides transportation for the normal school day to eligible students. Regular students are qualified for bus transportation who live more than two (2) miles away from their school, or for which there is a certified hazardous situation noted in compliance with Texas Education Code (TEC) Section 42.155(d). Transportation for students requiring special needs transportation is authorized in accordance with Title 34 CFR 300.16.

In order to provide adequate, equitable services to eligible students based on the above guidelines, certain criteria have been established to determine where authorized bus stops will be located on regular routes within the District boundaries. Regular bus stops are designed to ensure optimum route efficiency and resource utilization based on District-wide driver and bus availability. Basic bus stop criteria apply as follows:

1. Regular Routes: The typical walk-to-bus distances are for Pre-Kinder/Elementary is .1 mile and Middle/High School(s) is .2 mile.
2. Special Needs Routes: The Admission, Review and Dismissal (ARD) committee in conjunction with parental/guardian input will determine special needs transportation requirements based on the respective student's needs.

**Route Management:** Certain criteria are used to determine the use of various locations for bus stops within District boundaries. These stops must be synchronized to ensure optimum route efficiency for all eligible students and resource utilization (driver crew/vehicle availability), district wide. Therefore, each route has its unique composition and certain walk-to-bus distances as provided below are used to facilitate a timely and an effective route system.

<u>Category</u>	<u>Walk-to-Bus Stop Distance</u>
Pre-Kinder/Elementary	.2 mile
Middle/High School	.35 mile

**Students Walking to Bus Stops:** Parents must assume the responsibility for their students traveling back and forth from home to the bus stop. Additionally, students should be at the designated bus stop for the AM run (pick-up) at least five (5) minutes before the designated pick-up time.

**Video Camera on Bus:** Northside ISD installs video cameras on buses (assigned/rotational basis) to enhance student safety, pursuant to Texas Education Code 26.009(b), which permits schools to videotape students without parent permission for purposes of maintaining order and discipline. The videos assist drivers, station managers, and school administrators in monitoring student activity. Student awareness of this program provides an incentive to exhibit appropriate behavior, which in turn, results in a much safer environment while traveling on the bus.

However, under FERPA, the parent may only view the video if his or her child is the only student in the video. Typically, the video would reveal the behavior of other students who cannot be viewed by any parent.

The Texas Attorney General has addressed this issue and determined that videotapes made on school buses, on which the driver addresses some students by name and which "show the faces, bodies, and behavior of students of the District" are education records under FERPA and are exempted from disclosure (Texas Attorney General ORD 95-821 (1975)).

**Student Behavioral Management:** Students who ride buses to and from school will be expected to conduct themselves in a courteous/proper manner. Any student who cannot abide by the transportation rules of conduct and the Student Code of Conduct in Section C of this handbook will be subject to disciplinary action that could result in loss of bus riding privileges.

The following rules (non-inclusive) are provided to ensure a safe trip for all riders on the bus.

1. Cooperate with the transportation staff at all times.
2. Be on time at the bus stop, since the bus cannot wait for those who are tardy. Students should be present at their stop at least five (5) minutes prior to the designated pick-up time.

3. Wait a sufficient distance from the pavement to allow the bus to pull off the road onto the shoulder. Never stand in the roadway while waiting for the bus.
4. Wait in orderly line before boarding the bus.
5. Board and leave the bus carefully and courteously with no shoving or pushing.
6. Cooperate if assigned a seat on the bus.
7. Remain seated in a safe manner at all times while the bus is in motion.
8. Keep arms, head, and/or other parts of the body out of the bus windows. Clothing or other articles should not be extended through the bus windows.
9. Get on and off the bus at the designated bus stop nearest your residence.
10. Bring a signed note from the parent/guardian for permission to get off the bus at a stop other than that previously designated as the regular stop. A school official must authorize this note with a signature, initial, etc. The note must be presented for authorization on the morning of the requested day to allow sufficient time for parent verification.
11. Ride the route to which assigned. In genuine hardship (emergency) situations, i.e., hospitalization of a single parent, the school administrator may approve a temporary assignment of an eligible student to a different route until the family can make other arrangements. Such assignments may not exceed five (5) school days.
12. Do not throw, pitch, or shoot articles within the bus, out of the bus windows, or at any other vehicle.
13. Do not carry harmful or dangerous articles. Explosives, fireworks, knives, weapons, mace, tear gas, etc., are prohibited.
14. Refrain from making excessive noise such as loud talking, screaming, whistling, etc.
15. Do not possess or consume intoxicating beverages, or illegal drugs aboard a bus. This includes, but is not limited to, marijuana and the hallucinatory drugs.
16. Do not use tobacco products on the bus.
17. Do not fight on the bus or at the bus stop.
18. Do not eat, drink, or chew gum on the bus.
19. Do not bring animals on the bus unless authorized by the transportation department.
20. Do not board or leave the bus through the emergency door unless there is an emergency.
21. Do not take or handle any emergency equipment inside the bus.
22. Do not write upon, disfigure or destroy any part of the inside or outside of the bus. (Students who damage school district property will be charged for such damage and disciplinary action(s) that may include loss of bus privileges.
23. Do not use unacceptable language, gestures, or actions.
24. Do not play radios, tape players, or other similar equipment on the bus.
25. Do not behave in any manner that may jeopardize the safe operation of the bus.
26. Band instruments should not be placed in the aisles, in front of the bus or blocking emergency exits. Due to limited space, instruments should be placed on the students' laps, unless there is a vacant seat available.

## Consequences For Violation Of School Bus Rules And Regulations

### First Offense: (Verbal Warning)

The bus driver/assistant will warn the student(s) verbally for the first incident of misconduct. (Exception: See Major Offense, below.)

### Second Offense: (1st Written Offense)

The bus driver/assistant will submit a Bus Safety Report (written report) to the school principal or designee. The document signifies the second warning of misconduct. The administrator will take appropriate action, which may include

removal of bus privileges. Copies of the Bus Safety Report will be sent to parents and the Transportation Department to provide information for imposed corrective action.

