

# **2022-2023 Secondary Student-Parent Handbook**

**ACADEMIC POLICIES & PROCEDURES  
ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES  
DISTRICT POLICIES & PROCEDURES  
STUDENT CODE OF CONDUCT**



# Northside Independent School District 2022-2023 Calendar

5900 Evers Road • San Antonio, Texas 78238  
www.nisd.net • info@nisd.net

FIRST DAY OF SCHOOL: August 22, 2022  
LAST DAY OF SCHOOL: June 1, 2023

## 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 quarterly 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 ..... ◻
- Student Holiday/Teacher Work Day ..... ◻
- Teacher & Student Holiday ..... ■
- Student Holiday/Half Staff Dev/Half Work Day .... ●
- Begin Semester ..... ◻
- End Semester ..... ◻
- End Secondary Quarter ..... )
- End Elementary Quarter ..... )
- Bad Weather Makeup Day ..... \*
- February 20 (1st choice) ; June 2 (2nd choice)
- Student Early Dismissal/Teacher Planning Time .... \*

### Student Holidays:

- July 4 Independence Day Holiday
- Sept 5 Labor Day
- Nov 8 Student Holiday/Staff Dev.
- Nov 21-22 Student Holiday
- Nov 23-25 Thanksgiving Break
- Dec 19-30 Winter Break
- Jan 2 Student Holiday/Teacher Work Day
- Jan 16 Dr. Martin Luther King, Jr. Day
- Feb 20 Student Holiday/Staff Dev./Bad Weather Makeup Day
- Mar 13-17 Spring Break
- Apr 7 Good Friday
- Apr 28 Battle of Flowers
- May 29 Memorial Day
- June 2 Student Holiday/Staff Dev./Bad Weather Makeup Day
- June 19 Juneteenth



August, 2022

Dear Parents and Students:

Welcome to all returning students and to those who are new to Northside in 2022-2023!

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

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Carol Harle, Ph.D., President

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Karen Freeman, Vice President

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Joseph H. Medina, Secretary

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Robert Blount, Jr., Member

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Gerald B. Lopez, Member

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Katie N. Reed, Member

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M'Lissa M. Chumbley, Member



# 2022-2023 NISD Campus Administration & Support Facilities Listing

## ELEMENTARY SCHOOLS (80)

### (123) Adams Hill, 210-397-1400

9627 Adams Hill Dr., 78245  
Annette Castillo-Robinson (P),  
Maria Gabriela Jimenez (VP)

### (106) Allen, 210-397-0800

101 Dumont, 78227  
Erika Zagala (P), Sara Ramirez (VP)

### (178) Aue, 210-397-6750

24750 Baywater Stage, 78255  
Ursula Silberschlag (P), Gillian Huddleston (VP)

### (180) Beard, 210-397-6600

8725 Sonoma Pkwy., 78023  
Blanca Hemann (P), Jeremy Day (VP)

### (192) Behlau, 210-398-1000

2355 Camp Light Way, 78245  
Rachel Delgado (P), Sherry Dillard (VP)

### (181) Blattman, 210-397-4600

3300 N. Loop 1604 W., 78231  
Chaisleigh Southworth (P), Valerie Rabadan (VP)

### (227) Boldt, 210-398-2000

310 Hollimon Parkway, 78253  
Rosie Siller (P), Melissa Spiekerman (VP)

### (125) Boone, 210-397-1450

6614 Spring Time, 78249  
Manuela Haberer (P), Jennifer Hilbrich (VP),  
John Paul (AI)

### (150) Brauchle, 210-397-1500

8555 Bowens Crossing, 78250,  
April Mata-Tausch (P), Kristin Johnson-  
Montellano (VP)

### (134) Braun Station, 210-397-1550

8631 Tezel Road, 78254  
Jack Funkhouser (P), Lashanda Robinson (VP)

### (166) Burke, 210-397-1300

10111 Terra Oak, 78250  
Misty Knapp (P), Dr. Marissa Peña (VP)

### (101) Cable, 210-397-2850

1706 Pinn Road, 78227  
Debra Piñon (P), Candace Maldonado (VP)  
Amanda Munoz (AI)

### (177) Carnahan, 210-397-5850

6839 Babcock, 78249  
Andi Sosa (P), Seungyun (Oh) Andaloro (VP),  
Cynthia Castillo (AI)

### (165) Carson, 210-397-1100

8151 Old Tezel, 78250  
Tawny Wagner (P), Melissa De Hoyos (VP)

### (135) Cody, 210-397-1650

10403 Dugas Drive, 78245  
Kittiya Johnson (P), Georgette Carrasco (VP)

### (228) Cole, 210-398-2100

13185 Tillman Ridge, 78253  
Tod Kuenning (P), Valerie Arce (VP)

### (115) Colonies North, 210-397-1700

9915 Northampton, 78230  
Norma Farrell (P), Meagan Crockett  
(VP), Christa Martinez (AI)

### (128) Carlos Coon, 210-397-7250

3110 Timber View, 78251  
Mark Garcia (P), Cindy Gibson (VP),  
Jenny Gonzalez (AI)

### (171) Driggers, 210-397-5900

6901 Shadow Mist, 78238  
Paul Brusewitz (P), Lucille Gomez (VP)

### (234) Ellison, 210-398-1850

7132 Oak Drive, 78256  
Julie Meneses (P), Elizabeth Hernandez (VP)

### (145) Elrod, 210-397-1800

8885 Heath Circle, 78250  
Belinda Flores (P), JoAnn Armenta (VP)

### (124) Esparza, 210-397-1850

5700 Hemphill, 78228  
Gabriela Garcia (P), Lisa Kypuros (VP)

### (156) Evers, 210-397-2550

1715 Richland Hills, 78251  
Talia Hernandez (P), Elizabeth Maggio (VP)

### (151) Fernandez, 210-397-1900

6845 Ridgebrook, 78250  
Frank L. Johnson (P),  
Rebecca Zamora-Barraza (VP)

### (226) Fields, 210-398-2150

9570 FM 1560 North, 78254  
Jennifer Hammond (P), Gabriela  
Menchaca (VP)

### (107) Fisher, 210-397-4450

3430 Barrel Pass, 78245  
Rhapsody Quintero (P), Dora Timbers (VP)

### (141) Forester, 210-397-0200

10726 Rousseau, 78245  
Kelly Mantle (P), Ileana Perez Caro (VP)

### (193) Franklin, 210-398-1700

9180 Silver Spot, 78254  
Brenda Gallardo (P), Juan Diego Perez (VP)

### (144) Galm, 210-397-1150

1454 Saxonhill, 78253  
Michelle Alongi (P), \_\_\_\_\_ (VP)

### (111) Glass, 210-397-1950

519 Clearview, 78228  
Jennifer Bock (P), Gregory Wright (VP)

### (102) Glenn, 210-397-2250

2385 Horal, 78227  
Michelle Fine (P), Alfonso Cruz (VP),  
Sara Mireles (AI)

### (103) Glenoaks, 210-397-2300

5103 Newcome Dr., 78229  
Maria Elena Meza (P), Cathy De Leon  
(VP), Richard-V Martinez (AI)

### (184) Hatchett, 210-397-6850

10700 Ingram Rd., 78245  
Adam Bock (P), Nicole Freemyer (VP)

### (104) Helotes, 210-397-3800

13878 Riggs Road, 78023  
Kasey Crick (P), Tonya Almaraz (VP)

### (198) Henderson, 210-398-1050

14605 Kallison Bend., 78254  
Thomas Mackey (P), Lillyana Hinojosa (VP)

### (188) Hoffmann, 210-397-8350

12118 Volunteer Parkway 78253,  
Carrie Squyres (P), Melanie Strawbridge (VP)

### (119) Howsman, 210-397-2350

11431 Vance Jackson, 78230  
Thomas Buente (P), Rosanna Guajardo (VP)

### (105) Mary Hull, 210-397-0950

7320 Remuda, 78227  
Patricia Noriega (P), Amy Cooper (VP)

### (223) Kallison, 210-398-2350

8610 Ranch View East, 78254  
William Navin (P), Guadalupe Veliz (VP)

### (138) Knowlton, 210-397-2600

9500 Timber Path, 78250  
Dr. Maricela Alarcon (P), Delia Soto (VP)

### (186) Krueger, 210-397-3850

9900 Wildhorse Pkwy, 78254  
LaNeil Belko (P), Kirsten Velasquez (VP)

### (191) Kuentz, 210-397-8050

12303 Leslie Road, 78023  
Lori Gallegos (P), Lisa Mendez (VP)

### (187) Langley, 210-397-0150

14185 Bella Vista Place, 78253  
Aydee Ruiz-Ufland (P), Lisa Ellison (VP)

### (152) Leon Springs, 210-397-4400

23881 I.H. 10W, 78257  
Griselda Espinoza (P), Joshua Kuhlmann (VP)

### (108) Leon Valley, 210-397-4650

7111 Huebner, 78240  
Rebecca Barron-Flores (P), Sandra Luna (VP)

### (168) Lewis, 210-397-2650

1000 Seascape Dr., 78251  
Kendra Merrill (P), Lisa Gallego (VP)

# 2022-2023 NISD Campus Administration

**(225) Lieck, 210-398-1450**

12600 Reid Ranch, 78245  
Jessica Garza (P), Ryan Boyle (VP)

**(131) Linton, 210-397-0750**

2103 Oakhill, 78238  
Marty Ortega (P), Ida Lisa Hinojosa (VP)

**(109) Locke Hill, 210-397-1600**

5050 DeZavala, 78249  
Danielle Frei (P), Traci Contreras (VP)

**(236) Los Reyes, 210-398-1200**

10785 Triana Pkwy., 78023  
Erika Pruneda (P), Matthew Scherwitz (VP)

**(189) Martin, 210-398-1400**

730 Canterbury Dr., 78228  
J.J. Perez (P), Monica Anguiano (VP),  
Mariela Martinez (AI)

**(157) May, 210-397-2000**

15707 Chase Hill, 78256  
Geraldina Benitez (P), Kathryn Clements (VP)

**(230) McAndrew, 210-398-1750**

26615 Toutant Beauregard, 78006  
De'Ann Upright (P), Lindsey Christian (VP)

**(158) McDermott, 210-397-5100**

5111 USAA Blvd., 78240  
Belinda Treviño (P), Amanda Garner-Maskill  
(VP), Gabriel Best (AI)

**(185) Mead, 210-397-1750**

3803 Midhorizon Dr., 78229  
Annette Lopez (P), Audrey Sifuentes (VP),  
James Dominguez (AI)

**(117) Meadow Village, 210-397-0650**

1406 Meadow Way, 78227  
Jennifer Escamilla (P), Jessica Ruiz (VP)

**(162) Michael, 210-397-3900**

3155 Quiet Plain, 78245  
Melissa Lopez-Brouse (P), Amanda Fraser (VP)

**(195) Mireles, 210-398-1500**

12260 Rockwall Mill, 78253  
Laura Hernandez (P), Latia Bishop (VP)

**(224) Mora, 210-398-2400**

1520 American Lotus, 78253  
Jill Holmes (P), Serena Torres (VP)

**(130) Murnin, 210-397-4550**

9019 Dugas, 78251  
Amber Freeman (P), Anne Kleeberg (VP)

**(160) Myers, 210-397-6650**

3031 Village Parkway, 78251  
Claudia Colunga (P), Veronica Segovia-Cadena (VP)

**(170) Nichols, 210-397-4050**

9560 Braun, 78254  
Jeff Davenport (P), Suzanne Lansdale (VP)

**(136) Northwest Crossing, 210-397-0600**

10255 Dover Ridge, 78250  
Priscilla Siano (P), Lorena Herrera (VP)

**(118) Oak Hills Terrace, 210-397-0550**

5710 Cary Grant, 78240  
Angela Robinson (P), Stephanie Janik (VP)

**(182) Ott, 210-397-5550**

100 Grosenbacher N., 78253  
Madeline Bueno (P), Roxanne Olvera (VP)

**(122) Passmore, 210-397-0500**

570 Pinn Road, 78227  
Dr. Veronica Arteaga (P), Rogelio Villalobos (VP)

**(112) Powell, 210-397-0450**

6003 Thunder, 78238  
Priscilla Paul (P), Lisa Hibshman (VP)

**(167) Raba, 210-397-1350**

9740 Raba Dr., 78251  
Francesca Neal (P), Kristina Diaz (VP)

**(169) Rhodes, 210-397-4000**

5714 North Knoll, 78240  
Vicki Kilpatrick (P), Tyler Smurr (VP)

**(179) Scarborough, 210-397-8000**

12280 Silver Pointe (@ Stillwater Pkwy.) 78254  
Kris Cotton (P), Angela Dela Rosa (VP)

**(143) Scobee, 210-397-0700**

11223 Cedar Park, 78249  
Jocelyn Dudney (P), Kimberly  
Contreras-Tamez (VP)

**(161) Steubing, 210-397-4350**

11655 Braefield, 78249  
Migdalia Powers (P), Virginia Parker (VP)

**(149) Thornton, 210-397-3950**

6450 Pembroke, 78240  
Justin Bledsoe (P), Kelly Hobizal (VP)

**(132) Timberwilde, 210-397-0400**

8838 Timberwilde, 78250  
Wendy Tiemann (P), Gracie Guess (VP)

**(113) Valley Hi, 210-397-0350**

8503 Ray Ellison, 78227  
Andrew Morris (P), Stacey Winton (VP)

**(116) Villarreal, 210-397-5800**

2902 White Tail, 78228  
Roxanne Gutierrez (P), Ericka Avila (VP)

**(148) Wanke, 210-397-6700**

10419 Old Prue Rd., 78249  
Claudia Sanchez (P), Scott Sheldon (VP)

**(183) Ward, 210-397-6800**

8400 Cavern Hill, 78254  
Sunday Nelson (P), Paul Alvarez (VP)

**(235) Wernli, 210-398-2450**

1881 Arcadia Path, 78245  
Lori Shaw (P), Casey Feldt (VP)

**(114) Westwood Terrace, 210-397-0300**

2315 Hackamore Lane, 78227  
Tom Knapp (P), Sandra Estrada (VP), Jessica  
Valenzuela (AI)

**(060) Bernal, 210-398-1900**

14045 Bella Vista Place, 78253  
Glenda Munson (P), Karen Avila (VP), Jose  
Mendez (AD), David La Boy (AP)

**(058) Briscoe, 210-398-1100**

4265 Lone Star Parkway, 78253  
Christina Rather (P), Brandon Masters (VP),  
Dora McKenzie (AD), Gina Gutierrez (AP), Kim  
Young (AI)

**(052) Connally, 210-397-1000**

8661 Silent Sunrise, 78250  
Andrew Drumm (P), Erica Hallam (VP),  
Cassandra Fernandez (AD), Nicholas  
Longoria (AP)

**(059) Folks, 210-398-1600**

9855 Swayback Ranch, 78254  
Shawn McKenzie (P), Yvette Lopez  
(VP), Ann Marie Devlin (AD), Robert  
Alvarado (AP)

**(057) Hector Garcia, 210-397-8400**

14900 Kyle Seale Pkwy, 78255  
Dr. Mark Lopez (P), Theresa Heim (VP),  
Veronica Poblano (AD), Joel Castillo (AP)

**(045) Hobby, 210-397-6300**

11843 Vance Jackson, 78230  
Lawrence Carranco (P), Greg Dylla (VP),  
Jaime Heye (AD), Marie Zavala (AP),  
Marian Johnson (AI)

**(055) Jefferson, 210-397-3700**

10900 Shaenfield Rd., 78254  
Monica Cabico (P), Joseph Castellanos  
(VP), Monica Galan (AD), Leticia Chapa (AP)

**(044) Jones, 210-397-2100**

1256 Pinn Rd., 78227  
Michella Wheat (P), Paul Ramirez (VP),  
Beatrice Ramirez (AD), Xavier Maldonado  
(Magnet Dean), \_\_\_\_\_ (AP),  
Laura San Roman (AP), Eric Arzola (AI)

**(051) Jordan, 210-397-6150**

1725 Richland Hills, 78251  
Anabel Romero (P), Brent Draker (VP),  
Jessica Marcha (AD), Kevin Vanlanham (AP)

**(054) Luna, 210-397-5300**

200 Grosenbacher N., 78253  
Lisa Richard (P), Crystal Mitchell (VP),  
Moises Ochoa (AD), Karl Feuge (AP)

**(041) Neff, 210-397-4100**

5227 Evers Rd., 78238  
Yvonne Correa (P), Christina Sanchez  
(VP), Erin McKinney (AD), Nicole  
Gomez (AP), Hilary Pilaczynski (AI)

**(046) Pease, 210-397-2950**

201 Hunt Lane, 78245  
Kathleen Cuevas (P), Lynda DeSutter  
(VP), Tanya Alanis (AD), Shana Braswell (AP),  
Brandy Bergeron (AI)

**(053) Rawlinson, 210-397-4900**

14100 Vance Jackson, 78249  
Sherry Mireles (P), Blanca Martinez  
(VP), Kimberly Twedt (AD), Patti Vlieger (AP)

**(042) Rayburn, 210-397-2150**

1400 Cedarhurst, 78227  
Dr. Scott McKenzie (P), Javier Lazo (VP),  
Aissa Zambrano (AD), Christina Lozano  
(AP), Maricela Garza (AI)

## MIDDLE SCHOOLS (21)

# 2022-2023 NISD Campus Administration

## **(043) Ross, 210-397-6350**

3630 Callaghan, 78228  
Faustino Ortega(P), Sheila Yeager (VP),  
Mahntie Reeves (AD), Richard Cardenas (AP),  
Christina Lora (AI)

## **(048) Rudder, 210-397-5000**

6558 Horn Blvd., 78240  
Dr. Mary Jewell (P), Anna Kessler (VP),  
Adela Morado (AD), John Decker (AP),  
Brenda Cornell (AI)