### Subsequent Offenses:

Subsequent Offenses may result in extended or permanent removal of transportation privileges.

### Major Offense:

Regardless of sequence, any offense considered major will result in a written report (Bus Safety Report) by the driver and/or immediate removal of bus privileges by the school administrator at his/her discretion as well as discipline sanctions.

## Removal Of Transportation Privileges

Students removed from bus service for any offense shall not be allowed to ride another school bus for transportation to and from school during the removal period. The student may also be denied transportation on special trips during this time.

## PETS

For the safety of all, animals of any kind, including family pets, are not allowed on school grounds at any time. With the exception of service animals (as identified in the Americans with Disabilities Act-Title II and the Texas Human Resources Code-Title 8 Chapter 121), only animals approved by the campus administrator can be allowed on campus for curriculum purposes. Safety for students and staff will be the primary factor in the approval and process. Schools administrators have the right to exclude animals from campus if they determine the animals could disrupt the educational environment.

## SELLING OF ITEMS BY INDIVIDUALS

The selling of items within the school is restricted to clubs or by special permission from the principal. Specifically, the selling of craft items produced at home is prohibited.

## VALUABLES/PERSONAL PROPERTY

Students are responsible for the care and custody of personal items. The District will try to provide safe repositories for students' belongings while at school. However, it cannot assume responsibility for lost or stolen items. The District recommends that valuable items such as cameras, jewelry, money, expensive clothing, etc., be left at home.

## COMPLAINT RESOLUTION PROCEDURE

1. Complaints shall be discussed initially with the appropriate administrator within 15 calendar days of the event or action that is subject of the complaint.
2. If the complaint is not resolved at one level, the complainant (student, parent, or patron) may address the complaint to the next level within seven calendar days after receipt of a response.
3. A complainant who fails to make a reasonable effort to comply with the time lines for complaint resolution thereby waives his or her right to advance the complaint.

In Levels I-III complaints and response may be either oral or written, as appropriate. However, once either the complaint or the response is presented in writing all future responses or appeals must be in writing.

**LEVEL I - CAMPUS LEVEL:** Complaints originating at the school level shall first be directed to the building principal. The principal shall hear, or read, the complaint and shall take whatever steps deemed appropriate to attempt to resolve the complaint. Such steps may include a review of relevant information and conferences with the parties directly involved, either jointly or separately.

**LEVEL II - PROGRAM LEVEL:** Complaints not resolved at the campus level and those more reasonably addressed at the district level may be presented to the appropriate program administrator. Specific programs that have directors to whom complaints should be addressed include special education, transportation, and athletics. All other curricular or instructional issues should be addressed to the Executive Director for Elementary Instruction or the Executive

Director for Secondary Education and Career and Technology Education, as appropriate. All other matters should be addressed to the Assistant Superintendent for Elementary Administration or the Assistant Superintendent for Secondary Administration, as appropriate. The Executive Director or Assistant Superintendent may refer the matter to a more appropriate administrator or involve them in the discussion and attempted resolution as she/he determines best.

**LEVEL III - SENIOR STAFF LEVEL:** Any complaint not resolved at the program level may be appealed to the appropriate deputy superintendent. The Deputy Superintendent involved may hear the complaint, review relevant information, and conduct any investigation or conferences necessary to attempt to resolve the matter; or, at his/her discretion, the deputy superintendent may appoint an impartial panel of 3-5 members to hear the complaint and recommend a ruling.

**LEVEL IV - BOARD LEVEL:** Complaints that should properly be heard at the board level and those which have not been resolved at Level III may be presented to the Board.

Appeals to the board shall be submitted to the Superintendent in writing and shall include: a statement of the problem and related circumstances; a proposal or recommendation offered as a possible solution; and copies of written responses and summaries of oral responses received at Levels I-III. Upon receipt of an appeal to the board, the Superintendent shall review the case and take additional steps to resolve the complaint or make the necessary arrangements for the complaints to be presented to the board in a timely manner.

## RESOURCES AVAILABLE WITHIN THE DISTRICT

The following individuals/programs are available in the District to assist you and your child. You may call the appropriate telephone number for assistance in each area of concern.

<b>Assistant Superintendent for Elementary Administration</b>	397-8640
Problems relating to the elementary school operations and administration	
<b>Assistant Superintendent for Secondary Administration</b>	397-8639
Problems relating to the secondary school operations and administration	
<b>Bilingual/ESL</b>	397-8173
Questions regarding difficulties in language other than English that may be spoken	
<b>Excel Academy</b>	397-8120
Programs for overage students who are unable to meet the graduation requirements of their home school	
<b>Community Education</b>	397-8100
Questions relating to continuing education, GED programs, adult education	
<b>Compensatory Programs</b>	397-8555
Programs to assist students at risk of not achieving	
<b>Connections</b>	397-0530
Questions regarding families that are homeless	
<b>Director of Guidance and Counseling</b>	397-1257
Counseling services	
<b>Director of Pupil Personnel</b>	397-8695
Information and Questions regarding student discipline, admissions, and attendance.	
<b>Pupil Personnel Attendance Office</b>	397-8180
Questions on student non-attendance/truancy and address investigations.	
<b>Director of Transportation</b>	397-0900
Information regarding bus transportation	
<b>Drug Abuse Specialist</b>	397-1265
Chemical dependency problems or concerns	
<b>Executive Director of Elementary Administration</b>	397-8906
<b>Executive Director of Secondary Administration</b>	397-8819
<b>Executive Director for Elementary Instruction</b>	397-8644
Problems related to elementary curriculum and instruction issues	
<b>Executive Director for Secondary Instruction</b>	397-8637
Problems related to secondary curriculum and instruction issues	
<b>Director of Special Education</b>	397-8742
Problems/programs relating to emotionally or physically disabled students and homebound services	
<b>Health Services</b>	397-3551
Questions regarding immunizations, medications, and other health concerns	
<b>Northside Independent School District Police</b>	397-5600
Security, safety, criminal mischief, or vandalism information or concerns	
<b>Section 504 Coordinator</b>	397-8741
Problems/programs relating to disabled students under Section 504	
<b>Teen Parenting</b>	397-8111
Program to assist pregnant and parenting students	

## – Section E –

# ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

• NORTHSIDE ISD POLICY CQ (LEGAL) • NORTHSIDE ISD POLICY CQ (LOCAL) • NORTHSIDE ISD ADMINISTRATIVE REGULATION FOR TECHNOLOGY RESOURCES

## NORTHSIDE ISD POLICY CQ (LEGAL)

### PEIMS

The District shall participate in the Public Education Information Management System (PEIMS) and through that system shall provide information required for the administration of the Foundation School Program and of other appropriate provisions of the Education Code. The PEIMS data standards, established by the Commissioner of Education, shall be used by the District to submit information. *Education Code 42.006; 19 TAC 61.1025*

### CHILDREN'S INTERNET PROTECTION ACT

Under the Children's Internet Protection Act (CIPA), the District must, as a prerequisite to receiving universal service discount rates, implement certain Internet safety measures and submit certification to the Federal Communications Commission (FCC). *47 U.S.C. 254* [See UNIVERSAL SERVICE DISCOUNTS, below, for details]

Districts that do not receive universal service discounts but do receive certain federal funds under the Elementary and Secondary Education Act (ESEA) must, as a prerequisite to receiving these funds, implement certain Internet safety measures and submit certification to the Department of Education (DOE). *20 U.S.C. 6777* [See ESEA FUNDING, below, for details]

### DEFINITIONS

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. *47 U.S.C. 254(h)(7)(G); 20 U.S.C. 6777(e)(6)*

"Technology protection measure" means a specific technology that blocks or filters Internet access. *47 U.S.C. 254(h)(7)*

### UNIVERSAL SERVICE DISCOUNTS

An elementary or secondary school having computers with Internet access may not receive universal service discount rates unless the District implements an Internet safety policy, submits certifications to the FCC, and ensures the use of computers with Internet access in accordance with the certifications. *47 U.S.C. 254(h)(5)(A), (I); 47 CFR 54.520*

"Universal service" means telecommunications services including Internet access, Internet services, and internal connection services and other services that are identified by the FCC as eligible for federal universal service mechanisms. *47 U.S.C. 254(c)(3), (h)(5)(A)(ii)*

### INTERNET SAFETY POLICY

The District shall adopt and implement an Internet safety policy that addresses:

1. Access by minors to inappropriate matter on the Internet and the World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking," and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors. *47 U.S.C. 254(I)*

### PUBLIC HEARING

The District shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy. *47 U.S.C. 254(h)(5)(A), (I)(1)*

### INAPPROPRIATE FOR MINORS

A determination regarding what matter is inappropriate for minors shall be made by the Board or designee. *47 U.S.C. 254(I)(2)*

### TECHNOLOGY PROTECTION MEASURE

In accordance with the appropriate certification, the District shall operate a technology protection measure that protects minors against access to visual depictions that are obscene, child pornography, or harmful to minors; and protects adults against access to visual depictions that are obscene or child pornography. *47 U.S.C. 254(h)(5)(B), (C)*

### EXCEPTION FOR ADULTS

An administrator, supervisor, or other person authorized by the District may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. *47 U.S.C. 254(h)(5)(D)*

### MONITORED USE

In accordance with the appropriate certification, the District shall monitor the on-line activities of minors. *47 U.S.C. 254(h)(5)(B)*

### CERTIFICATIONS TO THE FCC

To be eligible for universal service discount rates, the District shall certify to the FCC, in the manner prescribed at 47 CFR 54.520, that:

1. An Internet safety policy has been adopted and implemented.
2. With respect to use by minors, the District is enforcing the Internet safety policy and operating a technology protection measure during any use of the computers.
3. With respect to use by adults, the District is enforcing an Internet safety policy and operating a technology protection measure during any use of the computers. *47 U.S.C. 254(h)(5); 47 CFR 54.520*

### ESEA FUNDING

Federal funds made available under Title II, Part D of the ESEA for an elementary or secondary school that does not receive universal service discount rates may not be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet unless the District:

1. Has in place a policy of Internet safety for minors that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and enforces the operation of the technology protection measure during any use by minors of its computers with Internet access; and
2. Has in place a policy of Internet safety that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene or child pornography; and enforces the operation of the technology protection measure during any use of its computers with Internet access. The District may disable the technology protection measure to enable access to bona fide research or for another lawful purpose.

### CERTIFICATION TO DOE

The District shall certify its compliance with these requirements to the Department of Education as part of the annual application process for each program funding year under the ESEA.

*20 U.S.C. 6777*

## TRANSFER OF EQUIPMENT TO STUDENTS

The District may transfer to a student enrolled in the District:

1. Any data processing equipment donated to the District, including equipment donated by a private donor, a state eleemosynary institution, or a state agency under Government Code 2175.126;
2. Any equipment purchased by the District; and
3. Any surplus or salvage equipment owned by the District.

### *Education Code 32.102(a)*

Before transferring data processing equipment to a student, the District must:

1. Adopt rules governing transfers, including provisions for technical assistance to the student by the District;
2. Determine that the transfer serves a public purpose and benefits the District; and
3. Remove from the equipment any offensive, confidential, or proprietary information, as determined by the District.

### *Education Code 32.104*

## DONATIONS

The District may accept:

1. Donations of data processing equipment for transfer to students; and
2. Gifts, grants, or donations of money or services to purchase, refurbish, or repair data processing equipment.

### *Education Code 32.102(b)*

The District shall not pay a fee or other reimbursement to a state eleemosynary institution or institution or agency of higher education or other state agency for surplus or salvage data processing equipment it transfers to the District. *Government Code 2175.905(c)*

## USE OF PUBLIC FUNDS

The District may spend public funds to:

1. Purchase, refurbish, or repair any data processing equipment transferred to a student; and
2. Store, transport, or transfer data processing equipment under this policy.