## **(047) Stevenson, 210-397-7300**

8403 Tezel Rd., 78254  
Julie Schweers (P), Julie Bearden (VP),  
Theresa Long (AD), Julie Franco (AP)

## **(050) Stinson, 210-397-3600**

13200 Skyhawk, 78249  
Lourdes Medina (P), Louis Villarreal  
(VP), Rick Lane (AD), Alicia Paredes (AP)

## **(056) Vale, 210-397-5700**

2120 N. Ellison, 78251  
Dana Gilbert-Perry (P), Brenda Rayburg  
(VP), Jennifer Myers (AD), Cheryl  
Campos (AP)

## **(049) Zachry, 210-397-7400**

9410 Timber Path, 78250  
Susan Allain (P), Wendi Peralta (VP),  
Juliana Molina (AD), \_\_\_\_\_ (AP),  
Gerald Winter (AI)

## **Zachry Magnet Middle School**

Gina Rodriguez (AD)

## **HIGH SCHOOLS (18)**

### **Agricultural Magnet High School**

12221 Leslie Road, 78023  
Chad Bohlken (P)

### **(023) Brandeis, 210-397-8200**

13011 Kyle Seale Pkwy. 78249  
Dr. Geri Berger (P), Cynthia Barrera  
(VP), Elisa McCracken (AD), Jenna Bloom  
(AP), Leandro Miranda (AP), Michael  
McKenna (AP), Jamie Kollmann (AP)

### **(024) Brennan, 210-398-1250**

2400 Cottonwood Way, 78253  
Dr. John Trimble (P), Robert Martinez (VP),  
Michelle Craig (AD), Ruby De La Garza  
(AP), Jacob Salinas (AP), Eric Franco (AP),  
Regina Prewitt-Campbell (AP)

### **(011) Chavez Excel Academy, 210-397-8120**

11937 I.H. 10W, 78230  
Darren Calvert (P)

### **(005) Clark, 210-397-5150**

5150 DeZavala Rd., 78249  
Steven Zimmerman (P), Melissa Grijalva  
(VP), Jill Hackney (AD), Amanda  
Mayfield (AP), Joseph Murguia (AP),  
Araceli Farias-Vasquez (AP), David Empson (AP)

### **(014) Communications Arts, 210-397-6043**

11600 FM 471W, 78253  
Lisa Baker (P), Michael Alicea (VP),  
Amanda Banda (Program Coord.)

### **(030) Construction Careers Academy, 210-397-4294**

9411 Military Dr. W., 78251  
James Mears (P), Lance Enderlin (VP),  
Krista Ackles (Program Coord.)

### **(025) Harlan, 210-398-2200**

14350 Culebra Road, 78253  
Robert Harris (P), Richard Yzaguirre (VP),  
Cynthia Tapia (AD), Aurelio Hernandez  
(AP), Erika-M Almendarez (AP), Ron  
Dailey (AP), Brad Hebert (AP)

### **(006) Health Careers, 210-397-5400**

4646 Hamilton Wolfe, 78229  
Linda Burk (P), Jennifer Jordan (VP),  
Delisa Ramos (AP)

### **(001) Holmes, 210-397-7000**

6500 Ingram Road, 78238  
Ada Bohlken (P), Lisa Hahne (VP),  
Demetria Simmons (AD), Miriam Huerta (AP),  
Adrian Flores (AP), Sara White (AP), Courtney  
Trevino (AP)

### **(002) Jay, 210-397-2700**

7611 Marbach, 78227  
Jay Sumpter (P), Vicki Guller (VP), Dr.  
Krystal Abney (AD), Bobby Baiza (AP),  
Michele Reynolds (AP), Cheri Ritch  
(AP), Daniel Mendoza (AP)

### **(017) Jay Science & Engineering Academy, 210-397-2773**

7611 Marbach, 78227  
Teresa Cuellar (P), Linda Luna (VP),  
Christopher Burnett (Prog. Cord.)

### **(003) Marshall, 210-397-7100**

8000 Lobo Lane, 78240  
Susan Cleveland (P), Albert Castillo (VP),  
Patricia Gutierrez (AD), Nicolas  
Garcia (AP), Joshua Hall (AP), Vivian  
Juarez (AP), Michael Tilbury (AP)

### **003) Marshall Law & Medical Services, 210-397-7100**

8000 Lobo Lane, 78240  
Margaret Bray (P), Audrey Ethridge  
(Program Coord.)

### **(012) Northside School of Innovation, Techology & Entrepreneurship (N-SITE), 210-397-7070**

6500 Ingram Rd., 78238  
Randy Neuenfeldt (P), Teri Pulido (Program  
Coord.)

### **(016) O'Connor, 210-397-4800**

12221 Leslie Road, 78023  
Jackie Horras (P), Jason Christian (VP),  
Jennifer Bishop (AD), Lisa Connell (AP),  
Thomas Johnson (AP), Alberto Munoz  
(AP), Cynthia Barrett (AP)

### **(022) Stevens, 210-397-6450**

600 Ellison N., 78251  
Ryan J. Purtell (P), Wendy Reyes (VP),  
David Mayer (AD), Jason Havrda (AP),  
Reggie Ollendieck (AP), Christopher  
Lasko (AP), Miranda Snider (AP)

### **(007) Taft, 210-397-6000**

11600 Culebra Road, 78253  
Marti Fernandez (P), Richard Halle  
(VP), Jacquelyn Lambert (AD), Leandra  
Valdez (AP), Fernando Nieto (AP),  
Michael Lopez (AP), Jennifer Rios (AP)

### **(019) Warren, 210-397-4200**

9411 Military Dr. W., 78251  
Valerie Sisk (P), Chad Bohlken (VP),  
Travis Weissler (AD), Venissia Villarreal  
(AP), Adrian Gonzales (AP), Christie  
Szabo (AP), Pete Pruneda (AP)

## **SPECIAL SCHOOLS (4)**

### **(004) Holmgreen Center, 210-397-5460**

8580 Ewing Halsell, 78229  
Sandra Valles (P), Yolanda Carlson  
(VP), Tyler Smurr (AI)

### **(062) Northside Alternative MS, 210-397-2070**

11937 I.H. 10W, 78230  
Anthony Persyn (P), Kenneth Noles  
(VP), Kristi Bolstadt (AI)

### **(008) Northside Alternative HS (NAHS), 210-397-7080**

144 Hunt Lane, 78245  
Dr. Darrell Rice (P), Venuz Gonzalez  
(VP), Desiree Smith (AP), Domingo Gutierrez  
(AI)

### **(013) The Reddix Center, 210-397-2401**

4711 Sid Katz, 78229  
Robin Fields (P), Valentine Flores (AI),  
Mark Marcinik (Program Coord.)

**(P) Principal**  
**(VP) Vice Principal**  
**(AP) Asst. Principal**  
**(AD) Academic Dean**  
**(AI) Administrative Intern**

## **LEGEND**

Campus Codes are shown beside each school name. These codes are assigned by the Texas Education Agency.

# 2022-2023 NISD Support Facilities (& bldg. managers)

## Administration Building

5900 Evers Rd., 78238

Main Switchboard 210-397-8500

- Accounting, Bldg. B
- Accounts Payable, Bldg. B
- Administration, Bldg. A
- Board Room, Bldg. A
- Budget, Finance & Payroll, Bldg. B
- Business & Finance, Bldg. A
- Communications, Bldg. A
- Curriculum & Instruction, Bldg. A & B
- Engineering Services, Bldg. E
- Facilities & Construction, Bldg. D
- Internal Audit, Bldg. D
- Mail Room, Bldg. D
- NISD Media Productions, Bldg. D
- Pupil Personnel, Bldg. D
- Resource Planning, Bldg. D
- Special Revenue, Bldg. D
- Superintendent, Bldg. A

## Child Nutrition & Warehouses

### Mainland Warehouse

7520 Mainland Dr., 78250

Main Number 210-397-4501 (Thomas Wherry)

### Northwest Warehouse

5903 Northwest Parkway, 78249

Main Number 210-397-7650

## Farris Athletic Complex

8400 N. Loop 1604 W, 78249

Main Numbers 210-397-7509/7510/7511

(Stan Laing)

- Farris Stadium (Darryl Hemphill)
- Northside Natatorium (Terry Vettors)
- Northside Swim Center (Terry Vettors)

## Hardin Athletic Complex

7001 Culebra, 78238

Athletics Main Numbers 210-397-7509/7510/

7511 (Stan Laing)

Athletic Facilities (Darryl Hemphill)

- Annemarie Tennis Center
- Gustafson Stadium
- Jake Inselman Baseball Field
- Northside Baseball Field #2
- Block Aquatics Center (Kenneth Gonzales)
- Northside Softball Fields 1 & 2
- Northside Soccer Fields 1 & 2
- Paul Taylor Field House

## Human Resources

5617 Grissom Rd., 78238

Main Switchboard 210-397-8600 (Patty Hill)

- HR Administration
- Employee Relations
- Professional Employment
- Classified/Auxiliary Employment
- Application Processing
- Substitute Office

## Benefits and Risk Management

5615 Grissom Rd., 78238

• Benefits Main Switchboard 210-397-8620

• Risk Management Switchboard 210-397-8720

## Maintenance

7524 Mainland Dr., 78250

Main Number 210-397-4700 (Henry Acosta)

## Maintenance North

11937 IH10 W, 78230

Main Number 210-397-4791

## Northside Activity Center

7001 Culebra, 78238

• Office of Teaching and Learning

Main Number 210-397-7900 (Diana Ely)

## Northside Learning Center

6632 Bandera Rd., 78238

Main Number 210-397-8107

- Adult & Comm. Ed., Bldg. B & C
- Attendance Officers, Portable 4
- Connections, Bldg. D
- GED Testing, Bldg. B
- Grants & Recognitions, Port. 5 & 6
- Learning Tree, Bldg. D
- Library Services, Bldg. E
- Northside Education Foundation, Bldg. A
- Northside School Museum, Bldg. A
- Partnerships Office, Bldg. A
- School Age Parenting, Bldg. D
- Technology Training & Dev., Bldg. D

## Northside Support Services Center

607 Richland Hills Dr., 78245-2149

Main Number 210-397-8712 (George Ayala)

- Instructional Materials, Ste. 100
- Maintenance, Ste. 500
- Printing Services, Ste. 200
- Purchasing, Ste. 700
- Purchasing Warehouse, Ste. 600
- Records, Ste. 300
- Tech Services Redundant, Ste. 400

## Northside Tennis Center

12045 Leslie Rd., Helotes 78023

210-398-1800

## Police Department

5619 Grissom Rd., 78238

Main Number 210-397-5650

(Chief Charlie Carnes)

## The Reddix Center

4711 Sid Katz, 78229 (Robin Fields)

- Adapted PE/Special Olympics
- Assistive Technology
- Occupational Therapy/Physical Therapy

## Kelly Smith Technology Center

5734 Farinon, 78249-3409

Main Number 210-397-7788 (Lori Jones)

- Acquisitions & Project Management
- Information Services
- Infrastructure Services
- Records & Transcripts
- Student Information Systems
- Technical Support

## Teicher Student Services

5651 Grissom, 78238

Main Number 210-397-3500 (Don Schmidt)

- Fine Arts
- Guidance and Counseling
- Health Services
- Health & Physical Education K-12
- Psychological Services
- Section 504/Homebound
- State & Federal Programs
- Special Education
- Testing and Evaluation
- Testing Warehouse & Annex
- New School Principals (Spring Only)

## Transportation

### Culebra Station

7001 Culebra, Bldg. #5, 78238

Main Number 210-397-0275 (Daniel Gonzalez)

### McClung Station

14173 Old FM 471, 78253

Main Number 210-398-1550 (Edwin Bermudez)

### North Station

6323 Hausman W, 78249

Main Number 210-397-0850 (Grace Langford)

### Rhodes Station

12005 Leslie Road, 78023

Main Number 210-397-0900 (Lisa Wormsley)

### South Station

435 Hunt Lane, 78245

Main Number 210-397-0250 (Shellie Lucas-Pierson)

# 2022 - 2023

# SECONDARY

# 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

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

### ADMINISTRATION

Brian T. Woods, Ed.D. ....	Superintendent
Ray Galindo .....	Deputy Superintendent <i>Administration</i>
Janis Jordan, Ed.D. ....	Deputy Superintendent <i>Curriculum and Instruction</i>
Rene Barajas, Ph.D. ....	Deputy Superintendent <i>Business and Finance</i>
Stephen Daniel .....	Assistant Superintendent <i>High School Administration</i>
Eric Tobias .....	Assistant Superintendent <i>Middle School Administration</i>
Jerry Woods, Ed.D. ....	Assistant Superintendent <i>High School Curriculum and Instruction</i>
Deonna Dean .....	Assistant Superintendent <i>Middle School Curriculum and Instruction</i>
Valerie Sisk .....	Executive Director <i>Secondary 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

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**Northside**  
Independent School District

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# ACE

ADULT & COMMUNITY  
EDUCATION

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



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# – SECTION B – ACADEMIC POLICIES & PROCEDURES

## MIDDLE SCHOOL AND HIGH SCHOOL

### 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 present work which was not honestly performed by said student will be regarded as a serious offense which may subject the offender to a grading penalty and/or a disciplinary action. School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

#### 1. Cheating

Dishonesty of any kind on a test or examination, written assignment, or project, illegal possession of test or examination questions, the use of unauthorized notes during a test or examination, obtaining or giving information about a test or examination from or to another student, assisting others to cheat or altering grade records are instances of cheating.

#### 2. Plagiarism

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

### ASSIGNMENTS/MAKE-UP WORK

When a student is absent, the student shall be permitted to complete assignments and/or make-up work for credit toward the class grade. Upon their return, students shall be given sufficient time to gather and submit missed work.

Extended Absences – For all extended absences, the student shall be expected to complete as much of the work as possible prior to or during the term of the absence.

Planned Absences – When an absence is planned in advance, the student or parent shall be expected to obtain information about assignments and make-up work prior to the absences whenever possible. Parents may contact the school office for assistance.

Unplanned Absences – On the day the student returns to class, it is the student's responsibility to obtain from each teacher a list of the assignments or make-up work which has not previously been provided.

Due Date – Each teacher will specify a reasonable due date for assignments and make-up work dependent upon the nature of the assignment and the length and nature of the absence. If a student is unable to complete the make-up work in the designated time, they should contact the teacher as soon as they become aware that the deadline cannot be met.

Truancy – A student who has been truant shall be expected to make up missed work and may earn a maximum grade of 70.

### AWARDS FOR ACHIEVEMENT

Academic excellence should be recognized and rewarded. Students are encouraged to accomplish more than just the minimum course requirements.

Students are encouraged to take courses to enrich their secondary school experience. Award assemblies may be held annually to recognize achievement. Recognizing and rewarding effort can motivate students to accomplish tasks that will broaden and deepen their understanding.

Northside schools participate in the President's Academic Fitness Awards Program.

### ATHLETIC ACHIEVEMENT/NCAA

Students and parents need to be aware that, under a new ruling from the NCAA, students aspiring to attain athletic scholarships from the NCAA colleges and universities should work to pass all their courses. The important issue is that the NCAA does not allow credit for non-traditional courses. These courses include correspondence courses, on-line

courses, and credit retrieval. It is important for students to speak to their counselors and coaches about the choices available to ensure meeting this requirement.

### CAREER AND TECHNICAL EDUCATION

The Career and Technical programs offers specialized courses that introduce students to high demand careers. Students learn the necessary skills and knowledge for entry level employment and post-secondary education. Instructional arrangements for Career and Technical classes may include comprehensive classrooms, pre-employment laboratories, computer laboratories, or work-based training. Coherent sequences of courses are available in the following career clusters:

- Agriculture
- Architecture and Construction
- Arts & Audio Visual Technology
- Business, Marketing & Finance
- Education & Training
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law and Public Service
- Manufacturing
- Science, Technology, Engineering & Math
- Transportation

Endorsements are available in the areas of Business and Industry, Public Services and STEM. Career and Technical Education courses are offered to students without regard to race, religion, color, national origin, sex or handicapping conditions.

### GRANTING COLLEGE AND HIGH SCHOOL CREDIT

In order to have a grade assigned, students must be enrolled at the beginning of the class, must be on the census roll as approved by the instructor of record, and must complete all requirements for the course. According to the Texas Administrative Code 4.85, students taking dual credit courses should have demonstrated outstanding academic performance and capability. To continue in the Alamo Colleges' dual credit program, students must earn a "C" or better in all dual credit courses. Students performing poorly in dual credit course(s) will be counseled by teacher and School and may be dropped from the college-level course prior to the drop deadline. Students enrolled following the drop deadline will receive the grade earned. The college grade will be assigned following the scale of the College as defined in the College Bulletin. Teachers will assign grades by the deadline defined in the Annual Timeline. All dual credit courses, high school as well as college credit, will be transcribed immediately upon a student's completion of the performance required in the course.

### CLASS INTERRUPTIONS

School announcements to students will be made only once during the day except in emergencies. Non-academic events will not be scheduled during the instructional day and will only occur before or after school. School officials will not interrupt classes to deliver a message to a student or to call a student out of class except in emergencies.

### 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 test scores. 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 teachers and parents. The campus selection committee composed 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.

The GT program serving K-12 students in NISD is the ALPHA program (Advanced Learning Programs for High Achievers).

## Other Program Options to Meet Student Needs:

- Credit by Examination; grades K-12
- Advanced and Gifted Content Courses; grades 6-8
- Advanced mathematics plan; grades 6-8
- Advanced, Advanced Placement Courses, OnRamps, 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 after parent consultation.