### *Education Code 32.105*

## ELIGIBILITY

A student is eligible to receive data processing equipment under this policy only if the student does not otherwise have home access to data processing equipment, as determined by the District. The District shall give preference to educationally disadvantaged students.

### *Education Code 32.103*

## RETURN OF EQUIPMENT

Except as provided below, a student who receives data processing equipment from the District under this policy shall return the equipment to the District not later than the earliest of:

1. Five years after the date the student receives the equipment;
2. The date the student graduates;
3. The date the student transfers to another district; or
4. The date the student withdraws from school.

If, at the time the student is required to return the equipment, the District determines that the equipment has no marketable value, the student is not required to return the equipment.

### *Education Code 32.106*

## UNIFORM ELECTRONIC TRANSACTIONS ACT

The District may agree with other parties to conduct transactions by electronic means. Any such agreement or transaction must be done in accordance with the Uniform Electronic Transactions Act. *Business and Commerce Code 43.*

## SECURITY BREACH NOTIFICATION TO INDIVIDUALS

A district that owns or licenses computerized data that includes sensitive personal information shall disclose, in accordance with the notice provisions at Business and

Commerce Code 521.053(e), any breach of system security, after discovering or receiving notification of the breach, to any individual whose sensitive personal information was, or is reasonably believed to have been, acquired by an unauthorized person. The disclosure shall be made as quickly as possible, except as provided at CRIMINAL INVESTIGATION EXCEPTION, below, or as necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

## TO THE OWNER OR LICENSE HOLDER

A district that maintains computerized data that includes sensitive personal information not owned by the district shall notify the owner or license holder, in accordance with Business and Commerce Code 521.053(e), of the information of any breach of system security immediately after discovering the breach, if the sensitive personal information was, or is reasonably believed to have been, acquired by an unauthorized person.

## TO A CONSUMER REPORTING AGENCY

If the District is required to notify at one time more than 10,000 persons of a breach of system security, the District shall also notify each consumer reporting agency, as defined by 15 U.S.C. 1681a, that maintains files on consumers on a nationwide basis, of the timing, distribution, and content of the notices. The District shall provide the notice without unreasonable delay.

## CRIMINAL INVESTIGATION EXCEPTION

The District may delay providing the required notice to state residents or the owner or license holder at the request of a law enforcement agency that determines that the notification will impede a criminal investigation. The notification shall be made as soon as the law enforcement agency determines that the notification will not compromise the investigation.

## INFORMATION SECURITY POLICY

A district that maintains its own notification procedures as part of an information security policy for the treatment of sensitive personal information that complies with the timing requirements for notice described above complies with Business and Commerce Code 521.053 if the district notifies affected persons in accordance with that policy.

*Business and Commerce Code 521.053; Local Gov't Code 205.010*

## DEFINITIONS

"Breach of system security" means unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of sensitive personal information maintained by a person, including data that is encrypted if the person accessing the data has the key required to decrypt the data. Good faith acquisition of sensitive personal information by an employee or agent of the person for the purposes of the person is not a breach of system security unless the person uses or discloses the sensitive personal information in an unauthorized manner. *Business and Commerce Code 521.053(a)*

"Sensitive personal information" means:0.

1. An individual's first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted:
  - a. Social security number;
  - b. Driver's license number or government-issued identification number; or
  - c. Account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account; or
2. Information that identifies an individual and relates to:
  - a. The physical or mental health or condition of the individual;
  - b. The provision of health care to the individual; or
  - c. Payment for the provision of health care to the individual.

"Sensitive personal information" does not include publicly available information that is lawfully made available to the public from the federal government or a state or local government. *Business and Commerce Code 521.002(a)(2), (b)*

## ACCESS TO ELECTRONIC COMMUNICATIONS

Except as otherwise provided in the Electronic Communication Privacy Act (ECPA), 18 U.S.C. 2510-22, a person commits an offense if the person: ELECTRONIC COMMUNICATION PRIVACY ACT

3. Intentionally intercepts, endeavors to intercept, or procures any other person to intercept or endeavor to intercept any wire, oral, or electronic communication;
4. Intentionally uses, endeavors to use, or procures any other person to use or endeavor to use any electronic, mechanical, or other device to intercept any oral communication when:
  - a. Such device is affixed to, or otherwise transmits a signal through, a wire, cable, or other like connection used in wire communication; or
  - b. Such device transmits communications by radio, or interferes with the transmission of such communication; or
  - c. Such person knows, or has reason to know, that such device or any component thereof has been sent through the mail or transported in interstate or foreign commerce; or
  - d. Such use or endeavor to use takes place on the premises of any business or other commercial establishment the operations of which affect interstate or foreign commerce; or obtains or is for the purpose of obtaining information relating to the operations of any business or other commercial establishment the operations of which affect interstate or foreign commerce; or
  - e. Such person acts in the District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States;
5. Intentionally discloses, or endeavors to disclose, to any other person the contents of any wire, oral, or electronic communication, knowing or having reason to know that the information was obtained through the prohibited interception of a wire, oral, or electronic communication;
6. Intentionally uses, or endeavors to use, the contents of any wire, oral, or electronic communication, knowing or having reason to know that the information was obtained through the prohibited interception of a wire, oral, or electronic communication; or
7. Intentionally discloses, or endeavors to disclose, to any other person the contents of any wire, oral, or electronic communication, intercepted by means authorized by 18 U.S.C. 2511(2)(a)(ii), 2511(2)(b)-(c), 2511(2)(e), 2516, and 2518; knowing or having reason to know that the information was obtained through the interception of such a communication in connection with a criminal investigation; having obtained or received the information in connection with a criminal investigation; and with intent to improperly obstruct, impede, or interfere with a duly authorized criminal investigation.

It shall not be unlawful for a person not acting under color of law to intercept a wire, oral, or electronic communication where such person is a party to the communication or where one of the parties to the communication has given prior consent to such interception unless such communication is intercepted for the purpose of committing any criminal or tortious act in violation of the Constitution or laws of the United States or of any state. 18 U.S.C. 2511(1), (2)(d)

#### STORED WIRE AND ELECTRONIC COMMUNICATIONS AND TRANSACTIONAL RECORDS ACCESS ACT

The District must comply with the Stored Wire and Electronic Communications and Transactional Records Access Act, 18 U.S.C. 2701-12. A person is prohibited from obtaining, altering, or preventing authorized access to a wire or electronic communication while it is in electronic storage by:

1. Intentionally accessing without authorization a facility through which an electronic communication service is provided; or
2. Intentionally exceeding an authorization to access that facility.

#### EXCEPTIONS

This section does not apply with respect to conduct authorized:

1. By the person or entity providing a wire or electronic communications service;
2. By a user of that service with respect to a communication of or intended for that user; or
3. By sections 18 U.S.C. 2703, 2704, or 2518.

#### DEFINITIONS

**ELECTRONIC COMMUNICATIONS** - means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire,

radio, electromagnetic, photo-electronic or photo-optical system that affects interstate or foreign commerce. 18 U.S.C. 2510(12)

#### ELECTRONIC STORAGE

1. Any temporary, intermediate storage of a wire or electronic communication incidental to the electronic transmission thereof; and
2. Any storage of such communication by an electronic communication service for purposes of backup protection of such communication.

18 U.S.C. 2510(17)

Messages that have been sent to a person, but not yet opened, are in temporary, intermediate storage and are considered to be in electronic storage. See *Steve Jackson Games, Inc. v. United States Secret Service*, 36 F.3d 457 (5th Cir. 1994). Electronic communications that are opened and stored separately from the provider are considered to be in post-transmission storage, not electronic storage. See *Fraser v. Nationwide Mut. Ins. Co.*, 352 F.3d 107 (3d Cir. 2004).

**ELECTRONIC COMMUNICATIONS SYSTEM** - means any wire, radio, electromagnetic, photo-optical or photo-electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. 18 U.S.C. 2510(14)

**ELECTRONIC COMMUNICATIONS SERVICE** - means any service which provides to users thereof the ability to send or receive wire or electronic communications. 18 U.S.C. 2510(15)

#### AUTHENTICATION OF ELECTRONIC COMMUNICATION

A digital signature may be used to authenticate a written electronic communication sent to the District if it complies with rules adopted by the Board. Before adopting the rules, the Board shall consider the rules adopted by the Department of Information Resources (DIR) and, to the extent possible and practicable, shall make the Board's rules consistent with DIR rules. *Gov't Code 2054.060; 1 TAC 203*

## NORTHSIDE ISD POLICY CQ (LOCAL)

**For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment. AVAILABILITY OF ACCESS**

Access to the District's technology resources, including computers, the Internet, and other computer resources shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's technology resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

#### USE BY MEMBERS OF THE PUBLIC

When possible and available and in accordance with the District's administrative regulations, members of the District community may use the District's technology resources, including computers, the Internet, other computer resources and software for education or District-related activities, as long as the use:

1. Does not hamper the primary mission of technology for students and staff; and
2. Imposes no measurable cost on the District; and
3. Does not unduly burden the District's technology resources.

The equipment, software, and network resources provided through the District are and remain the property of the District. Users of District equipment shall comply with all policies, procedures, and guidelines of the District and access may be denied to any student, employee, or community member who fails to comply with those policies, procedures, and guidelines.

### ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to District's technology resources, including computers, the Internet, and other computer resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all policies and administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with these policies, regulations, and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

### PERSONAL SOFTWARE

Personal software may not be loaded on District computers.

### DISTRICT SOFTWARE

All software used in District computers must be legally licensed. Proper documentation must be maintained.

### INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; And
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.

### FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

### MONITORED USE

Electronic mail transmissions and other use of the District's technology resources by students and employees shall not be considered private. The District reserves the right to monitor access to and use of e-mail, the Internet, or other network or computer-related activity, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to requests for public records, or disclose messages, data, or files to law enforcement authorities. Monitoring shall occur at any time to ensure appropriate use and it shall be restricted to individuals specifically designated by the Superintendent.

### DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age

appropriateness, or usability of any information found on the Internet.

### RECORD RETENTION

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

### SECURITY BREACH NOTIFICATION

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's Web site.
4. Publication through broadcast media.

## NORTHSIDE ISD ADMINISTRATIVE REGULATION FOR TECHNOLOGY RESOURCES

The Superintendent or designee will oversee the District's Technology Resources.

Technology Resources are defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, e-mail, online class activities and any other technology designated for use by the District for users. Education in the proper use of technology resources will be provided for employees and students with emphasis on safe and ethical use. Education is designed to promote district standards and acceptable use of technology resources as set forth in the NISD Internet Filtering and Safety Program, Board Policy, and Acceptable Use Guidelines. Education promotes safety in electronic communications, including the internet, appropriate online behavior, and cyber bullying awareness and response. Copies of acceptable use guidelines will be provided to all users.

### CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's computer network without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ(EXHIBIT E)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ (EXHIBIT F) and policies at FL]

### FILTERING

The Superintendent will appoint an Internet Safety committee, to be co-chaired by the Assistant Superintendent and the Director of Academic Technology, Library & Textbook Services, to oversee the selection, implementation, and maintenance of filtering technology for monitoring and filtering Internet sites containing material considered inappropriate or harmful to minors. All internet access will be monitored and filtered for all devices connecting through the District's wired and wireless network.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making, hacking, etc.); and on-line gambling.

### REQUESTS TO DISABLE FILTER

The Internet Safety committee will review and approve or disapprove requests from users who wish to use a blocked site for bona fide research or other lawful purposes. Appeals shall be made to the Superintendent or designee.