## Support

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

## **GRADING**

### **Academic Grading System**

A - 90-100	C - 75-79	F - 69 and below
B - 80-89	D - 70-74	

Students who have not been able to complete course work due to excused absences or other District-approved excuses may be issued an "I" for incomplete. The incomplete work must be completed prior to the end of the succeeding grading period. The "I" will make the student ineligible for extra-curricular activities seven days after the end of the previous grading period if the "I" is still on the record. Students with an incomplete in a course regain their eligibility when the "I" is replaced with a passing grade. Students shall be given a reasonable amount of time to make up work after a grading period has ended. Incompletes must be removed within thirty (30) days of the end of the school year.

### **Citizenship Grading System**

- E - Excellent citizenship displayed in class
- S - Satisfactory citizenship displayed in class
- N - Citizenship needs to be improved (parent conference requested)
- U - Unacceptable citizenship displayed in class (parent conference requested)

### **Reporting to Parents**

Parents/guardians are both entitled and encouraged to know the status of their child's progress throughout the school year. Northside provides a variety of student reports throughout the year to include progress reports, attendance information and report cards. Student grades, attendance/tardy data can be found on the Home Access Center (HAC). Home Access Center (HAC) is a real-time online information system for parents and can be accessed through the Internet.

Each campus will publish the dates that progress report grades will be available for viewing in HAC. Report cards will be made available to parents/guardians approximately one week after the end of each Marking Period (MP) and are also accessible in HAC. If a parent/guardian would like a paper copy of their child's progress report and/or report card, this can be obtained by contacting the child's school.

School attendance is essential to student success. Parents/guardians are urged to regularly monitor students' records of attendance and grades through HAC. Absences are reported for each class listed on the report card. Tardy reports are optional by school. On the attendance record, "MP" (Marking Period) indicates the number of times the student has been absent or tardy during the current grading period. "YTD" (Year to Date) indicates the total number of times the student has been absent or tardy during the entire school year. Parents/guardians are urged to be as attentive to absences as they are to grades.

Absences are reported for each class listed on the report card. Tardy reports are optional by school. "Times This Per" indicates the number of times the student has been absent or tardy during the past grading period. "Tot To Date" indicates the total number of times the student has been absent or tardy during the entire school year. Parents are urged to be as attentive to tardies as they are to grades. "

## **COUNSELING**

In accordance with Board Policy and the Texas Education Code, Chapter 33.005-007, Northside provides a Comprehensive School Counseling 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 Comprehensive School Counseling 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 intra-personal effectiveness, interpersonal effectiveness, post-secondary planning and career readiness, and personal health and safety. 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 counseling program Guidance and Counseling Program.

Materials used in the school counseling program are available for preview during parent preview events and when requested during school hours. A parent or guardian must provide consent for ongoing individual and small-group counseling.

All campus staff receive training on how to identify and refer students experiencing a mental health concern. Students who are in crisis may self refer to a counselor. A crisis is defined by the student. Counselors and other campus helping professionals may administer the Columbia Suicide Severity Rating Scale (C-SSRS) to determine level of care and interventions needed for student safety.

## **GUIDELINES FOR CLASSROOM SUCCESS**

Students are expected to be in class on time and ready to begin class when the tardy bell rings. Students are expected to follow individual class rules as determined by the teacher. Students should bring all materials and equipment required for each class. All assigned notebooks, books, and study materials should be brought to each class. Items that are distracting such as electronic devices, stuffed animals, cameras, etc., are to be left at home. Eating candy and other foods or consuming drinks will not be allowed in the classroom.

Students will benefit from the class if they participate to the best of their ability. Preparation for the next day's classes should be planned and completed prior to the student's return to school the next day.

Students who do not follow these guidelines for classroom success may receive:

1. a verbal warning
2. a written notification to the parent or guardian or a telephone call to the parent or guardian
3. a referral to a school administrator

## HOMEBOUND PROGRAM

Homebound services may be requested for a student who is unable to attend school due to illness or injury during the school term. Such services are available to students whose projected absence from school is four weeks or longer. A medical examination by an MD practicing in the United States is required. For information call the NISD Homebound Program at 210-397-8811.

## HOMEWORK

Students will receive homework assignments. Please help your student by providing the time, place, cooperation and encouragement needed to complete assignments.

All students are responsible for taking their books, their work and their supplies to school each day.

## SPECIAL PROGRAMS

### Dyslexia

Northside ISD follows Texas Education Code (TEC) §38.003 and Chapter 19 of the Texas Administrative Code (TAC) §74.28 for screening and treatment of dyslexia and related disorders. Guidelines in The Dyslexia Handbook, 2018 Updated, are followed in establishing district procedures for assessment, identification, and instruction of students. Procedures for assessing students for dyslexia and other related disorders have been established under §504 and the Individuals with Disabilities Education Act (IDEA).

Students enrolling in public schools in Texas shall be assessed, as necessary, for dyslexia and other 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. The appropriate time for assessing is early in a student's school career (19 TAC §74.28). 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.

### Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Multi Tier System of Support (MTSS). The implementation of MTSS has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is

absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies.

Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

### Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Dr. Coleman Heckman

Phone Number: 210-397-3508

### Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Anna Draker

Phone Number: 210-397-8810

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process, <http://framework.esc18.net/display/Webforms/LandingPage.aspx>
- Partners Resource Network, <http://www.partnerstx.org>
- Special Education Information Center, <http://www.spedtex.org>
- Texas Project First, <http://www.texasprojectfirst.org/>

## 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: Anna Draker

Address: 5651 Grissom Road, San Antonio, TX 78238

Office Telephone: (210) 397-8810

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

## HONORS WAIVER – NO PASS, NO PLAY

The following guidelines will be used to exempt middle school and high school students who do not make a 70 average in an Advanced Placement, Pre-AP or honors course from the no pass–no play provision.

1. A student seeking a no pass–no play waiver for advanced or honors classes must fill out the district form. (Students in a regular class are not eligible to apply for a no-pass, no-play waiver.)
2. A student may only apply for an advanced or honors course waiver if their failing grade in an advanced or honors course was 60 or above.
3. A student should have the expectation they may receive a maximum of three waivers during the school year.

## 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. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged, the student is expected to pay for them.

Librarians and teachers select materials for each campus library following comprehensive District guidelines which have been established to ensure that up-to-date, accurate information is provided for students' curricular needs and that materials appropriate to the interests, age, maturity, and reading skills level of all students at that campus are available. Because of this need for a broad range of materials, a student may have access to materials that address issues which may be beyond the maturity level of that student. Parents of all students are urged to be aware of their child's choices and to take the opportunity to discuss such materials with them. These issues can lead to good family discussions and learning experiences.

If a concern arises about the selection that a student has made from the library, that concern should be discussed with the campus librarian or administration.

## MARRIED AND/OR PREGNANT STUDENTS

1. Any student who shall be married at the time such student seeks enrollment in any school of the District shall report the fact of the marriage, the name of his or her spouse, and place where the spouse resides.
2. Any student who marries after enrollment in any school of this District shall promptly report that fact to the principal of the school attended by the student and shall also report the name of their spouse and the place where the spouse resides.
3. There shall be no discrimination against any married or pregnant student because of marriage or pregnancy. Such student shall be allowed to attend the school where assigned; however, the student shall be expected to attend classes regularly and keep up with their school work. No married student and no pregnant student, except as outlined in paragraph 4, shall be denied the right to be eligible to participate in any extracurricular or other activities of the school because of marriage or pregnancy.
4. In the event that any student shall be or become pregnant during any term while enrolled in a school in this District, then, for the benefit of her health and welfare and that of her expected child, and for the purpose of informing school personnel so that counsel, protection and advice may be given, she shall be required to inform the nurse and/or principal of the school as soon as such condition is known to her. Upon being so informed, a referral is made to the School Age Parenting Program (SAPP). The student, and parent if the student is minor, will be asked to sign a release of medical information. Once completed the SAPP staff shall consult with the physician for the purpose of determining when, and if, in the best interest for the health and welfare of the student and her expected child, other appropriate educational arrangements should be made. After the birth of a child of any pregnant student, the mother shall be permitted to re-enter school upon written advice of her physician and approval of the principal.

5. School-Age Parenting classes and special services are available to assist such students to continue their education. The counselor or school nurse should be consulted for further information.

## PARENT-TEACHER CONFERENCES AND VISITORS

Parents who desire private conferences with teachers or the principal should contact the school in advance to arrange conferences during the school day. At no time should a visitor call a teacher from the class for a conference at the door of the room.

Parents are always welcome and are encouraged to visit. A 24-hour advance notice is required to observe a class. All visitors are required to sign in at the principal's office immediately upon entering the building. We especially invite parents and other members of the community to visit during Texas Public School Week in March.

No student is to visit another school campus while that school is in session unless prior arrangements have been made by the principal of both schools involved. Any student who makes an unauthorized visit to another school is subject to disciplinary action.

## PARENTAL RIGHTS AND RESPONSIBILITIES AS ADDRESSED IN TEXAS EDUCATION CODE

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 person 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;

(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 to access to a copy of each state assessment instrument administered under Section 39.023 to the parent's child.

Sec. 26.006. ACCESS TO TEACHING MATERIALS. (a) A parent is entitled to:

- (1) review all teaching materials, textbooks, 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) A student's parent is entitled to request that the school district or open-enrollment charter school the student attends allow the student to take home any textbook used by the student. Subject to the availability of a textbook, the district or school shall honor the request. A student who takes home a textbook must return the textbook to school at the beginning of the next school day if requested to do so by the student's teacher. In this subsection, "textbook" has the meaning assigned by Section 31.002.

(NOTE: 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.)

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. 26.081. RIGHT TO INFORMATION CONCERNING SPECIAL EDUCATION AND EDUCATION OF STUDENTS WITH LEARNING DIFFICULTIES.

(a) The agency shall produce and provide to school district sufficient copies of a comprehensive, easily understood document that explains the process by which an individualized education program is developed for a student in a special education program and the rights and responsibilities of a parent concerning the process. The document must include information a parent needs to effectively participate in an admission, review, and dismissal committee meeting for the parent's child.

(b) The agency will ensure that each school district provides the document required under this section to the parent as provided by 20 U.S.C. Section 1415 (b):

- (1) as soon as practicable after a child is referred to determine the child's eligibility for admission into the district's special education program, but at least five school days before the date of the initial meeting of the admission, review, and dismissal committee; and
- (2) at any other time on reasonable request of the child's parent.

(c) The agency shall produce and provide to school districts a written explanation of the options and requirements for providing assistance to students who have learning difficulties or who need or may need special education. The explanation must state that a parent is entitled at any time to request an evaluation of the parent's child for special education services under Section 29.004. Each school year, each district shall provide the written explanation to a parent of each district student by including the explanation in the student handbook or by another means.

Added by Acts 1999, 76th Leg., ch. 6 § 1, eff. Sept. 1, 1999. Amended by Acts 2003, 78th Leg., ch. 539, § 1, 2, eff. Sept. 1, 2003.

§26.0085. REQUESTS FOR PUBLIC INFORMATION.

(a) A school district or open-enrollment charter school that seeks to withhold information from a parent who has requested public information relating to the parent's child under Chapter 552, Government Code, and that files suit as described by Section 552.324, Government Code, to challenge a decision by the attorney general issued under Subchapter G, Chapter 552, Government Code, must bring the suit not later than the 30th calendar day after the date the school district or open-enrollment charter school receives the decisions of the attorney general being challenged.

(b) A court shall grant a suit described by Subsection (a) precedence over other pending matters to ensure prompt resolution of the subject matter of the suit.

(c) Notwithstanding any other law, a school district or open-enrollment charter school may not appeal the decision of a court in a suit filed under Subsection (a). This subsection does not affect the right of a parent to appeal the decision.

(d) If the school district or open-enrollment charter school does not bring suit within the period established by Subsection (a), the school district or open-enrollment charter school shall comply with the decision of the attorney general.

(e) A school district or open-enrollment charter school that receives a request from a parent for public information relating to the parent's child shall comply with Chapter 552, Government Code. If an earlier deadline for bringing suit is established under Chapter 552, Government Code, Subsection (a) does not apply. This section does not affect the earlier deadline for purposes of Section 532.353(b) (3) for a suit brought by an officer for public information.

Added by Acts 1999, 76th Leg., ch. 1335, § 8, eff. June 19, 1999.

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 state or federal law regarding requirements for special education; or
- (2) make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice.

(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) 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.

Sec. 28.003. EDUCATIONAL PROGRAM ACCESS. (a) If the parents or guardians of at least 22 students at a school request a transfer for the same school year to another school

in the district for the purpose of enrolling in an educational program offered at that school, beginning with the following school year the district shall:

(1) offer the program at the school from which the transfers were requested; or

(2) offer the program at the school from which the transfers were requested by teleconference, if available to the district.

(b) In this section, "educational program" means a course or series of courses in the required curriculum under Section 28.002, other than a fine arts course under Section 28.002(a)(2)(D) or a career and technology course under Section 28.002(a)(2)(F).

**(NOTE:** The request for a program must be made by March 1 of the previous school year to insure efficient course scheduling and teacher acquisition).

## PHYSICAL EDUCATION

Texas requires that students in grades 6-8 accumulate Physical Education credit in which they participate in moderate or vigorous daily physical activity for at least 30 minutes a day or 225 minutes over a two-week block. Students must also complete one year of high school Physical Education credit to graduate. Please refer to the individual campus handbooks or contact the campus counselor for specific information.

A student may have a temporary or permanent physical condition that prevents their full participation in physical education. There are two alternatives to full participation: restricted physical education and adapted physical education.

### **Restricted Physical Education**

A restricted physical education form is available through the campus website or district Physical Education Department and should be completed by a physician. A student will be assigned to a general physical education class where the teacher will modify or use an alternate activity to accommodate the student's physical limitations. Examples of physical conditions which can be accommodated through restricted physical education include asthma, arthritis, and temporary orthopedic conditions. Requests for restricted physical education should be made to the student's physical education teacher or counselor.

### **Adapted Physical Education**

A student will be assigned to an adapted physical education program if the student has a significant limitation in the psycho-motor domain which requires an individualized program and intensive interaction with an adapted physical education specialist. Examples of physical conditions which are appropriately accommodated in an adapted physical education program include muscular dystrophy, cerebral palsy, and severe orthopedic and visual impairments. Requests for adapted physical education will be referred to the Adapted Physical Education Lead Teacher.

### **Physical Fitness Testing Requirements**

All students in grades 3–12, enrolled in a course earning physical education credit, must be assessed at least once annually for physical fitness. The Texas Education Agency (TEA) identified FitnessGram® as the program used by school districts. Parents may request in writing their student's physical fitness scores at the end of the school year from their PE teacher.

### **Placement**

Placement of a student in Accelerated, Advanced, or Advanced Placement courses, or remediation may be determined by standardized test scores, teacher recommendation, or past performance of the student entry placement tests. Data collected from GT Program screening and assessment can assist in making placement decisions for GT students in honors, advanced placement, and dual credit courses. Students who take a STAAR/EOC test in a given subject are now included in the state-required HB4545 process. Students not meeting standard (or who do not take a STAR/EOC test) in any STAAR assessment will enter the following grade under an Accelerated Instruction Plan with focused and monitored interactions, including a required 30 hours of targeted intervention for each course where the assessment standard was not met.

## COURSE SELECTION

Northside ISD recognizes the value of student participation in advanced academic coursework and encourages students to graduate from high school with at least one advanced academic course credit as Advanced Placement/Dual Credit/Dual Enrollment. Therefore, equitable access is a guiding principle for Northside ISD's AP/Dual Credit program and we

encourage all willing and academically prepared students to take advantage of our wide variety of AP/Dual Credit classes.

When new students are enrolled, they are placed in classes based on the information and records supplied at that time by the student and parents. If official records do not agree with verbal or unofficial information, student placement will be adjusted in accordance with the official records.

## REGULAR CLASS PERIODS

Students are expected to attend all regularly scheduled classes assigned to them. Students are also expected to bring all of the necessary materials to class each day and are expected to participate in all class activities and complete all assigned school work. Students will be expected to conduct themselves in a proper manner and follow all classroom regulations.

## CURRICULUM DIAGNOSTIC BENCHMARKS

Northside ISD has established consistent timelines and curriculum for each grade level, course and/or subject area. Students take district Curriculum Diagnostic Benchmarks (CDBs) after significant units of instruction. The results of the CDBs are used to guide new instruction and re-teaching, determine students' strengths and weaknesses in the TEKS (Texas Essential Knowledge and Skills), and determine whether instructional interventions are needed. Results of the CDBs may also be shared with parents during conferences to inform them of their child's progress. At the secondary level, Curriculum Diagnostic Benchmarks are administered in the areas of English/LA, Math, Science and Social Studies from grades 6th through 12th.

## CREDIT-BY-EXAM

**NOTE:** This testing is sometimes referred to as "testing for acceleration." It should not be confused with the College Board Advanced Placement (AP) courses and tests.

Students in grades 6 through 12 who believe they have already mastered the content of any academic course, either with or without prior instruction in the course, may apply for Credit-by-Exam testing. The students should contact their counselor to get the Credit-by-Exam application. The application may also be downloaded from the Testing and Evaluation website <https://www.nisd.net/district/testing-evaluation/credit-by-exam>. This application must be turned in to the office of Testing & Evaluation one month prior to the test date.

Students are tested in appropriate subject areas. Credit-By-Exam tests are rigorous since the intent is to measure the student's mastery of the content of entire courses. Many of these tests are untimed, with most taking at least two hours. Students taking Texas Tech tests are allowed a maximum of 3 hours per semester test.

Credit-by-Exam tests for secondary students are administered six days a year. Tests are administered on a Saturday in October, February, May, June, July, and August. Dates subject to change based on public health needs. A special session for middle school math only is scheduled for September for new students to the district.

A link to study sheets for the subject area test to be taken will be sent to students along with confirmation of registration for the test. Textbooks for studying for the test may be checked out from the student's home attendance school through the administrative office. A deposit for the textbook checked out will be required and will be returned to the student upon return of the textbook to the home attendance school. Students will pay the cost for any damaged or lost textbooks.