### SYSTEM ACCESS

Access to the District's Technology Resources will be governed as follows:

1. Students in all grades will be granted access to the District computer network, as appropriate.

2. District employees will be granted access to the District's computer network as appropriate and with the approval of the immediate supervisor.
3. A teacher with any class account(s) will be ultimately responsible for use of that account. Teachers should never share their account or password with a student or another staff member.
4. The District will require that all passwords be changed every 120 days with a strong recommendation for every 90 days. Refer to Administrative Regulation TEC-02 for additional password requirements.
5. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system. All users will be required to sign or electronically acknowledge a user agreement annually for issuance or renewal of an account.

## TECHNOLOGY SUPERVISION RESPONSIBILITIES

The Superintendent or designees will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's Technology Resources.
2. Ensure that all users of the District's computer systems annually read and acknowledge the agreement to abide by District policies and administrative regulations regarding such use. Acknowledgement of such agreements, whether written or electronic by students and staff, will be noted and recorded for reference.
3. Ensure that employees supervise Internet activity of students who use the District's Technology Resources.
4. Ensure that employees provide training to students who use the District's computer resources on the appropriate and safe use of this resource.
5. Ensure that all software loaded on District computers is consistent with District standards and is properly licensed.
6. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student on-line safety and proper use of the District's Technology Resources.
7. Be authorized to modify filtering policies on a computer system for bona fide research or other lawful purpose, with approval from the Internet Safety committee co-chairs.
8. Be authorized to establish and enforce a retention schedule for messages on the District e-mail system.
9. Be authorized to establish and enforce a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
10. Be authorized to conduct investigations on District owned devices when inappropriate use or for malicious activity is suspected.
11. Set and enforce limits for data storage within the District's system, as needed.

## INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's Technology Resources:

### CONDUCT ON THE SYSTEM:

System users are expected to observe the following when using the District's Technology Resources (e-mail, online communication applications, blogs, wikis, etc.):

1. All users are ultimately responsible for the proper use of any District accounts created on their behalf. Account information such as user logins and/or passwords should NEVER be shared with anyone else.
2. System users may not use another person's system account to access that person's data contents. If access to another person's data content is needed, the supervising administrator needs written approval from the Director of Infrastructure Services, or designee who will then make the approval decision.
3. Use of encryption software or other encryption methods to purposely hide or obscure electronic communications is prohibited.
4. System users may not redistribute copyrighted programs or data without with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
5. System users may not send, forward, or post messages that are abusive, obscene, vulgar, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
6. System users may not waste the District's Technology Resources (e.g., e-mail spamming, distribution of videos or photos, listening to Internet radio, online-gaming, etc.).
7. System users may not make non-District long-distance phone calls without the approval of their supervisor.
8. System users may not send text messages from a District-provided cell phone for non-

District purposes.

9. System users must manage electronic mail in accordance with e-mail regulations and established retention guidelines.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that communication to assume they represent the District or school, whether or not that was the user's intention.
11. E-mails or documents containing any discussion or exchange of information about a student's or employee's performance or behavior should not be made available to anyone (e.g., parents, other district staff, non-district staff) without proper consent.
12. Avoid sending e-mail to colleagues or parents that contain personally identifiable information about students or colleagues. An employee shall not reveal confidential information concerning students or colleagues unless disclosure serves lawful professional purposes or is required by law.
13. District-wide e-mail broadcasts must be approved by the Executive Director of Communications.
14. Campus/Department-wide e-mail broadcasts must be approved by the campus Principal/Department Administrator.
15. System users may not disconnect or move District computer workstation(s) without first obtaining approval from their campus administrator/department chair/Director. If the District computer workstation(s) require a reconnect to the network and/or configuring, then Technology Services must be contacted. At no time shall users reconfigure District equipment. Refer to TEC-04 for more information on procedures and cost.

## BRING YOUR OWN DEVICE (BYOD) GUIDELINES

Northside ISD recognizes that mobile phones and other digital devices are an integral part of our culture and way of life and can provide considerable value, particularly in relation to individual safety. It is also recognized that such technology will play a significant part in the education of the 21<sup>st</sup> century student, but this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties. Northside will allow students and staff to bring personally owned mobile technology devices to school to support educational or district related goals.

### RESPONSIBILITY OF STAFF, STUDENTS AND PARENTS

- Anyone bringing a personally owned mobile device to a campus or department must abide by the guidelines outlined in this regulation. Failure to follow these guidelines may subject the owner of the device to the District's Code of Conduct or loss of use of the device.
- It is the parent's decision to allow their children to bring a mobile device to school and they need to be aware when their child has the mobile device with them.
- Responsibility for the mobile device rests with the owner of the device and the District accepts no financial responsibility for damage, loss or theft. The mobile device should be kept secure when not in use. Mobile devices should not be left in any open area unattended.
- Understand that mobile devices with data or Internet access plans have the capability of accessing unfiltered Internet content through the data plan.
- All costs for data plans and fees associated with mobile devices are the responsibility of the mobile device owner.

### ACCEPTABLE USE OF BYOD DEVICES

- Specific acceptable use of a mobile device will be determined by each campus. These guidelines will be stated in the campus' portion of the Student Handbook
- Each teacher has the right to allow or disallow the use of devices that support student achievement during instructional time as appropriate.
- Devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property during school hours.
- Devices should not be used in any manner or place that is disruptive to the normal routine of class/school.

### UNACCEPTABLE USE OF BYOD DEVICES

- Any use of a device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a disruption to the educational environment.

### Using unauthorized proxy software or tweaking a mobile device to bypass the District filter or firewall is strictly prohibited.

- Using devices to bully and/or threaten other students or staff members is unacceptable and will not be tolerated.
- Pictures and videos must not be taken of students, teachers or other individuals without their permission.
- Any use of a device that is deemed a criminal offense, will be dealt with as such by the District.