Students who want to gain credit in a course without prior instruction must score 80% or higher on the Credit-by-Exam test in order to receive credit. At the high school level, this grade will be used in computing the student's grade point average (GPA). Students who want to receive credit from a previously failed course or who want to validate prior instruction in a course must score 70% on the Credit-by-Exam test in order to receive credit.

If the student passes the test, the score earned on the test will be entered on the student's permanent record file (AAR) unless the parent and/or student declines in writing to accept the score within 90 calendar days after receiving the exam results. This grade will be used in computing the student's grade point average (GPA). Honors/Pre-AP/AP points will not be awarded for Credit-by-Exam grades.

**Note:** Students may not test out of a course in which they are currently enrolled or take Credit-By-Exam test in an attempt to attain a higher grade on a course or Credit-By-Exam they have previously passed.

**Note:** According to 19 TAC 74.24 (c) (7), if a student fails to earn credit by exam for a specific high school course before the beginning of the school year in which the student would ordinarily be required to enroll in that course in accordance with the school district's prescribed course sequence, the student must satisfactorily complete the course to receive credit.

Performance courses such as physical education, band, choir and career and technical courses are not eligible for Credit-by-Exam tests. For more information regarding Credit-by-Exam, go to the Testing and Evaluation website located at <https://nisd.net/testing-evaluation/testing-evaluation-cbe/>

## 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.

### GENERAL

#### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:  
**Family Policy Compliance Office**

### U.S. Department of Education

400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

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

(1) The right to inspect and review the student's educational 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 educational records. A person having the right to review educational 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 educational 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 educational 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 educational record in order to fulfill his or her professional responsibility. Upon request, Northside Independent School District will disclose educational 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 educational records shall pay the actual cost of reproducing the records. Reproduction cost is \$.10 per page, exclusive of mailing costs.

### 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 educational 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 educational 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 football, 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. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – for students in grades 9-12 unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Northside ISD to disclose directory information from your child's educational records without your prior written consent, you must notify the District (the principal of the student's school) via the 'Parent-Student Authorization Form' 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, 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.

The 'Parent-Student Authorization 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 it to your child's campus.

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

PPRA affords parents certain rights regarding the conducting 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 (DOE).
  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 DOE.
- 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

## **SUMMER SCHOOL**

The purpose of summer school generally is to provide remediation or acceleration. It is recommended students not take a core course (Math, English, Science and Social studies) for advancement without express permission from the student's counselor. Such permission will only be given for serious reasons. Students may take other courses offered, usually electives, for advancement or enrichment.

Summer school provides an excellent opportunity for students who may wish to make up credits because of time lost from an extended illness, failure of a subject, or a desire to review a subject in preparation for more advanced work. Students wishing to attend summer school should seek information and approval from their counselor.

High school students may earn up to 1-1/2 units of credits in summer school. (See -Retrieving Credit Through Repetition of Courses in the High School Section.)

Only passing grades of 70 or higher will be accepted for a previously earned failing grade.

## **INSTRUCTIONAL MATERIALS**

All instructional materials are the property of Northside Independent School District. The use of these materials is the right of every student in Texas, but this right carries with it the basic responsibilities of proper use and good care.

Students will be issued instructional materials for each subject they are taking if available and needed. It is the responsibility of the student to take excellent care of any materials issued to them. Any damage to the instructional materials will result in a fine. If a student is unable to locate or return any of the materials, they will be required to pay for it before another is issued.

Northside ISD utilizes a bar code tracking system for instructional materials. When they are checked out, a link is established between the material and the student. When it is turned in, credit will be given to the student for returning the material originally issued. If the bar code is unreadable, the student returning it will be liable for the full price of the issued material.

Students should know where materials issued to them are at all times. It is poor practice to permit other students to "borrow" these items, especially since students are responsible for the condition of them and any damage which may occur.

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.

## TRANSCRIPTS

Transcripts of a student's high school academic achievement record (AAR) must be requested online at <https://nisd.net/schools/transcripts>. Transcripts are \$3.00 each for current NISD students and \$5.00 each for alumni. Transcripts do not include SAT and ACT scores; therefore, students must request those scores to be sent directly from the testing center to the recipient. It is the responsibility of the current or former student to verify the delivery method that is acceptable to the university, college, employer or agency prior to ordering. The state of Texas considers a transcript to be "official" only if sent directly from Northside ISD to the recipient school, employer, or agency.

## TUTORING

Tutoring may be provided by a certified teacher in English, Mathematics, Social Studies, and Science before and/or after school or during advisory in special situations. As service to the school, some honor societies offer peer tutoring to students throughout the school year. Students should contact their counselor or Academic Dean for further information about tutoring.

## WAIVER OF FEES

Upon receipt by the District of reliable proof that a student and their parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. The student and their parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver.

## WITHDRAWING FROM SCHOOL

When it becomes necessary for a student to withdraw from school, they should report to the attendance office with a parent/guardian stating the reason and date to be withdrawn. When verified, the student is issued a withdrawal form to be filled in by each of the student's teachers. After this form has been completed, the student reports back to the office for the signatures of a principal, a counselor, and the attendance secretary. In cases of extenuating circumstances, the school principal should be contacted.

It is imperative that every student who withdraws from school follows all of the necessary procedures and obtains all of the necessary signatures pertinent to withdrawal. Failure to do so will delay the student's transcript being sent to other schools, jobs or military service.

## MIDDLE SCHOOL NATIONAL JUNIOR HONOR SOCIETY

All of the middle schools in the Northside Independent School District sponsor a chapter of the National Junior Honor Society. Seventh and eighth-grade students who have attended the same Northside school for the equivalent of one semester, and who have demonstrated outstanding scholarship, character, citizenship, and service will be considered for membership. Students may not apply for membership. Past faculty councils have required a cumulative grade average of 90 or above for 7th and 8th (if applicable) grade work for a student to be considered for membership.

A faculty council is appointed annually by the principal. This council determines final selection for membership by reviewing an assessment of each scholastically eligible student according to criteria based upon qualities of character, citizenship, leadership, and service.

Membership in the National Junior Honor Society is both an honor and a responsibility. Once selected, members have the responsibility to continue to demonstrate those qualities. Members who resign or are dismissed are never again eligible for membership or its benefits.

A National Junior Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

## SAN ANTONIO PREP PROGRAM

NISD students may apply to attend the Prefreshman Engineering Program (PREP) that is held at UTSA and other sites during the summer. If students successfully complete the

program they can be awarded up to four high school credits, one for each summer of completion. During the fall after each summer session, parents may complete an online form and pay a fee to the PREP Central Office to request a transcript be sent to NISD. UTSA will only post P or F (Pass or Fail), which will not count toward GPA rank points. If the PREP grade is received by NISD, it shall be posted to the student's transcript and cannot be removed for any reason.

## PROMOTION AND RETENTION OF STUDENTS

Middle school students must attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in all but one of the core academic areas.

1. Language Arts
2. Mathematics
3. Social Studies
4. Science

If a student fails to attain the previous criteria they will be retained in that grade level. Parents of these students should be included in the retention decision. However, the final decision rests with school officials. Students should be encouraged to take advantage of opportunities such as remediation, tutoring, summer school, etc. to help them remain at grade level.

## SUBJECT REQUIREMENTS

Generally, the course schedule for each grade is:

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
ELA 6/Advanced	ELA 7/Advanced	ELA 8/Advanced
Math 6/Accelerated	Math 7/Accelerated Pre-Alg.	Pre-Algebra/Adv. Alg.
Science 6	Science 7/Advanced	Science 8/Advanced
Soc. Studies 6	TX History/Advanced	U.S. History/Advanced
P.E. / Healthy Habits	P.E. or Athletics	MAPS & Comm Apps
Elective	Elective	P.E. or Athletics
		Elective

In middle school, students will take eight classes a day. One course in Fine Arts must be completed during the three years in middle school. Fine Arts electives include: Band, Choir, Orchestra, Dance, Art and Theater Arts.

Other electives differ across campuses and may include: AVID, Industrial Technology, Family and Consumer Sciences, Spanish (high school credit), Journalism and Creative Writing. Not all middle schools offer all electives. Contact your student's counselor for information about campus specific offerings.

Sixth graders will take one semester of Physical Education and one semester of Healthy Habits. Healthy Habits focuses on developing skills, attitudes, and knowledge necessary for students to improve quality of life through goal setting, decision making, interpersonal communication, self-management, and self-advocacy.

All 8th grade students have the opportunity to take one semester of Methodology for Academic and Personal Success - MAPS (0.5 HS Credit) in the fall and one semester of Communication Applications - Comm Apps (0.5 HS Credit) in the spring. MAPS is a key transition course that provides 0.5 elective credit, and Comm Apps satisfies the Speech credit requirement for NISD graduation.

Students who do not meet standard on the STAAR assessment in Reading and/or Math may be enrolled in a supplemental course in lieu of an elective.

## TESTING PROGRAM (MIDDLE SCHOOL)

All eligible students will participate in the State of Texas Assessment of Academic Readiness (STAAR). The content of the STAAR tests is rigorous and includes portions of the College/Career Readiness Standards.

The tests will include:

- 6th Grade: reading and math
- 7th Grade: reading and math
- 8th Grade: reading, math, social studies and science

Middle school students who take Algebra I will take the STAAR End of Course (EOC) test. This test is a rigorous and timed assessment. Students taking the EOC must be aware that there is an EOC requirement for high school graduation. If a student fails to meet the passing standard set for the EOC test, the student will receive accelerated instruction and will have to retake the test.

As required in Title 19 of the Texas Administrative Code (TAC), §101.3011, students who have completed a high school end-of-course assessment while in middle school must take either the corresponding ACT® or the SAT® while in high school to fulfill federal testing requirements. Northside ISD offers all 11th grade students an SAT administration on a school day free of charge

Parents are urged to have all students present during all testing programs and to encourage their students to do their best on every test. The results provide valuable information to the students, their parents, teachers, counselors and NISD policymakers through evaluation of individual, classroom, campus and District performance.

Students are to bring their Northside provided Chromebook (fully charged) and charging cable to school on testing days. Students who have not checked out a Northside Chromebook will be provided a device on testing days. Students are not allowed to use personal technology devices including cell phones during state assessments. "

Students who do not meet the standards on one or more STAAR assessments will receive targeted academic support in the content area(s) where they did not demonstrate proficiency.

For additional information, go to [www.tea.state.tx.us/student.assessment](http://www.tea.state.tx.us/student.assessment)

## HIGH SCHOOL CLASSIFICATION OF STUDENTS

For freshmen enrolling for the first time in high school in 2007-08 and all years thereafter need 26 credits to graduate from the District in grades 9-12, promotion to the next grade shall be based upon the student's accumulation of credits earned and core subject area courses successfully completed toward graduation. Students shall meet the following credit totals and the mandatory subject area requirements:

- Grade 9 0-4.5 credits
- Grade 10 5-10.5 credits (5 credits must include 1 credit in English and 1 credit in either mathematics or science)
- Grade 11 11-16.5 credits (11 credits must include 2 credits in English and a minimum of 3 credits in mathematics and science and 1 credit in social studies)
- Grade 12 17 credits (17 credits must include 3 credits in English, 2 credits in mathematics, 2 credits in science, and 2 credits in social studies) In addition, students must be enrolled in all remaining courses required for graduation.

All students in grades 9-12 shall be enrolled in an English, mathematics, science, and social studies class. Students in grade 12 who have not passed all four sections of the EOC tests shall also be enrolled in the appropriate core course to ensure their passing. Students must make a deliberate effort to retrieve credits through credit retrieval, night school, or summer school in order to be classified at the appropriate grade level.

### Students enrolling in 2011-2012 and all years thereafter will need 26 credits to graduate

For freshmen enrolling for the first time in high school in 2011-2012 and all years thereafter, they will need 26 credits to graduate from the District in grades 9-12. Promotion to the next grade will be based upon the student's accumulation of credits. Students shall meet the following credit totals:

- Grade 9 0-5.5
- Grade 10 6-11.5
- Grade 11 12-18.5
- Grade 12 19

All students in grades 9-12 shall be enrolled in the appropriate courses in order to ensure success in the End-of-Course tests. Students in grades 9-12 shall take the 5 End-of-Course tests in the courses in which they are enrolled.

### The End-of-Course tests will be administered in the following areas:

- English I, English II
- Algebra I
- United States History
- Biology

## COLLEGE READINESS

Northside ISD is building a college-going culture. The entrance requirements of colleges vary. The individual student should check the catalogue of the college he plans to attend and follow the particular recommendations of that college. The Career and College Readiness Center maintains a library of college catalogues for students' use. Students may write the college of their choice for additional catalogues. The counselors will assist the individual student in selecting a college that best meets their particular requirements.

College bound students should plan their high school curriculum in order to be well prepared for college entrance. A typical college preparatory program would include: English 1-4, algebra 1-2, geometry and 1 additional math course, and one of the following (math independent study, precalculus, statistics, or calculus), international language 3 years, 4 science courses including biology, at least one physical science course (IPC, chemistry, physics), and additional science credits to total four, world geography, world history, U.S. history, U.S. government, economics and 1 unit in fine arts. Additional coursework should be at an equal or greater level of difficulty and tailored both to the student's interest and selection of college.

Since 2007, NISD has paid for the PSAT for all 10th and 11th grade students. In 2014-2015, NISD continued its support of college readiness by paying for all currently enrolled juniors to take the SAT will be administered in the spring at each high school and magnet school. SAT will be administered in the spring of 2017 during what is now known as School Day, at each high school and magnet school.

### College Prep Courses in Math and English

In accordance with House Bill 5, Section 10, Northside ISD has partnered with UTSA, Texas A&M San Antonio and the colleges of ACCD to develop the College Prep courses in Math and English. These courses are for college-bound 12th grade students who have passed the STAAR test, but who do not have qualifying TSI, SAT or ACT scores. Students who successfully complete College Prep class with a 75% or higher will be certified as ready for entry-level college coursework and will avoid being placed in remedial, non-credit bearing Math or English courses their freshman year in college.

### College Entrance Examinations

Most colleges require an entrance examination - either the ACT (American College Test) or the SAT (Scholastic Assessment Test). These examinations are given at various test centers throughout the city during the year. Students should consult the catalogue of each college to determine which entrance exams are required and whether the college requires additional achievement tests.

While all juniors will take the SAT will be administered in the spring semester for juniors during what is known as School Day, at each high school and magnet school. Students are advised to re-take the SAT or take the ACT college entrance exam in the summer following their junior year or early in the fall of their senior year to improve their scores. Registration materials are available in the Counseling Office and College, Career, and Military Advisor's office. Deadline for registration is approximately one month in advance of the test.

SAT I, SAT II, and ACT test dates for the 2022-2023 school year are as follows:

SAT (Scholastic Assessment Test): <https://satsuite.collegeboard.org/sat/registration/dates-deadlines>

August	27	2022	SAT
October	1	2022	SAT
November	5	2022	SAT
December	3	2022	SAT
March	11	2023	SAT
May	6	2023	SAT
June	3	2023	SAT

ACT (American College Test) <https://www.act.org/>

September	10	2022	ACT
October	22	2022	ACT
December	10	2022	ACT

February	11	2023	ACT
April	15	2023	ACT
June	10	2023	ACT
July	15	2023	ACT

### **SAT Preparation Course**

Since NISD pays for the SAT college entrance exam in the junior year, now ALL juniors will have access to an enriched online test preparation course and tutorial program. While teachers will assist juniors with some of the preparation, it is critical each junior arranges to begin preparation for this test early in the junior year.

Additionally, Northside offers some preparation courses (on Saturdays and evenings and on-line) for students prior to the SAT and the PSAT. There is a fee for Northside offers various preparation courses for students prior to the SAT and PSAT. A fee waiver may be granted for students who are unable to pay. Contact the school counseling office and College, Career, Military Advisor for more information about dates, times, and locations for the course, as well as information about applying for a fee waiver.

### **College Night**

NISD College Night is held for all Northside seniors each Fall semester. Numerous colleges and universities are available to provide valuable information. Contact your campus counselor for specific details.

### **J.D. Miller Memorial Student Aid Library**

The J.D. Miller Memorial Student Aid Library has a collection of catalogues from every college and university in the United States as well as Canada and Mexico. A career library of occupational literature is also available. The information center provides general information about sources of financial assistance, scholarships, grants, loans, and work-study programs. This library, funded by the Minnie Stevens Piper Foundation, is located at GPM South Tower, Suite 530, 800 N.W. Loop 410. Phone 525-8494.

### **NCAA Athletic Eligibility**

Students who plan on attending NCAA Division I colleges as eligible athletes must meet the following requirements:

1. Achieve a cumulative minimum grade point average of 2.00 (based on a maximum of 4.00) in a core curriculum of at least 13 academic courses including:
  - 3 years English
  - 2 years Math
  - 2 years Social Science
  - 2 years Natural or Physical Science
  - 4 years of additional core academic units

Only courses that are defined as "academic" will be counted. Remedial, special education, vocational, developmental, and basic courses will not qualify. Courses must be at the regular or higher level of instruction.

For students entering college after Aug. 1, 1996, course requirements for Division I will include 4 years of English and one year of both Algebra and Geometry.

2. A combined score range of 700-900 on the SAT I verbal and math sections or a composite score of 17-21 on the ACT, dependent on the student's GPA from 2.00 to above 2.5.

It is the student's responsibility to see that appropriate verification of course and grade point average forms are requested. The NCAA frequently revises standards and effective dates, so the student should contact your prospective college for current information.

## **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.

For seniors who wish to be exempt from spring semester exams, up to two (2) days of college visit can be taken in the spring semester with prior approval and documentation. These two (2) days would not count toward the maximum of three (3) absences to be eligible for exam exemptions. Any days in excess of two (2) for college visits would count toward the senior exam exemption total. If a senior takes two (2) college visit days in the spring these will count as the two (2) per year mention in paragraph one above.

## **CORRESPONDENCE COURSES**

Units of credit may be taken by correspondence, applicable toward graduation, upon approval by the counselor. A student must enroll for such subjects prior to October 1st of the current school year. Only courses from correspondence schools approved by the Texas Education Agency will be accepted for credit.

Correspondence work, if it is to be counted toward graduation, must be completed on or before April 1st prior to May graduation. Successful completion of such work is the responsibility of the student and the institution from which the work is scheduled. (See Substituting Grades Earned in Night School, Summer School, or by Correspondence.)

## **GRADUATION EXERCISES**

Only those students who have completed all requirements for graduation will be permitted to participate in graduation ceremonies.

### **Alternate Graduation**

A student who completes graduation requirements in summer programs, by correspondence course, or state test requirement may participate in the next graduation ceremony. The student will work alongside the counselor to verify that the requirements for graduation are complete.

Students that are wanting to participate in the graduation ceremony may request a letter of completion that they may use to enroll in college, work programs, or the military. If a student wants to receive the diploma prior to the graduation ceremony, they may do so, but will not be eligible to participate in the commencement exercise.

### **Mid-Year and Three-Year Graduates**

In order for a student to graduate in less than four years from the District, the following criteria must be met:

1. The student will have earned the total number of units of credit as prescribed by the Board of Trustees.
2. The parents and the student, or the student if 18 or over, will submit a written request to the principal of the high school the student is attending, indicating that the student intends to graduate early. This request shall be submitted during the first two weeks of the semester in which graduation requirements will be met.

The high school principal and the student's counselor will review the request and, if the criteria are met, the student will be graduated at the end of the appropriate semester. The deadline to request mid-year graduation is September 18. The student will be allowed to participate in that year's graduation exercises subject to compliance with the administrative directions of the principal of the high school.

### **Mid-Year Graduation**

Northside will hold a Mid-year Graduation Ceremony. The date and time will be announced.

### **Awarding of Diplomas to Senior Students Transferring Out of District**

Any senior high school student, having been enrolled for a minimum of six weeks of the student's senior year and having completed at least 10 units of credit in a Northside high school, who transfers out of the district may request approval to receive a Northside District diploma upon completion of all requirements for graduation from a Northside District high school. Such requests should be directed to the principal of the Northside high school attended by the student prior to the transfer. The student will not be permitted to participate in commencement exercises or other senior activities after transferring.

The following rules will apply:

1. Student initiates request in writing to his Northside high school principal for a Northside diploma.
2. Student submits evidence that the school he is transferring to will provide the appropriate courses necessary to meet Northside district requirements.
3. Principal reviews request.
4. Student is notified of approval or denial of request by principal.
5. Diploma will be sent to receiving school upon submission of the student's transcript of credits earned at the receiving school.
6. Student will be responsible for requesting copies of transcripts for forwarding to colleges or employers.

Distinguished Level of Achievement: Students graduating on the Foundation Graduation Plan are encouraged to select courses that enable the student to graduate with a distinguished level of achievement and lead directly to either a 2 or 4 year college setting. The distinguished level of achievement requires all the credits necessary for the Foundation Graduation Plan, successful completion of four math courses including Algebra II, four science courses, and an endorsement. Note: a student must graduate with a distinguished level of achievement in order to be considered in the 10% of the graduating class and to be eligible for automatic admission to a Texas state college or university.

Performance Acknowledgements: Students may earn a performance acknowledgement for outstanding performance in one or more areas of study or achievement. Performance acknowledgements can be earned in the following areas:

- > Successfully complete 12 or more college hours in dual credit courses
- > Bilingualism and biliteracy
- > Score of 3 or better on an Advanced Placement exam
- > Earn a nationally or internationally recognized business or Industry certification or license

#### THE FOUNDATION GRADUATION PROGRAM

English.....	4 credits
Mathematics.....	3 credits
Algebra I, Geometry, & Algebra II or Adv Math	
Science.....	3 credits
Biology, a Physical Science (IPC, Chemistry or Physics) and 1 advanced science	
Social Studies.....	3 credits
World Geography or World History, US History, US Government, and Economics	
Languages Other Than English.....	(2 credits in the same language)
Physical Education.....	1 credit
Fine Arts.....	1 credit
Speech Elective.....	1/2 credit
Health.....	1/2 credit
Elective Courses.....	4 credits
Total.....	22 credits

#### THE FOUNDATION GRADUATION PROGRAM WITH AN ENDORSEMENT

English.....	4 credits
Mathematics.....	4 credits
Algebra I, Geometry, & Algebra II or Adv Math, a 4th Adv. Math	
Science.....	4 credits
Biology, a Physical Science (IPC, Chemistry or Physics) and 2 advanced science courses	
Social Studies.....	3 credits
World Geography or World History, US History, US Government, and Economics	
Languages Other Than English.....	(2 credits in the same language)
Physical Education.....	1 credit

Fine Arts.....	1 credit
Speech Elective.....	1/2 credit
Health.....	1/2 credit
Elective Courses.....	6 credits
Total.....	26 credits

#### THE FIVE ENDORSEMENT AREAS OF STUDY

All entering freshmen must choose, with parental approval, an area of study and interest to lead toward an endorsement. Students may choose one or more endorsements from the following areas:

- Science, Technology, Engineering, and Math (STEM)
- Business and Industry
- Public Service
- Arts and Humanities
- Multidisciplinary

Each endorsement earned has specific courses and sequences required under state and district policy. Use the following chart and your counselor to guide your endorsement and course selections.

### THE ENDORSEMENTS (SUBJECT TO CHANGE)

A student must complete the Foundation High School Program (22 credits), one additional math credit, one additional science credit, and two additional elective credits while completing the specific requirements of his/her selected endorsement. Distinguished Level of Achievement graduates must meet the Foundation Program and earn 4 Math credits including Algebra II, 4 Science credits, and at least 1 Endorsement.

#### STEM

Science, Technology, Engineering, & Math Students may earn a STEM endorsement by selecting and completing the requirements from among these 4 options.

Note: Algebra II, Chemistry, and Physics are required for the STEM endorsement regardless of the option the student selects.

##### Option 1: Computer Science

Students take 4 computer science courses.

- Comp. Sci. 1 OR AP
- Comp. Sci. Principles
- Comp. Sci. 2
- AP Comp. Sci. A
- Comp. Sci. 3

##### Option 2: CTE Engineering

Students earn four (4) CTE credits by taking at least two (2) courses in the same cluster that lead to a final course in the STEM career. At least one (1) of the courses must be an advanced CTE course (3rd year or higher course in a sequence).

##### Option 3: Math

Students take Algebra I, Geometry, and Algebra II AND two (2) of the following courses for which Algebra II is a prerequisite.

- AQR
- Pre-Calculus
- Calculus AB or BC
- Statistics AP
- Computer Science AP
- Math ISM College Algebra

#### Option 4: Science

Students take Biology, Chemistry, and Physics, AND two (2) of the following courses.

- AP Chemistry
- AP Biology
- Anatomy & Physiology
- AP Environmental Science
- AP Physics 1
- AP Physics 2
- AP Physics C - Mechanics
- AP Physics C - Electricity and Magnetism
- Aquatic Science
- Biotechnology I
- Earth & Space Science
- Environmental Systems
- Engineering Design and Problem Solving
- Food Science
- Forensic Science
- Advanced Animal Science
- Advanced Plant and Soil Science
- Medical Microbiology
- Pathophysiology
- Scientific Research and Design
- Astronomy

#### Option 5: Combination

In addition to Algebra II, Chemistry, and Physics, a student may take a coherent sequence of three (3) additional credits from no more than two (2) options above. (STEM Options 1-4)

### Business & Industry Arts & Humanities

Students may earn a Business & Industry endorsement by selecting and completing the requirements from among these 2 options.

#### Option 1: CTE

Students earn four (4) credits in a coherent sequence by taking at least two (2) courses in the same cluster. At least one (1) of the courses must be an advanced CTE course. (3rd year or higher course in the sequence).

Clusters include:

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, Audio/Video Technology, and Communication
- Business Management and Administration
- Finance
- Hospitality and Tourism
- Information Technology
- Manufacturing
- Marketing
- Transportation, Distribution, and Logistics
- Career Preparation I or II
- Problems and Solutions

#### Option 2: English

Students take four (4) English elective credits that include three levels in one of the following areas:

- Advanced Journalism: Newspaper or Yearbook
- Debate

### Public Services

Students may earn a Public Services endorsement by selecting and completing the requirements from among these 2 options.

#### Option 1: CTE

Students earn four (4) credits in a coherent sequence by taking at least two (2) courses in the same cluster. At least one (1) of the courses must be an advanced CTE course. (3rd

year or higher course in the sequence).

- Education and Training
- Health Science
- Human Services
- Law and Public Service

#### Option 2: JROTC

Student takes four (4) JROTC courses for 4 credits.

### Arts & Humanities

Students may earn an Arts & Humanities endorsement by selecting and completing the requirements from among these 4 options.

#### Option 1: Social Studies

Students take five (5) social studies credits.

#### Option 2: LOTE (Languages Other Than English)

Students take four (4) levels of the same LOTE for 4 credits.

OR

Students take two (2) levels of one LOTE and two (2) levels of a different LOTE for 4 credits.

#### Option 3: Fine Arts

Students take four (4) courses in the same fine arts area for 4 credits

OR

Students take two (2) courses in one fine arts area and two (2) courses in a different fine arts area for 4 total credits.

#### Option 4: English

Students take four (4) elective credits selected from the following courses.

- English IV
- AP Literature and Composition
- English IV Dual Credit
- English IV College Prep
- Literary Genres
- Creative Writing
- Research and Technical Writing
- Independent Study (ISM) in English

### Multidisciplinary Studies

Students may earn a Multidisciplinary Studies endorsement by selecting and completing the requirements from among these 3 options.

#### Option 1: Four by Four (4 X 4)

Students take four (4) courses in each of the four core content areas.

- Four (4) English credits including English IV
- Four (4) math credits
- Four (4) science credits including biology and chemistry and/or physics
- Four (4) social studies credits

#### Option 2: AP or Dual

Students take four (4) Advanced Placement (AP) courses for four (4) credits in English, math, science, social studies, LOTE, or fine arts.

OR

Students take four (4) Dual credit courses for four (4) credits in English, math, science, social studies, LOTE, or fine arts.

#### Option 3: Combination

Students take four advanced courses that prepare them to enter the workforce or post-secondary education without remediation from within one endorsement area or among endorsement areas not in a coherent sequence.

## HUMAN GROWTH AND DEVELOPMENT

Information concerning human growth and development and sexuality is taught in a number of high school courses. District programs of instruction support traditional values and promote sexual abstinence before marriage and fidelity in marriage as the expected standard in terms of public health and the only effective way to prevent crisis pregnancies and sexually transmitted diseases. All students are required to take one-half unit of Health. HIV education and prevention will be part of this course. Upon parent notifications and approval, students may either receive the instruction or complete an alternate assignment. Contraceptive information will not be introduced in Biology during instruction concerning human anatomy and reproduction. Instruction about methods of contraception presented from a medical or scientific perspective will be presented in AP Biology, Anatomy and Physiology, Health Occupations, and Health Education.

Parents will be informed through teacher notification about course content and choices available in Child Development, Principles of Human Services, Human Growth and Development, Interpersonal Studies and Parenting Education for School Age Parents. Instructional materials are available for parent review where specific courses are taught. Parents who wish to request alternative assignments during such instruction must so notify the teacher in writing in a timely manner (TEC 28.004).

## HUMAN SEXUALITY INSTRUCTION

As per S.B. 283, Northside provides the following content regarding the District's human sexuality programs for middle and high school grade levels:

### Middle School

Sixth grade students are offered a 5 day abstinence-centered Human Sexuality program that is presented to students during their Healthy Habits course. Parent/Guardian is given the opportunity to review the materials and attend parent previews. As per H.B. 1525, parent/guardian must give active consent to have their student participate. Parent/Guardian must opt - in by returning a signed permission form to the school. Parent/Guardian is given the opportunity to review the materials and attend parent previews. Eighth grade students are offered a 5 day abstinence-centered Human Sexuality program that is presented to students during their physical education or athletics classes. As per H.B. 1525, parent/guardian must give active consent to have their student participate. Parent/Guardian must opt - in by returning a signed permission form to the school

### High School

Students enrolled in high school Health are taught a unit on Sexuality Education which includes reproduction, pregnancy and fetal development, risks of adolescent sexual activity, teen pregnancy, and methods of protection. The program is abstinence-centered and condoms are discussed as an option to prevent sexually transmitted diseases and pregnancies. Parent/Guardian is required to sign a permission form in order to have their student opt - in to participate in the program. More information can be found on the NISD Health and Physical Education website.

The above programs have been approved by the Northside ISD School Health Advisory Council. Parents are invited to attend the parent previews and are encouraged to be involved in the development of student programs.

## NATIONAL HONOR SOCIETY

Each high school campus has a chapter of the National Honor Society. In order to be eligible, a student must have junior or senior standing, have spent at least one semester at the school, and have achieved the minimum cumulative average set by the faculty council. Students who are eligible are rated by faculty members on service, leadership and character. Election of eligible members is decided by the faculty council. Students who are inducted as members are expected to maintain the standards of the National Honor Society. Failure to do so may result in suspension and/or dismissal from the organization.

A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

All National Honor Society chapters are governed by the national constitution. Local needs and conditions are addressed through the chapter bylaws and the faculty council.

## NUMBER OF CLASSES

All students must be enrolled in at least 240 minutes of classes per day. In a traditional 7-period day schedule, students must be enrolled in five (5) classes per day. In a block schedule, students must be enrolled in three (3) classes per day.

## RANK IN CLASS

Class rank is determined by a student's Grade Point Average (GPA). Grade Point Average is the average of all semester grades awarded credit by the State of Texas. Although correspondence courses meet the graduation requirements, grades from correspondence courses are not computed in the GPA. Official class rank and GPA are recorded on the Student's Academic Achievement Record (AAR) at the end of the sixth semester and then again at the end of the seventh semester which holds as the final GPA and class rank for graduation. A student's AAR is an official school record of all courses and grades, and once recorded, they cannot be removed. When sixth semester GPA's and ranks are released, a one- semester grace period will be afforded for the purpose of legitimate grade changes.

Courses designated as Advanced Placement, Advanced Placement/Dual Credit, or Dual Enrollment (UT OnRamps) are weighted eight points per semester for the purpose of class ranking and grade point average only. Courses designated as Honors/Dual Credit, Pre-Advanced placement/Dual Credit, Pre-Advanced Placement, Honors, are weighted five points per semester for the purpose of class ranking and grade point average only. When a student changes courses levels that results in a change of weighted points, points will be awarded based upon semesters completed. Students who transfer to Northside from other school districts will receive the above weighted points as delineated regardless of the weighted points they received from their previous school district.

No student will be considered for the top two class rank positions unless that student has been continuously enrolled in a Northside high school for the four consecutive semesters immediately preceding graduation. Only Spring graduates will be eligible for the top two rank positions. Selection of these top two class rank positions will be made at the end of the seventh semester.

Traditionally, the positions of valedictorian and salutatorian are awarded to the two top ranking students. However, a student may be disqualified or removed from either position by failure to maintain high standards of scholarship, attendance, conduct and responsibility. Students who enroll in a Northside high school after three years (beginning on the first day after the end of the third year) may not displace a Northside student who ranks in the top ten students at graduation. Such newly enrolled students will be double ranked and the top ten will be expanded to include such students.

Honor students will be considered to be all students with an average of 90.00 and above at the end of the seventh semester of high school.

Three-year graduates will be considered honor graduates with an average of 90.00 and above at the end of the fifth semester of high school.

Honor students graduating Summa Cum Laude, Magna Cum Laude and Cum Laude will receive special recognition during the graduation ceremony.

## REPEATING A COURSE FOR STRENGTH

If a student wishes to repeat the same full year course previously taken and passed to strengthen knowledge or to improve the grade earned, she/he may do so within the next twelve months after completing the course. Courses being repeated for strength must be taken at a Northside school. Although all grades are posted, credit is awarded one time only. The higher grade achieved, whether as a result of the first or second time the course was taken, is substituted for the lower grade and is used in calculating the student's grade point average.

## RETRIEVAL CREDIT THROUGH THE CREDIT RETRIEVAL/ACCELERATION PROGRAM

The purpose of the Credit Retrieval/Acceleration Program is to reduce retention rates, reduce drop-out rates and increase completion rates by giving students additional opportunities to gain credits.

The program is available before school, during the school day and after school to offer flexibility in meeting student schedules. The program is offered on all comprehensive high schools during the school year and during designated times in the summer.

Students retrieve credits a half-credit at a time. Credits are retrieved through a variety of methods that include computer base learning, packet based learning, or a combination of both. Students who successfully complete the course work prescribed will be awarded the

appropriate course credit with a grade of 70. The grade **will not** replace the prior failed grade, but will be shown as a separate grade and credit completion. Students who complete coursework for credit acceleration are awarded the grade earned.

For more information regarding the Credit Retrieval/Acceleration Program contact your campus Academic Support Teacher or Campus Academic Dean.

## RETRIEVING CREDIT THROUGH REPETITION OF COURSES

Students who fail both semesters of a full year course must repeat both semesters and obtain an average grade of 70 or better for the two semesters combined to receive credit. If a student fails both semesters of a full year course, such grades may not be averaged with grades earned when the course is repeated in regular school, night school, summer school or correspondence program.

Students who pass one semester of a yearlong course will receive credit for the semester passed. Students who fail a semester of a yearlong course and do not receive credit for that semester may repeat the failed semester through an approved regular school, night school, summer school or correspondence program.