## DISTRICT RESPONSIBILITIES

- The District will provide a safe, filtered network according to the Children's Internet Protection Act and expects students to access the Internet through this network.
- The Superintendent or his/her designee will deem what is appropriate for use of devices on district property or on the district's wireless network.
- If the District has reasonable cause to believe a student or employee has violated the acceptable use agreement, a student's (or employee's) device may be searched by authorized personnel.
- The District may remove the user's network access and suspend the right to use the device on district property if it is determined that the user is engaged in unauthorized or illegal activity or is violating the Acceptable Use Policy. Violations of the Acceptable Use Policy may result in disciplinary action.
- The District assumes no liability for students that misuse mobile devices while on school property.
- The District will educate students in identifying, promoting, and encouraging best practices for Internet safety.

## VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading, downloading, or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

## FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages and/or signatures is prohibited. Attempts to read, delete, copy, modify, or deliberately interfere with another user's ability to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

## INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other technology resources in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

## DISTRICT WEBSITE

The District will maintain a District Website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Website must be directed to the designated Webmaster. The Executive Director of Communications in collaboration with Technology Services will establish guidelines for the development and format of Web pages controlled by the District. Campus web pages will be linked to the District website by the District Webmaster.

No personally identifiable information regarding a student will be published on a Website controlled by the District without written permission from the student's parent.

No commercial advertising will be permitted on a Website controlled by the District.

## SCHOOL OR CLASS WEB PAGES

Schools or classes may publish Web pages that present information about the school or class activities to the District web server upon approval from the campus principal or designee (campus webmaster). The campus principal will designate the staff member responsible for managing the campus' web page. Teachers will be responsible for compliance with the District's Acceptable Use policies and the Web Publishing Guidelines in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

## STUDENT WEB PAGES

With the approval of the campus principal or designee, students may submit individual Web pages linked to a campus Web page. All material presented on a student's Web page must be related to the student's educational activities and be in compliance with the District's Acceptable Use policies and Web Publishing Guidelines. Any links from a student's Web page to sites outside the District's Technology Resources must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

## EXTRA-CURRICULAR ORGANIZATION WEB PAGES

Campus extracurricular organizations may not link web pages to a campus website.

## PERSONAL WEB PAGES

District employees, Trustees, and members of the public will not be permitted to publish personal Web pages using District resources.

## TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District supervisor receives/issues notice of revocation of system privileges, or on a future date if so specified in the notice.

## DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's Technology Resources.

## COMPLAINTS REGARDING COPYRIGHT COMPLIANCE

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Name: Ray Galindo  
Position: Deputy Superintendent for Administration  
Address: 5900 Evers Road  
Telephone: (210) 397-8771  
E-mail: Ray.Galindo@nisd.net

## TRANSFER OF EQUIPMENT TO STUDENTS

The following rules will apply to all campuses and departments regarding transfer of computer equipment to students under provisions of law cited at CQ (LEGAL):

1. Proposed projects to distribute computer equipment to students must be submitted to the Assistant Superintendent for Technology Services for initial approval.
2. A student is eligible to receive computer equipment under these rules only if the student does not otherwise have home access to computer equipment, as determined by the principal and counselor.
3. In transferring computer equipment to students, the principal will give preference to educationally disadvantaged students.
4. Before transferring computer equipment to a student, the campus technology coordinator and principal must have clearly outlined:
  - a. A process to determine eligibility of students;
  - b. An application process that identifies the responsibility of the student regarding home placement, use, and ownership of the equipment;
  - c. A process to distribute and initially train students in the setup and care of the equipment;
  - d. A process to provide ongoing technical assistance for students using the equipment;
  - e. A process to determine ongoing student use of the equipment;
  - f. A process to determine any impact on student achievement the use of this equipment may provide; and
  - g. A process for retrieval of the equipment from a student, as necessary.



# NOTICE

**Please Read the following and sign below:**



## **Acknowledgement of Option for Electronic Distribution of the Student / Parent Handbook**

In our continued efforts to be as efficient as possible, the Northside Website will now be the primary source for access to the **Student Parent Handbook** and the **Student Code of Conduct**. Families who do not have Internet access or prefer a hard copy can receive one at their campus on request. Please complete the requested information below and return it to your child's teacher.

My child and I have been offered the option to receive a paper copy of the Northside ISD Student/Parent Handbook or to electronically access it at <http://www.nisd.net>. **I understand that the handbook contains information that my child and I may need during the school year, including the Technology Acceptable Use Policy, the Student Code of Conduct, the laws regarding student records and information on the compulsory attendance laws.**

I have chosen to:

- Access the Student/Parent Handbook and Student Code of Conduct by visiting the Web address listed above.
- Receive a paper copy of the Student Handbook.

All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

A paper copy of the handbook will be available to you in the administrative office of your child's school.

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

Printed Name of Student: \_\_\_\_\_

Teacher / Grade Level: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL**



**NORTHSIDE INDEPENDENT SCHOOL DISTRICT**  
**2016-2017 Parent-Student Authorization Form**  
**Elementary and Middle School**

Please return this form to your child's teacher or the school office within the **first 10 days** of instruction.  
**Failure to return this form will result in a default YES for each of the three areas below.**

---

Student's Name (Please Print)

Student ID

GRADE LEVEL

**Family Educational Rights and Privacy Act (FERPA)**  
**and the Texas Public Information Act (PIA)**

According to the Family Education Rights and Privacy Act (FERPA) a Federal law, and the Texas Public Information Act, certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information. If you do not want Northside Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the first 10 days of instruction. Failure to return this form will result in the release of directory information upon request.

A parent is allowed to record their objection to the release of all directory information on one or more specific category of directory information.

Northside has designated the following information as directory information:

- Student's name, address, and telephone number
- Photograph, participation in officially recognized activities and sports, and weight/height of athletic team members
- Dates of attendance, grade level, enrollment status, degrees, honors, major fields of study, awards received in school, and most recent school attended

I understand that any checks in the "NO" boxes below will result in the blocking of directory information in the designated categories.