The following shall apply:

1. Students desiring to repeat a failed semester of a course that they have completed must obtain permission from their counselor.
2. Seniors desiring to repeat a failed first semester of a full year course prior to completion of the second semester of that course must obtain permission from their counselor. Seniors who have passed the first semester of a full-year course and who are failing the second semester may enroll in the second semester of the course in night school or correspondence course with permission from their counselor. The student will remain enrolled in their home campus course until successful completion of the course in night school or correspondence program.
3. Upon completion of the repeated semester, only passing grades (70 or higher) from the regular school, night school summer school or correspondence program will be accepted for credit for a previously earned failing grade.
4. When a student repeats a failed semester through an approved regular school, night school, or summer school, both the failing grade and the passing grade earned by the repeating semester will be counted when the overall grade point average for determining rank in class is calculated. (**Note:** Although a student receives credit(s) for passing correspondence grades, correspondence grades are not computed to calculate a student's GPA.)

## Methods For Validating Credits

Students enrolling in high school who have been home schooled or who come from an unaccredited high school may validate course work through procedures outlined in -Administration Regulation, SEC-10. ([www.nisd.net](http://www.nisd.net))

## REQUIREMENTS FOR STUDENTS HOLDING OFFICES AND POSITION OF HONOR

In order to obtain the best possible student leadership and to prevent interference with scholastic achievement, all students must have the approval of the appropriate faculty members before consideration by the students for election or appointment to a student office or position of honor.

The areas suggested to the teachers for consideration and approvals are:

1. SCHOLARSHIP
2. CITIZENSHIP
3. DEPENDABILITY
4. COOPERATION
5. CONDUCT

## Causes for Disqualification

Students seeking or holding class, student council or club office or honorary positions may be disqualified or removed from holding office or the position of honor for the following reasons.

- Suspension from school
- Failure to comply with rules and regulations of the school
- Lack of interest in fulfilling duties of the office

- Lack of cooperation with sponsors
- Failure to maintain the grade average required by the organization
- Conduct/discipline or attendance problems

Removal from office will be subject to administrative review.

## SCHEDULE CHANGES

Northside ISD high schools build their master schedules according to students' selections of courses. The course selection process is designed to encourage careful decision-making by students and their parents based on information regarding graduation, college entrance and career requirements. Once students have indicated their preferences, teachers are employed and assigned to meet those needs.

In order to ensure the integrity of each student's decisions and of the master schedule thus developed, individual schedule change requests will only be considered according to the following guidelines and in the given time frames.

1. Parent signatures are required for all course or level change requests.
2. Changes needed because of clerical errors will be made upon recognition of the error.
3. Decisions concerning schedule changes will be made based on careful consideration of their impact on the student's academic standing in their class.

### Guidelines by Category and Time Frame

<u>Elective Changes</u>	<u>Time Frame</u>
For valid reasons	From pre-registration through first week in June
For urgent / substantiated reasons: i.e., low probability of success, physical problems, failure to meet prerequisites of course	Prior to PREP Days
<u>Level Changes</u>	<u>Time Frame</u>
Up, e.g., regular to honors/Advanced	From PREP days through the 3rd week of progress report of the first grading period.
Down, e.g., Advanced/honors to regular/ Advanced	After the 3rd week progress report of the first grading period following

The NISD policy is stated in the section entitled Withdrawal From Courses (Page B-17).

If a parent/guardian feels a request for a schedule change has not been satisfactorily resolved at the campus level, the parent/guardian has the right to appeal the campus decision to the Assistant Superintendent of Secondary Instruction.

An NISD student who passes the STAAR EOC tests will be exempt from the Spring Semester Exam in the course in which she/he is enrolled.

## SPRING SEMESTER EXAM EXEMPTIONS

Students enrolled in courses earning high school credit (full-year or semester) may be exempt from the spring semester exam if the following criteria are met:

1. The student has three or fewer absences in the course for the second semester, excluding school business absences. Seniors can have 2 previously approved and documented college visit days not count against their exemptions.
2. If the course is a full-year course, the student must have passed the first semester.
3. The student's second semester final average is 80 or higher.
4. The student's conduct grade in that class is satisfactory or better.
5. The student is in attendance during the scheduled exam time.

A student who is eligible for exemption may take the exam if desires.

## TESTING PROGRAM (HIGH SCHOOL)

All eligible students will participate in the State of Texas Assessment of Academic Readiness. All eligible high school students will participate in the State of Texas Assessments of Academic Readiness. These tests students will take End-of-Course tests in the core courses in which they are enrolled. The five EOC tests include the following:

English I and II  
Algebra I, Biology, and U.S. History

The Algebra I, Biology and U.S. History EOC tests are four hours in length.  
The English I and II tests are five hours in length.

Regardless of enrolled grade level, students should take STAAR EOC assessments (Algebra I, English I, English II, Biology, and U.S. History) as they are completing the corresponding courses since these assessments are required for high school graduation based on TEC §39.025. Parents are urged to have all students present during all testing programs and to encourage their students to do the best on every test. The results provide valuable information to the students, their parents, teachers, counselors and NISD policy-makers through evaluation of individual, classroom, campus and District performance.

Students are to bring their Northside provided Chromebook (fully charged) and charging cable to school on testing days. Students who have not checked out a Northside Chromebook will be provided a device on testing days. Students are not allowed to use personal technology devices including cell phones during state assessments.

Students who do not meet the standards on one or more STAAR assessments will receive targeted academic support in the content area(s) where they did not demonstrate proficiency. For students in grades 3, 5 or 8, an Accelerated Learning Committee will meet to develop a plan of academic support.

### College Preparatory Testing Programs

NISD encourages juniors to take the Preliminary Scholastic Aptitude Test/National Merit Qualifying Test (PSAT/NMSQT) which serves as a proven predictor of Scholastic Aptitude Test (SAT) scores. The scores from the PSAT are used to qualify high-scoring students for scholarships in the National Merit Program. Students classified as 10th graders in the NISD take the PSAT as a practice for the official 11th grade test. Students may register at the District's expense for the PSAT in the Registrar's Office. The PSAT will be given in October

NISD will also administer the Scholastic Aptitude Test (SAT) in the spring to all juniors. Students may also choose to re-test the SAT and take the ACT to improve their chances of getting into the colleges of their choice. Scores are valid for up to 5 years and remain in the students' files with the testing company for that time period. Materials for registering for these tests are available in the Counseling/Guidance Office or in the Career and Readiness Centers on the high school campuses.

## WITHDRAWAL FROM COURSES

All high school students are expected to maintain a full course load leading to graduation at the end of their fourth year. A student must obtain counseling, administrative and parental permission to withdraw from a course. Permission to withdraw from a course may be granted, but delayed because of grade reporting or UIL eligibility complications. In the case of a full year course, with consultation, a student may drop the class within the first 10 school days of the second semester.

After the last day for dropping courses, a course change request will not be considered until consultation with parents (guardians), teachers, department coordinators, counselors and administration has occurred and final approval is granted by the appropriate administrator. Students dropping courses will be assigned a study hall, where available.

## WORK PERIODS

Those students who are enrolled in a career preparation program or in an approved off-campus educational program supervised by a counselor or teacher at the student's high school will be permitted to leave the campus prior to the end of last period or block on a regularly scheduled daily basis. A senior who needs fewer than seven credits to graduate and who is not enrolled in a cooperative work program or an approved off-campus educational program may request a work release if she/he expects to have a job requiring early

dismissal from school. She/he may also request to have a work period first period and start the school day beginning with the second period. All seniors must be enrolled in a minimum of five credits at a 7-Period day high school and six credits at an A/B block high school.

Work releases cannot be granted after the student receives his/her schedule in the fall. If a student drops from a cooperative work program or an approved off-campus educational program, that student will be expected to resume a full-class load and remain on campus for the required minimum number of class periods or blocks for the remainder of the school year.

Students with scheduled work periods (blocks) are to be off campus during this time. Failure to leave the campus promptly can result in disciplinary action. Any student enrolled in a work program who receives **Home-Based Assignments (HBA)** or **In-School Suspension (ISS)** will forfeit the right to work during the time of the disciplinary assignment.



# – 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. Promote effective training and discipline based upon fair and impartial treatment of all students using the Student Code of Conduct as a reference point.
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. Establish a climate for learning that is conducive to good teacher performance and maximum student growth.
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. Pursuant to Texas Education Code 37.0012, the Campus Behavior Coordinator is primarily responsible for maintaining student discipline and the implementation of Texas Education Code, Chapter 37.

## 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) a location-restricted knife means a knife with a blade over five and one-half inches.
    - (2) Intentionally, knowingly, or recklessly carries on or about his or her person a handgun. Handgun means any firearm that is designed, made, or adapted to be fired with one hand.
    - (3) a prohibited weapon:
      - a. an explosive weapon;
      - b. a machine-gun;
      - c. a short-barrel firearm;
      - d. a firearm silencer;
      - e. armor-piercing ammunition;
      - f. a chemical dispensing device;
      - g. a zip gun;
      - h. tire deflation device; or
      - i. an improvised explosive device.
  - 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.

In accordance with TEC 37.125, a person commits an offense if, in a manner intended to cause alarm or personal injury to another or to damage school property, the person intentionally: (1) exhibits or uses a firearm in or on property, including a parking lot that is owned by a public school; or on a school bus; (2) threatens to exhibit or use a firearm in or on property described herein and was in possession of or had immediate access to the firearm; or (3) threatens to exhibit or use a firearm in or on property described herein.

**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 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 if it occurs off school property;
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 that 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) a location-restricted knife;
- (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, if it occurs off school property 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.

A student **MAY BE** removed from class and placed in a disciplinary alternative education program or expelled if the student:

12. engages in bullying that: (a) encourages a student to commit or attempt to commit suicide; (b) incites violence against a student through group bullying; (c) or releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

Bullying has the meaning assigned by TEC Section 37.0832. Intimate visual material has the meaning assigned by Section 98B.001, Civil Practice and Remedies Code.

## Category III

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:

- (1) engages in conduct punishable as a felony;
  - (2) engages in conduct that contains the elements of the offense of assault that causes bodily injury
  - (3) commits a serious act or offense while under the influence of alcohol;
  - (4) engages in conduct that contains the elements of the offense of public lewdness or indecent exposure.
  - (5) engages in conduct that contains the elements of the offense of harassment under Section 42.07(a)(1), (2), (3), or (7), Penal Code, against an employee of the school district.
- a. 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.
  - b. 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
      - (2) 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:
      - (1) the felony offense in Title 5, Penal Code; or
      - (2) 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) assault by contact or threat.
  - (b) possesses any weapon not classified in Texas Penal Code
  - (c) vandalism.
  - (d) criminal mischief.
  - (e) gangs or gang activities
  - (f) fraternities, sororities, or secret societies.
  - (g) extortion, gambling, coercion, blackmail, or hazing.
  - (h) habitual fighting, repeated commission of physical abuse or threat of physical abuse, or involvement in a serious fight.
  - (i) flagrant or extreme insubordination.
  - (j) obacco, nicotine, or smoking device violations.
  - (k) aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
  - (l) verbal, written, or graphic abuse that may disrupt the school environment, incite violence, can reasonably forecast a material and substantial disruption, or be perceived as a threat.
  - (m) directs profanity, vulgar language, or obscene gestures toward others
  - (n) possesses or distributes pornography.
  - (o) 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) persistent misbehavior.
  - (t) cheating, copies the work of other students, or allows one's own work to be copied.
  - (u) evasion or leaves school grounds or school-sponsored events without permission.
  - (v) plays with matches or fire.
  - (w) possesses ammunition.
  - (x) possesses or ignites fireworks.
  - (y) 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) any violation of the Northside "Acceptable Use Guidelines" for internet use.
  - (cc) engages in harassment, bullying, intimidation, or making hit lists.
  - (dd) physical aggression.
  - (ee) forgery.
  - (ff) mobile technology device violation.
  - (gg) possesses hoax bomb
  - (hh) sells, gives, intends to deliver/delivers, possesses, uses, or is under the influence of an unknown/unidentified substance or simulated controlled substance.
  - (ii) Mischief/horseplay
  - (jj) commits any other conduct that constitutes a violation of state, local, or federal law not listed.
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.
- (4) A student **MAY BE** placed in a disciplinary alternative education program if the student:
  - (a) engages in bullying that encourages a student to commit or attempt to commit suicide;
  - (b) incites violence against a student through group bullying; or
  - (c) releases or threatens to release intimate visual material of a minor or a

student who is 18 years of age or older without the student's consent.

Bullying has the meaning assigned by TEC Section 37.0832. Intimate visual material has the meaning assigned by Section 98B.001, Civil Practice and Remedies Code.

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

## DEFINITIONS AND TERMINOLOGY

### Aggravated Assault

An assault that causes serious bodily injury or uses or exhibits a deadly weapon.

### Aggravated Kidnapping

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 robbery as defined in Section 29.02, and: (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

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

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

Physical pain, illness, or any other impairment of physical condition.

### Bullying

(1) Bullying

As defined in TEC 37.0832:

- (a) means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by subsection (a-1) and that:
  - i. 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;
  - ii. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening,

- or abusive educational environment for a student;
- iii. materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- iv. infringes on the rights of the victim at school; and

(b) includes cyberbullying.

(2) Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

(a-1) This section applies to:

- (1) bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- (2) bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- (3) cyberbullying that occurs off school property or outside a school-sponsored or school-related activity if the cyberbullying:
  - a. interferes with a student's educational opportunities; or
  - b. substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

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. An individual may elect to utilize the district's Safeline for anonymously reporting an incident of bullying. 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. The campus principal or designee will provide notice of an incident of bullying to a parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and a parent or guardian of the alleged bully within a reasonable amount of time after the incident.

**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

Murder of a peace officer or fireman engaged in official duty, murder in the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, or arson, or 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

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

Conduct that places another in imminent danger of serious bodily injury; discharging a firearm at or in the direction of one or more individuals, or a habitation, building, or vehicle.

## Deadly Weapon

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

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

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.

## Disruptive Activities

Intentionally engaging in disruptive activity on the campus or property of any private or public school to include:

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

Any illegal drugs (such as LSD, cocaine, marijuana, etc.), and prescription drugs that are classified as dangerous drugs or controlled substances. "Including, but are not limited to: Ritalin, Adderall, Klonopin, Codeine, Xanax, Paxil, Valium, Activan, and Concerta."

## Evasion

Running away or seeking to avoid school official.

## Extortion/Shakedown

Obtaining from another student anything of value through the use of threats, intimidation, or coercion.

## False Alarm or Report

Knowingly initiating, communicating, or circulating 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

Two or more persons engaged in any mutual violent or physically aggressive contact toward each other such as scuffling, pushing, shoving, or hitting.

## Fireworks

A device for producing a striking display by combustion of explosive or flammable conditions.

## Gambling

Playing games of chance for stakes or risking something of value with the hope of making a gain; wagering.

## Gangs or Crews

An organization, combination, or association of persons composed wholly or in part of students that:

1. seeks to perpetuate itself by taking in additional members on the basis of the decision of the membership rather than on the free choice of the individual
2. that engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs or symbols, the District will consult with law enforcement.

## 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. If the student 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.

## Gang Prohibitions

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

Intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner with without the owners consent,

(1) paint;

(2) an indelible marker; or

(3) an etching or engraving device.

## Gives

The process of turning over the possession or control of an item to someone without cost or exchange..

## Harassment

Threatening to cause harm or bodily injury to another student, engaging in 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. Or conduct that is so severe, persistent, or pervasive that it has the purpose or effect of substantially or unreasonably interfering with a student's performance; creates an intimidating, threatening, hostile, or offensive educational environment; affects a student's ability to participate in or benefit from an educational program or activity; or otherwise adversely affects the student's educational opportunities.

## Hazing

Any act, occurring on or off the campus, by one person alone or acting with others, directed against a student, for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization if the act constitutes any type of physical brutality, involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar 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, or involves the consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, including amounts that would lead a reasonable person to believe the student is intoxicated. Hazing includes soliciting, encouraging, directing, aiding, or attempting to aid another student in engaging in hazing, as well as having firsthand knowledge of the planning or occurrence of a specific student hazing incident without reporting the incident to a school administrator in writing. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.

## **Indecency with a Child**

Engages in sexual contact with a child (younger than 17 years of age; whether the child is of the same or opposite sex; regardless of whether the person knows the age of the child at the time of the offense) or causes a child to engage in sexual contact; or with intent to arouse or gratify the sexual desire of any person: exposes the person's anus or any part of the person's genitals, knowing the child is present; or causes a child to expose his/her anus or any part of the child's genitals.

## **Indecent Exposure**

A person exposes his or her anus or any part of his or her genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

## **Intimate Visual Material**

Possessing, accessing, or promoting lewd visual material depicting a person with the person's intimate parts exposed or engaged in sexual conduct.

## **Intoxication**

Not having the normal use of mental or physical faculties due to abusing a substance.

## **Location-Restricted Knife**

A knife with a blade over 5.5 inches.

## **Loitering**

The act of lingering idly or aimlessly about a place, wasting time or dawdling.

## **Minor Offense**

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**

Any type of device that:

1. emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor,
2. permits the recording, transmission, and/or receipt of messages, voice, images, or information in any format or media, electronic or otherwise

## **Murder**

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, cat-eye contacts, teeth jewelry, and dangerous toys. Certain items may be brought to school for academic use with prior approval of the administration.

## **Obscene**

Material that is offensive to the acceptable standards of the majority in a community.

## **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**

Three or more violations of the Student Code of Conduct in general, or repeated occurrences of the same violation.

## **Physical Aggression**

Inappropriate hostile or destructive physical behavior.

## **Pornography**

Printed or visual material containing the explicit description or display of sexual organs or activity, intended to stimulate erotic or emotional feelings.

## **Possession**

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.

## **Prohibited Weapons**

A prohibited weapon includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, machine gun, short-barrel firearm, zip gun, improvised explosive device or tire deflation.

## **Public Lewdness**

Knowingly engaging 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**

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.

## **Retaliation**

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, or designees 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 may be 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 may be subject to an administrative search.

## **Self Defense**

The use of force against another to the degree a person reasonable believes the force is immediately necessary to protect him or herself from violence or harm.

## **Sells**

Giving up, delivering, or exchanging (property, goods, services, etc.) for money or its equivalent.

## **Serious Bodily Injury**

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

## **Sexting**

1. sending or otherwise transmitting by electronic means, visual material depicting any person, including the actor, engaging in sexual conduct or depicting the breast, genitals, or anus or any person or otherwise depicting lewd or sexually graphic acts; or
2. possessing in electronic format visual material depicting another person engaging in sexual conduct or any other lewd or sexually graphic act, or depicting the breasts, genitals, or anus of another person.

## **Sexual Assault**

Illegal sexual contact that usually involves force upon a person without consent or is inflicted upon a person who is incapable of giving consent (as because of age or physical or mental incapacity) or who places the assailant (such as a doctor) in a position of trust or authority.

## **Sexual Harassment**

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**

Occurs when a 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.
5. place the public or a substantial group of the public in fear of serious bodily injury; or
6. influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state including the district.

## **Theft**

Unauthorized taking of the property of another without the consent of the owner with the intent of depriving the owner of the property.

## **Tobacco**

Any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved inhaled or ingested by any other means, including but not limited to; a cigar, hookah, pipe tobacco, chewing tobacco, or snuff. "Tobacco product" also means an electronic smoking device and any component or accessory used in the consumption of a tobacco product such as filters, rolling papers, pipes and liquids used in electronic smoking devices whether or not they contain nicotine.

## **Trespassing**

Entering or remaining on or in school property without permission or right.

## **Under the Influence**

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

## **Use Substance**

Voluntarily introducing into one's body, by any means, a prohibited substance.

## **Vandalism (Destruction of or Damage to Property)**

Willful action, which results in destructions, damage, or defacement of property belonging to or rented by the District.

## **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.

## **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;
- (D) a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
- (E) a student's status in the conservatorship of the Department of Family and Protective Services; or
- (F) a student's status as a student who is homeless 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.

## **SUSPENSION FOR STUDENTS ENROLLED IN A GRADE LEVEL BELOW GRADE THREE**

Pursuant to TEC 37.005, a student who is enrolled in a grade level below grade three may not be placed in out-of-school suspension unless while on school property or while attending a school-sponsored or school-related activity on or off of school property, the student engages in:

- (1) All category I offenses.
- (2) conduct that contains the elements of assault, assault causing bodily injury, aggravated assault, sexual assault, and aggravated sexual assault;
- (3) selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:
  - (A) marijuana or a controlled substance
  - (B) a dangerous drug
  - (C) an alcoholic beverage

## **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.

### **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. Consequences will not be delayed pending the outcome of the appeal.

### **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 Alternative Elementary school 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 School**

The Northside Alternative Middle School 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 will receive instruction in English, Language arts, Science, Math, Social studies and physical education. Methods of presentation will include: individualized, small group and full class instruction by the regular classroom teacher. The school operates with a full-time professional and paraprofessional staff.

Counseling services are available for students assigned to the middle school discipline alternative education program. 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 School 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.

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;
2. 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 SASC (Office of Student Advocacy and School Choice) 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**

1. 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.
2. 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 described under Category I, II, III, and IV offenses.

A suspension may not exceed three days.

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 in-School Suspension consequences may not exceed three days..

## 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:

1. counseling by teachers, special services, or administrative personnel;
2. student-parent-teacher conferences;
3. time out;
4. behavioral contract;
5. assigned school duties other than classroom tasks;
6. verbal correction;
7. temporary confiscation of items that disrupt the educational process;
8. withdrawal of privileges, including participation in extracurricular activities and honorary positions;
9. referral to the office;
10. detention;
11. probation;
12. rewards or demerits;

13. referral to an outside agency and/or authority for criminal prosecution in addition to disciplinary measures imposed by the district;
14. removal from office, clubs or organizations;
15. in-school suspension;
16. suspension;
17. placement in discipline alternative education program;
18. expulsion;
19. emergency expulsion or emergency placement;
20. 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. The District will accept 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 Pupil Personnel Department serving as the 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 extending responsibility for the student in all school-related matters.

Enrollment is subject to the conditions listed under Admission Requirements and General Eligibility.

#### 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.

### **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 campus or district within 30 days after enrollment, the campus or 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 may 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 an 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, a truancy specialist. The school district will issue a Warning Notice and develop an Individualized Attendance Plan when a student accumulates unexcused absences as specified in Section 25.095b. With the accumulation of unexcused absences, the Pupil Personnel Attendance Office Coordinator or Truancy Specialist shall refer a complaint against the parent(s) and/or student in the 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.

## 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) is temporarily absent because of a documented appointment for the student or the student's child that is with a health care professional licensed, certified, or registered by an appropriate agency of the State of Texas 87 to practice in the United States.88 A documented appointment with a health care professional includes an appointment of a student diagnosed with autism spectrum disorder with a health care practitioner89 to receive a generally recognized service90 for persons with that disorder.91 To be considered temporarily absent, the student must begin classes or return 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.92 The appointment must be a face-to-face consultation with a health care professional. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional.
  - (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.
  - (8) 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.
  - (9) 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.
  - (10) 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.
  - (11) 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.

## 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 care 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.

- a. misses school for the purpose of serving as a student early voting clerk, if your school district has a policy allowing for this type of excused absence, 83 or an election clerk or student election clerk.84 Your school district may excuse a student's absence for this purpose for a maximum of two days in a school year.85 To serve as a student election clerk or student early voting clerk, a student must: be eligible to serve as an election clerk under the Texas Election Code, §32.051(c); be at least 16 years of age; have the consent of the principal of the school the student attends; be a US citizen; and have completed any training course required by the entity holding the election. 86
- b. misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for US citizenship, including traveling for that purpose.87 Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site of the governmental office. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- c. misses school for the purpose of taking part in the student's own US naturalization oath ceremony, including traveling for that purpose.88 Travel days for which the student is considered in attendance are limited to not more than one day for travel to and one day for travel from the site of the ceremony. Your school district may elect to excuse additional travel days; however, the student would be considered absent for the additional travel days for attendance accounting purposes.
- d. Is 17 years of age or older and pursuing enlistment in a branch of the US uniformed services or the Texas Army National Guard. Your district must not excuse the student for this purpose for more than four days of school during the period the student is enrolled in high school and must adopt a policy stating when an absence will be excused for this purpose and a procedure for verifying the student's activities related to pursuing enlistment in a branch of the US uniformed services or the Texas Army National Guard.
- e. misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. Your district may not excuse the student for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license). Your district must verify the student's visit to the driver's license office in accordance with the procedures adopted by your district.

## 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 at-

tendance 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 truancy specialist and/or principal 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 committee 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**

In accordance with FEC(local) when a student's absence for personal illness exceeds three consecutive days, the student may 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. Parents inquiring about Administrative Transfer should visit with their home campus principal or the principals' supervisor. The processing of Administrative Transfers is done by the Administration Department.

### Child of Employee Transfer

Requests for Child of Employee Transfers should be submitted electronically by the employee. Link can be found on our department's website. For those who do not have access to a computer at their workplace, you may complete a hard-copy CET form and visit Pupil Personnel Department to submit electronically. Please bring birth certificate and acceptable proof of residency documents.

A campus or non-campus-based full-time NISD employee can submit an electronic Child of Employee Transfer (CET) request for his/her biological child (or legal guardian through a court of law). The employee need not be a NISD resident, meaning the employee may or may not reside within NISD boundar-

ies. Pursuant FDA(Local) and FDB(Local), a student approved for a CET is not subject to tuition. Available campus options will be grouped and will be published on the Pupil Personnel Department's Employee Connection website. Based on their campus (address of employment) campus-based full-time employees will be able to select from within the group of schools assigned to their campus: however, the child must attend the campus at which the employee works for that level. Non-campus-based employees will be assigned to a group of schools according to the address of the department where he/she works. According to FDB(Local), a request may be denied by the campus Principal on the basis of the student's record (e.g. excessive absences or tardies, poor conduct), or lack of space. Pursuant FDA(Local) and FDB(Local), a student who fails to maintain an acceptable record may be subject to revocation of the transfer by the campus principal. The CET is valid only for the school year for which it is approved. Because employment circumstances may change, a CET must be renewed annually. If the employee transfers to another NISD location, it may result in the CET cancellation; however, the employee may elect to submit another CET selecting from within the school grouping based on the new address. Only once the employee receives the CET approval notification, he/she may contact the campus to begin the registration process.

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.

### 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 in the spring, until the Friday before school starts. Applications received 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 in the spring 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 prior to Spring Break, 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. 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 one school year 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 one year 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 Pupil Personnel 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. Therefore, student grooming shall be monitored by school administrators and teachers. In order to help promote acceptable student behav-

ior, it is 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 appropriate concerns of teachers and administrators.

Regulations shall be established concerning the grooming of students for those classes where safety due to 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 of mid-thigh length may be worn at all school levels. Suggestive and/or indecent shorts will be prohibited..
2. Mid-thigh length skirts, skorts, and dresses may be worn at all levels. There should not be a cut or slit in the clothing that extends above the mid-thigh. Suggestive and/or indecent styles will be prohibited. 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 hair styles that distract from teaching and learning will be prohibited.
5. Any clothes that are suggestive or indecent or which cause a distraction will be prohibited. Specifically, oversized clothing, tank tops, muscle shirts, halter/crop tops, spaghetti straps, exposed backs or midriffs, and see-through garments are prohibited.
6. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited. Undergarments must not be visible.
7. All pants are to be worn at the waist (no "sagging") Tight fitting pants (e.g. tights, spandex, bicycle pants, etc.) are also prohibited. Frays or holes above the knees are prohibited.
8. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry. Any piercing that distracts the teaching and learning environment will be prohibited.

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 and Rudder 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 require-

ment 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

Welcome to Child Nutrition Services!

Serving 100K meals daily is no easy task! Over 1,000 Child Nutrition employees work hard each day to ensure NISD students are getting their nutritional needs met. In school year 2022-2023, school meals will no longer be offered at no cost to all students. Although the USDA Free meal Waiver has ended, more menu variety with exceptional service is coming your way! Come join us for breakfast and lunch and see our new dining experience at the Northside Eats Café!

For instructions regarding special dietary needs or further information, please visit our website, [nisd.net/schools/menus](http://nisd.net/schools/menus). You may also contact us at 210-397-4501 or via email at [childnutrition@nisd.net](mailto:childnutrition@nisd.net).

Please note that applications for meal benefits will resume for the 2022-2023 School Year. If you think that your child may qualify for benefits, we encourage you to fill out an application for meal benefits.

## FREE AND REDUCED PRICED MEALS

### NON-CEP SCHOOL SITES ONLY

Free & Reduced Meal benefits are available to families that qualify. Applications must be completed and approved annually for meal benefits at NON-CEP 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. Beginning July 1st, applications are available for parent or guardian pickup at the Free & Reduced Office at 7520 Mainland Drive, San Antonio, TX 78250. Hours of operation are 7 AM to 3:30 PM (Monday – Friday). Applications may be turned in at the Free & Reduced Office, left in the courtesy drop box or mailed to the address above. Applications will be available at Non-CEP campuses in August. Free and Reduced-Price Meal applications will be available online at <https://www.schoolcafe.com> beginning August 15, 2022.

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 email that is on file at the campus. If an email is not on file, then a letter will be mailed out. If you do not receive notification by mail or email, you should call the office immediately at 210-397-4517.

**Prior year student-eligibility status will end after Oct. 3, 2022. Students will be charged FULL PRICE if a new approved application is not on file by Oct. 3, 2022**

**NON-CEP School Sites:** High Schools: Brandeis, Brennan, Clark, Harlan, Health Careers, O'Connor, Sotomayor, Taft, Warren. Middle Schools: Bernal, Briscoe, Folks, Garcia, Jefferson, Luna, Rawlinson, Stevenson, Stinson, Straus. Elementary Schools: Aue, Beard, Behlau, Blattman, Boldt, Braun Station, Carson, Cole, Ellison, Elrod, Fields, Forester, Franklin, Galm, Helotes, Henderson, Hoffman, Kallison, Krueger, Keuntz, Langley, Leon Springs, Lieck, Los Reyes, McAndrew, Mireles, Monroe May, Mora, Nichols, Ott, Raba, Scarborough, Scobee, Stuebing, Tomlinson, Wanke, Ward, Wernli.

## **COMMUNITY ELIGIBILITY PROVISION (CEP) SCHOOLS**

Certain campuses are eligible to participate in the Community Eligibility Provision (CEP). The CEP is a federally funded option that allows all students to eat breakfast and lunch during the school day for free. Meal Deals must meet guidelines or à la carte prices will be charged.

**CEP School Sites:** High Schools: DAEP at Holmgreen Center, Holmgreen Center, Holmes, Jay, Marshall, Northside Alternative, and Stevens. Middle Schools: Connally, Jones, Jordan, NAMS - North, Hobby, Neff, Pease, Rayburn, Ross, Rudder, Vale, and Zachry. Elementary Schools: Adams Hill, Allen, Boone, Brauchle, Burke, Cable, Carlos Coon, Carnahan, Cody, Colonies North, Driggers, Esparza, Evers, Fernandez, Fisher, Glass, Glenn, Glenoaks, Hatchett, Howsman, Knowlton, Leon Valley, Lewis, Linton, Lockehill, Martin, Mary Hull, McDermott, Mead, Meadow Village, Michael, Murnin, Myers, Northwest Crossing, Oak Hills Terrace, Passmore, Powell, Rhodes, Thornton, Timberwilde, Valley Hi, Villarreal, and Westwood Terrace. **Free and Reduced Meal Applications are not required at CEP schools.**

For further information, please visit our website, [nisd.net/schools/menus](http://nisd.net/schools/menus). You may contact the Child Nutrition Free & Reduced office at (210) 397-4517 or [free-reduced@nisd.net](mailto:free-reduced@nisd.net).

## **NISD CHARGE POLICY**

When a meal account becomes negative, cafeteria staff and/or NISD Notification System will notify the household. For payment arrangements, please contact your cafeteria manager. Students will be allowed a maximum of \$5.00 (five dollars) in meal charges. After a student account has accrued this limit, a Meal Deal at breakfast and lunch will be offered with a designated menu entrée, side items and choice of milk. Students will continue to receive Meal Deals until all cafeteria charges are paid. A la carte items may not be charged at any time.

## **FOOD ITEMS GIVEN OR SOLD AT ALL SCHOOLS**

Administration Regulation CAF-01 gives guidance on foods "given" or "sold" to students and is in compliance with the District's Wellness Policy. NOTE: A school may adopt a more restrictive rule as local policy. CAF-01:

**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 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 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 – "Smart Snacks" for the calculator and current information.
- Verify, print and save calculator results for your records to ensure compliance.
- 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 the Child Nutrition Manager.
- High Schools may NOT sell during meal periods in areas where reimbursable meals are served and/or consumed on exempt days.

This institution is an equal opportunity provider.

## **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 an 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.

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 2017-2018

**DTP/DTaP/DT/TD/Tdap:** Five doses are required for entry of kindergarten students unless the fourth dose was received on or after the 4th birthday. Doses are also required for students entering pre-kindergarten – school nurse will evaluate. Students age 7, starting their vaccine, are required to have three doses. One booster dose of a tetanus/diphtheria/pertussis-containing vaccine is required for entry into 7th grade if at least 5 years have passed since the last dose of a tetanus-containing vaccine. Grades 8-12 require a booster dose of tetanus/diphtheria/pertussis-containing vaccine every 10 years.

**Polio:** Four doses of polio vaccine are required for kindergarten students unless the third dose was received after the 4th birthday. Doses are also required for students entering pre-kindergarten – school nurse will evaluate. It can be any combination of OPV or IPV. Not required of 18-year old students.

**Measles/mumps/rubella:** Two doses are required. The first dose shall be administered on or after the 1st birthday. The second dose to be administered by age 5 or entry into kindergarten. One dose is required for pre-kindergarten.

**Hib:** Three doses of haemophilus influenza type b vaccine and a booster if given before the child is 15 months or one dose of vaccine if given after 15 months. Hib vaccine is given through 4 years of age and is required for students in pre-kindergarten.

### Hepatitis

**Type a:** Two doses of hepatitis a are required for students in grades pk, k, 1, 2, 3, 4, 5, 6, 7, and 8. The second dose of hepatitis a is administered six months after the administration of the first dose.

**Type b:** Three doses of hepatitis b are required for pre-kindergarten through 12th grade.

**Varicella (chicken pox):** Two doses of varicella vaccine received on or after the 1st birthday are required for students in grades k through 12. If the student has had varicella (chicken pox) illness, please request a form from the school nurse to validate illness. One dose is required for students entering pre-kindergarten.

**Pneumococcal (PCV7):** PCV7 is mandated for all students 3 through 4 years of age. The school nurse will evaluate the number of doses needed or if the student is complete to enter pre-kindergarten.

**Menactra (Meningococcal Conjugate Vaccine):** this vaccine protects students 11 years of age and older from meningitis. One dose is required for students in grades 7, 8, 9, 10, 11 and 12.

\*For information on immunization exemptions please access the department of state health services website at: <http://www.Dshs.Texas.Gov/immunize/school/exemptions.Asp>

## 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.

To apply for Coverage, please enroll on-line with a credit card. Cash or Check will not be accepted. You can assess the website at <http://www.sas-mn.com/>  
Click on: find my school, Texas, Northside ISD

## 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 Monica Perez (Monica-1.Perez@nisd.net) (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:	Director of Section 504 & Related Services
Address:	5651 Grissom Road, San Antonio, TX 78238
Office Telephone:	(210) 397-8810

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/El-

ementary 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	.35 mile
Middle/High School	.5 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

The purpose of this policy is to provide parents with an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level. Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

LEVEL I – CAMPUS LEVEL: Complaint forms must be filed:

1. Within 15 District business days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal. The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student or parent a written response within ten District business days following the conference.