**District Publications**

Northside Independent School District **has** my permission to release directory information for District publications, selected photography companies supporting campus pictures, and positive publicity (name and picture in yearbook, newsletters, awards, honors, PTA, booster clubs, etc.) **Example: If you check the "no" box, your child's name will NOT appear in the District newsletter, the school yearbook if she/he won an award, or in any panoramic pictures.**

Yes  No

**Publications Outside The District**

Northside Independent School District **has** my permission to release directory information to any publication outside of Northside. **Example: If you check the "no" box, any information about your child will NOT be released to a newspaper or magazine.**

Yes  No

**Artwork Display**

During the school year, your child's artwork may be selected for displays in classrooms, hallways, cafeterias, display cases, other school settings, and various district events including contests. If your child's artwork is selected, please understand that the art teacher will do what is suitable for the display of the artwork. This may include matting, mounting, or temporary framing. This will include a printed label stating student's first and last name, grade (K-12), school, art instructor's name, artwork title, artwork media, and district name (NISD). While on display, the work may be photographed and used for publicity purposes. Your approval indicates permission for your child's artwork to be displayed in the above district supported initiatives and possibly photographed to be used for publicity purposes. If artwork is posted on NISD web pages, child's last name will not be posted.

Yes  No

----- CONTINUED ON THE BACK -----

## Acceptable Use of the District's Technology Resources

(Please reference Sections B and E of the Student-Parent Handbook.)

### Parent:

I have read the Student and Parent Agreement for the Acceptable Use of the District's Technology Resources, District policies and the Administrative Regulation found in Sections B and E of the Student Handbook. In consideration for the privilege of my child using the District's Technology Resources, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the District's policies and administrative regulation.

**I give permission** for my child to participate in the District's Technology Resources, utilizing a District-provided device and/or a personal wireless or mobile device, and certify that the information contained on this form is correct.

**Yes**  **No**      **If permission is given, the student must read the following Student section.**  
**If permission is not given, your child will NOT be able to use networked District devices, library online services, nor a personal device at school during this time.**

### Student:

I understand that my computer use is not private and that the District may monitor my activity on the District's Technology Resources, including a personal wireless or mobile device, while at school.

I have read the Student and Parent Agreement for the Acceptable Use of the District's Technology Resources, District policies and the Administrative Regulation found in Sections B and E of the Handbook, and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access, including the privilege of bringing a personal device to school, and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

### **Web Publishing/Interactive Websites**

All NISD campuses are able to use the Internet's rich resources, and also publish information on the Internet. As part of the curriculum, the school may wish to publish a variety of student products on the Internet. The types of products may include, but are not limited to: creative writing, artwork, slide and audio/visual presentations produced by the students and their teachers.

We will not publish student grades, test scores, last names, home addresses, phone numbers, or other information protected by federal regulations. **Your permission is needed for any of the following to appear on a Northside campus webpage:**

- 1) **Child's work**
- 2) **Child's first name**
- 3) **Inclusion of your child in a digital image or video clip** (group setting only)

The Administrative Regulation for Acceptable Use addresses the District's policies and guidelines on web publication restrictions and privacy of minors in further detail. If you have any questions or concerns, please contact Campus Administration or the Campus Webmaster at your child's school.

My child's work, first name, and/or my child's inclusion in a group digital image or video clip **may** be electronically displayed and published by the Northside Independent School District.

**Yes**  **No**

**I give permission** for my child to use interactive websites. I understand that these sites may require my child to set up an account with a username and password. I understand that each site will have its own terms of service and my child will follow the published terms of service for the interactive website they use.

**Yes**  **No**

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Student's Signature

Date

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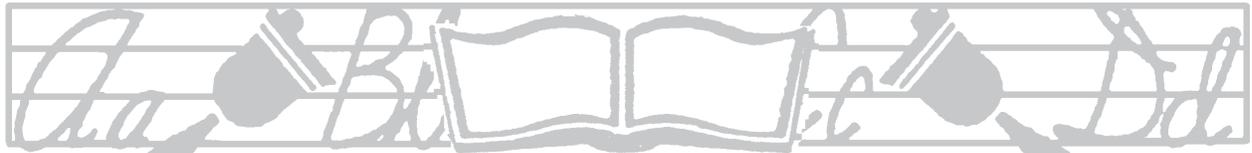
Parent/Guardian Signature

Date

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Parent's Name (Please Print)

**Parent:** My signature above certifies that I have read the above forms and agree to allow Northside ISD to proceed with the marked authorizations above as it affects my child's information, access, and publishing.



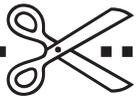
# **RESPONSIBILITIES OF S.A.T. (SCHOOL ADVISORY TEAM)**

In school-based decision making, the primary unit of change is the individual school. To assist in shaping that change, a School Advisory Team (S.A.T.) has been established on each campus with the following responsibilities:

- 1.** Collaborate with the principal in formulating and reviewing campus improvement plans, goals, performance objectives, and major classroom instructional programs.
- 2.** Collaborate with the principal in the decision-making process in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.
- 3.** Submit a written recommendation to the Superintendent on all campus requests for waivers of district administrative regulation, district policy, state rule, or state law.

The School Advisory Team at each regular campus shall include at least four staff members, at least four parents, at least one community member, and at least one business representative. Selection procedures are documented in Board policy.

In meeting its responsibilities, the S.A.T. shall meet the requirements of the Northside Independent School District Planning Guide (“Planning for Excellence”) and the District school-based decision-making plan which defines role responsibilities in specified decision making areas.



## **PARENT COMMUNICATION COUPON**

(No expiration date. Please deliver or mail to the Principal.)

*As a parent/guardian in NISD, I would like to make the following suggestion or commendation:*

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*Signature*

*Phone Number*

*Student's Name*



# ***NOTES***

# ***NOTES***

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT**

**Administration Office • 5900 Evers Road • San Antonio, TX 78238-1606 • (210) 397-8500**