LEVEL II – DISTRICT HEARING OFFICER: If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may appeal the decision to the District hearing officer.

The appeal notice must be filed in writing, on a form provided by the District, within five District business days of the date of the written Level One response or, if no response was received, within five District business days of the Level One response deadline.

The District hearing officer shall schedule a conference after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. The District hearing officer may set reasonable time limits for the conference. The District hearing officer shall provide the student or parent a written response within ten District business days following the conference.

LEVEL III - SENIOR STAFF LEVEL: If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Superintendent.

The Superintendent may either hear the complaint directly or appoint a three-member administrative panel to hear the complaint and recommend a response.

The appeal notice must be filed in writing, on a form provided by the District,

within five District business days of the date of the written Level Two response or, if no response was received, within five District business days of the Level Two response deadline.

The Superintendent or appointed three-member administrative panel shall provide the student or parent a written response within ten District business days following the conference.

**LEVEL IV - BOARD LEVEL:** If the student or parent did not receive the relief requested at Level Three or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within five District business days of the date of the written Level Three response or, if no response was received, within five District business days of the Level Three response deadline.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student or parent notice of the nature of the evidence at least three District business days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE] The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

For a full copy of Board Policy FNG, please visit [pol.tasb.org/Policy/Code/184?filter=FNG](http://pol.tasb.org/Policy/Code/184?filter=FNG), or request a copy from campus administration. In the event of conflict between Board Policy FNG and this handbook, Board Policy controls.

## EXTRACURRICULAR ACTIVITY COMPLIANTS

A complaint pertaining to an extracurricular or extra-academic activity that does not arise from student or parental rights under Chapter 26 of the Education Code shall follow the following process.

A complaint pertaining to an extracurricular or extra-academic activity that does not arise from student or parental rights under Chapter 26 of the Education Code shall follow the following process.

The District strives to ensure that there is a fair and equitable means to hear and address student and parent complaints dealing with extracurricular and extra-academic activities. The District is committed to ensuring that just and careful procedures for resolving these complaints are established and followed.

Complaint forms must be filed:

1. Within 15 District business days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

The appropriate administrator shall investigate the complaint as necessary and schedule a conference with the student or parent after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student or parent a written response within ten District business days following the conference. The written response shall set forth the basis of the decision. The administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

If the student or parent does not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with an Extracurricular Activity Committee at Level Two. The Extracurricular Activity Committee will be appointed by the Superintendent or designee.

The appeal notice must be filed in writing, on a form provided by the District, within five District business days of the date of the written Level One response or, if no response was received, within five District business days of the Level One response deadline.

The Extracurricular Activity Committee shall schedule a conference after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. The rules involving recording Level One conferences set out above are applicable to the Level Two conference.

The Extracurricular Activity Committee shall provide the student or parent a written response within ten District business days following the conference. The written response shall set forth the basis of the decision. The Extracurricular Activity Committee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Extracurricular Activity Committee believes will help resolve the complaint or explain the basis for the decision.

The decision of the Extracurricular Activity Committee is final and may not be appealed.

## 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 CMD

## 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.*

## **CYBERSECURITY POLICY**

Each district shall adopt a cybersecurity policy to:

1. Secure district cyberinfrastructure against cyber attacks and other cybersecurity incidents; and
2. Determine cybersecurity risk and implement mitigation planning.

## **CYBERSECURITY COORDINATOR**

The superintendent shall designate a cybersecurity coordinator to serve as a liaison between the district and the Texas Education Agency (TEA) in cybersecurity matters.

## **REPORT TO TEA**

The district's cybersecurity coordinator shall report to TEA any cyber attack or other cybersecurity incident against the district cyberinfrastructure that constitutes a breach of system security as soon as practicable after the discovery of the attack or incident.

## **REPORT TO PARENT**

The district's cybersecurity coordinator shall provide notice to a parent of or person standing in parental relation to a student enrolled in the district of an attack or incident for which a report is required to TEA involving the student's information.

## **DEFINITIONS:**

For purposes of the district's cybersecurity policy, the following definitions apply:

1. "Breach of system security" means an incident in which student information that is sensitive, protected, or confidential, as provided by state or federal law, is stolen or copied, transmitted, viewed, or used by a person unauthorized to engage in that action.
2. "Cyber attack" means an attempt to damage, disrupt, or gain unauthorized access to a computer, computer network, or computer system.
3. "Cybersecurity" means the measures taken to protect a computer, computer network, or computer system against unauthorized use or access.

### *Education Code 11.1*

## **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:

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)*

## CYBERSECURITY INFORMATION SHARING ACT

A district may, for a cybersecurity purpose and consistent with the protection of classified information, share with, or receive from, any other non-federal entity or the federal government a cyber threat indicator or defensive measure in accordance with the Cybersecurity Information Sharing Act, 6 U.S.C. Subchapter I (sections 1501–1510). 6 U.S.C. 1503(c)

## REMOVAL OF PERSONAL INFORMATION

A district sharing a cyber threat indicator pursuant to these provisions shall, prior to sharing:

1. Review such indicator to assess whether it contains any information not directly related to a cybersecurity threat that the district knows at the time of sharing to be personal information of a specific individual or information that identifies a specific individual and remove such information; or
2. Implement and utilize a technical capability configured to remove any information not directly related to a cybersecurity threat that the district knows at the time of sharing to be personal information of a specific individual or information that identifies a specific individual.

## 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. Whoever intentionally accesses without authorization a facility through which an electronic communication service is provided or intentionally exceeds an authorization to access that facility and thereby obtains, alters, or prevents authorized access to a wire or electronic communication while it is in electronic storage in such system commits an offense. 18 U.S.C. 2701(a)

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)*

The term encompasses only the information that has been stored by an electronic communication service provider. Information that an individual stores to the individual's hard drive or cell phone is not in electronic storage under the statute. *Garcia v. City of Laredo, 702 F.3d 788 (5th Cir. 2012)*

**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]

## CYBERSECURITY PLAN

The district shall develop a cybersecurity plan to secure the District's cyber infrastructure against a cyber attack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

## 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.

The District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information to TEA and parents in accordance with law.

# 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 all passwords be changed according to Administrative Regulation TEC-02.
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 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 send text messages from a District-provided cell phone for non-District purposes.
8. System users must manage electronic mail in accordance with e-mail regulations and established retention guidelines.
9. 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.
10. 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.
11. 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.
12. District-wide e-mail broadcasts must be approved by the Executive Director of Communications.
13. Campus/Department-wide e-mail broadcasts must be approved by the campus Principal/Department Administrator.
14. 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.

- 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.

#### 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

#### 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.

## NORTHSIDE ISD POLICY CMD (LEGAL)

### Responsibility for Instructional Materials and Technology Equipment

Each student or the student's parent or guardian is responsible for all instructional material and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian.

Education Code 31.104(d), (e), (h); 19 TAC 66.107(c)



## - Section F -

# EXTRACURRICULAR CODE OF CONDUCT

Northside provides comprehensive extracurricular programs for the benefit of NISD students. The underlying belief is that participation in an extracurricular program can provide students the opportunity to learn responsibility, dedication, leadership, hard work, respect for rules, respect for authority and many other positive qualities. Regulations are established to promote these qualities and to help build and maintain strong programs. It is recognized that some of the expectations for students involved in extracurricular activities exceed the expectations for the general student body. These students are expected to follow district policies and all program-specific procedures set by the district and the school. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be taken into consideration when determining consequences for rule violations. It is the desire of Northside coaches, directors and sponsors to educate and counsel our students on the harmful effects of a violation of this Code of Conduct and the potential consequences inflicted upon themselves, their families, and their respective teammates should they choose to breach the Extracurricular Code of Conduct. It is also the intent of the Extracurricular Code of Conduct to provide a clearly defined course for our students to follow and instill a belief that a one time infraction need not result in a permanent pattern in life. In all instances of an alleged violation of the Code of Conduct the student will be provided due process. The process for determining a violation of the Code of Conduct will be established by the principal on his/her campus. Any student involved in an extracurricular activity who is found to be in violation of any of the infractions mentioned below will face disciplinary action. Once guilt has been determined, the General Guidelines for Student Discipline as outlined in NISD Board Policy FO (Local) will be used when possible and applied to all cases concerning the Extracurricular Code of Conduct. The following penalties will be administered throughout the district when infractions occur:

### TOBACCO

No extracurricular participant shall, while on or off school premises, use, possess, distribute or be under the influence of tobacco. A first offense will result in 2-week suspension of the student from game competition or extracurricular participation. If there are not 2 weeks remaining in the particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required. A second offense will result in a 4-week suspension of the student from game competition or extracurricular participation. If there are not 4 weeks remaining in the particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required. A third offense will result in dismissal of the student from middle school or high school extracurricular programs.

### ALCOHOL

No extracurricular participant shall, while on or off campus, sell, give, deliver, use, possess or be under the influence of alcohol. The first offense will result in a 3-week suspension of the student from game competition or extracurricular participation. If there are not 3 weeks remaining in that particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required. The second offense will result in a 6-week suspension of the student from game competition or extracurricular participation. If there are not 6 weeks remaining in that particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required.

The third offense will result in dismissal of the student from middle school or high school extracurricular programs.

### ILLEGAL SUBSTANCES

No extracurricular participant shall, while on or off campus, sell, give, deliver, use, possess, or be under the influence of any controlled or otherwise illegal substance. A first offense will result in a 5-week suspension of the student from game competition or activity. If there are not 5 weeks remaining in that particular sport season or activity, the balance will be fulfilled in a subsequent sport season or period of extracurricular activity. A contract will be required. A second offense will result in dismissal of the student from middle school or high school extracurricular programs.

### THEFT (on campus)

Any extracurricular participant guilty of theft on campus will face the following consequences: A first offense will result in a 3-6 week suspension of the student from game competition determined by the circumstances involved in the theft. If there are not 3-6 weeks left in that particular sport season or activity, the balance will be fulfilled in the subsequent sport season or period of extracurricular activity. A contract will be

required. A second offense will result in dismissal of the student from extracurricular participation for the remainder of the school year. Another contract will be required. A third offense will result in dismissal of the student from middle school or high school extracurricular activities.

### ARRESTS

Citations or arrests on or off campus in regards to smoking, using/selling or possession of illegal drugs, drug paraphernalia, drinking alcoholic beverages, vandalism or any behavior which causes embarrassment to the team or Northside ISD may result in suspension or dismissal from the extracurricular program. Any member of extracurricular organization must notify the head coach, director or sponsoring staff member immediately upon any arrest or citation. Failure to notify the staff member responsible for the program may result in suspension or dismissal from the program.

### ELECTRONIC COMMUNICATION

Social networking websites and electronic communication: Maintaining a higher standard of conduct will also include ensuring that Northside ISD's extracurricular participants' personal electronic communication is appropriate. The internet is a worldwide, publicly accessible form of communication. Any communication including, but not limited to, MySpace, Twitter, Facebook, photosharing, inappropriate texting that is published or appearing on the internet is public domain even if it is marked private. Extracurricular participants are responsible for texting and electronic communications on the internet through their personal websites as well as postings on other students' websites. The areas of appropriateness will include, but are not limited to, language (abbreviated or alluding to negative, lewd, vulgar or obscene comments about any individuals), pictures, suggestive poses, clothing, and reference to alcohol, drugs, and tobacco. Communication on the internet or by electronic means by extracurricular participants that are published and as a result cause disruption or damage to school district property at Northside or another school district are also inappropriate. Any member of the a Northside ISD extracurricular program who is involved in inappropriate, disruptive, negative, lewd, obscene, or sexual pictures, comments, or statuses on any social networks such as, but not limited to, MySpace, Twitter, or Facebook may result in suspension or dismissal from the extracurricular program.

### ADDITIONAL DISCIPLINARY ACTION

Behaviors that are identified by the Texas Education Code, Section 37.007, may also result in suspension or dismissal of a student from the extracurricular program. These behaviors are identified in the Student-Parent Handbook and are listed as Category Offenses I, II, III and IV of the Code of Student Conduct and will apply to students while on or off the campus. Students must remain aware that being a part of an extracurricular activity is considered an honor and a privilege and not a right. Therefore, it requires observance of all discipline policies whether or not a student is at school or school-related activities. The discipline consequences for violation of the Extracurricular Code of Conduct may include suspension or dismissal of the student from the extracurricular program. Such actions shall be taken by coaches, directors or sponsors only after consultation with the campus athletic coordinator (where appropriate) and/or school administration. A behavioral contract may also be used following various infractions. Consequences for some rule violations may be addressed by coaches through discipline within the student's program. Additional disciplinary consequences can also be imposed by the appropriate school officials for conduct or behavior that violates the District's Code of Student Conduct.

**Note:** If the offense occurs during the summer, the suspension from activities will begin with the first week of competition/activity. If the offense occurs during the sport season or period of extracurricular activity, the suspension will begin with the next competition or extracurricular activity as determined by the coach, director or sponsor.

### CONTRACTS

Upon verification of a first offense of the Extracurricular Code of Conduct, the student will be required to attend a conference in which he/she will be presented with a contract detailing future behavioral expectations. The contract will be signed by the student, parent(s) or guardian(s), campus administrator, and his/her coach, director or sponsor (and athletic coordinator where appropriate). The contract will reflect an understanding of the expectations of his/her particular campus and consequences for future rule violations. The contract must be signed by the student and his/her parent(s) or guardian(s) prior to his/her reinstatement to the extracurricular program.

**I HAVE READ AND UNDERSTAND THE EXTRACURRICULAR CODE OF CONDUCT.**

Student (Print) \_\_\_\_\_ Parent or Guardian (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**BEHAVIOR CONTRACT UNDER THE NORTHSIDE  
EXTRACURRICULAR CODE OF CONDUCT**

Being a part of a Northside Extracurricular Program is considered an honor and a privilege and not a right. Students are required to abide by the Extracurricular Code of Conduct whether or not the student is at school or a school related activity. Students involved in extracurricular programs are expected to comply with the disciplinary consequences for any failure to comply with the Extracurricular Code of Conduct. The consequences for violation of the standards of conduct set out in the Extracurricular Code of Conduct are in addition to any disciplinary consequences imposed by the appropriate school officials for behavior that violates the District’s disciplinary rules set forth in the Student Code of Conduct.

This contract confirms that a conference has been held between the student, his/her parent(s) or guardian(s), his/her coach, director or sponsor, and a campus administrator (and the athletic coordinator where appropriate).

The consequences of the student’s violation of the Extracurricular Code of Conduct will be the following:

The following consequences will result should a future violation of the Extracurricular Code of Conduct occur:

***This document must be signed by the student and his/her parent or guardian before a student is reinstated by any extracurricular organization.***

Student (Print) \_\_\_\_\_ Parent or Guardian (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

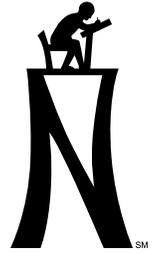
\_\_\_\_\_  
Coach, Director or Sponsor

\_\_\_\_\_  
Administrator



# 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  
**2021-2022 Parent-Student Authorization Form**

**High 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 all items listed on this form.**

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According to the Family Education Rights and Privacy Act (FERPA) 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 (NISD) to disclose your child's directory information without your prior written consent, you must complete and return this form 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.

NISD 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, degrees, honors, major fields of study, awards received in school, and most recent school attended

**District Publications**     Yes     No

Northside Independent School District **has** my permission to release directory information for District publications (Inside Northside Weekly, Lessons, etc.), 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.**

**Publications Outside The District**     Yes     No

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.**

**Media Release**     Yes     No

Northside Independent School District **has** my permission to showcase my child's achievement (i.e. award, honor, scholarship, recognition), products (including, but not limited to, creative writing, artwork, slide and audio/visual presentations), and/or participation in a school activity/event by allowing my child to be interviewed, photographed, and/or videotaped, either individually or as part of a group, by District staff or media. In doing so, my child's image and/or full name could appear in social media communication (Facebook, Twitter, etc.), on a NISD website or NISD YouTube channel, utilized for local, state, or national professional development, or featured by a news media outlet. **Example: If you check the "no" box, any information about your child will NOT be released for media purposes.**

**Military**     Yes     No

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965(20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, upon request, with the name, address, and telephone number of a secondary student unless the parent has advised the District that they do not want the student's information disclosed without the prior written consent. NISD **has** my permission to provide directory information to be released to a military recruiter.

**College**     Yes     No

NISD **has** my permission to provide to an institution of higher education with the name, address, and telephone number of my student.

# 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 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. I also give permission for my child to use Northside ISD approved 3<sup>rd</sup> party applications including, but not limited to, online instructional materials and textbooks, interactive websites, and Google Apps for Education. I understand that these sites may require my child to set up or use 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 applications they use.

**If permission is given, the student must read the following Student section.**

**AUP**  Yes  No

**If permission is not given, your child will NOT be able to use networked District devices, District 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.

## Student 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/schools/handbooks>. **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 <http://www.nisd.net>**  
**OR**  
 **Receive a paper copy of the Student/Parent Handbook**

**School Messenger**  **I do not want to receive notifications from Northside ISD**

Northside ISD uses an automated notification system for absences, **emergencies**, school events, etc. The phone number called is the one you have specified as "Notification Number". If you **DO NOT** want to receive phone calls from the district, please check this box.

Student's Name (Please Print)

Student ID

GRADE LEVEL

Student's Signature

Date

Parent/Guardian Signature

Date

Parent's Name (Please Print)

**Parent:** My signature above certifies that I have read all of the above and agree to allow Northside ISD to proceed with the marked authorizations above as it affects my child's Directory 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***

# ***NOTES***

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT**

**Administration Office • 5900 Evers Road • San Antonio, TX 78238-1606 • (210) 397-8500**