

STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT FORM

North East Independent School District officially adopted a District Behavior Management Plan including a Student Code of Conduct that promotes a positive and constructive approach to the improvement of learning situations and the overall school environment. It was developed through the commitment, cooperation, and involvement of the District's administrators, teachers, parent/guardian, and students in keeping with the guidelines of the Texas Education Code. The Student-Parent Handbook is intended to serve as a resource to students/guardians, parents, and staff. This document defines rights and responsibilities of each member of the school community and provides general information regarding District policies, practices, and procedures. The handbook is not an all-inclusive document and may be altered periodically.

Please review this information so that there is a shared understanding of the District's expectations for student behavior and resulting consequences, as well as, the general practices of the District.

Please remove this page and return the signed and completed form as instructed by your campus administration. If you have any questions relating to the Student-Parent Handbook or Code of Conduct, please contact your child's school administration.

I received a copy of the North East ISD Student-Parent Handbook. I understand that I/my child will be responsible for adhering to the rules and procedures as outlined in this document. I am aware of the responsibility for reading and understanding the contents of the document.

Student Name (please print) _____ Grade _____

School _____ Date _____

Student Signature _____

Parent/Guardian Signature _____

PLEASE COMPLETE AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL

**STUDENT-PARENT
HANDBOOK**

ELEMENTARY SCHOOLS

**NORTH EAST INDEPENDENT SCHOOL DISTRICT
SAN ANTONIO, TEXAS
Revised, June 2006**

**2006-2007
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FOREWORD TO PARENTS AND STUDENTS

This handbook for parents and students has been prepared to provide information regarding the rules, regulations and practices of elementary schools. It is important that parents/guardians become familiar with the school and its activities. This handbook can assist in that purpose.

If the handbook is kept available for ready reference, answers to numerous questions can be obtained easily. **Students are responsible for knowing the information provided in the handbook.**

When the home and school work together, maximum benefits will accrue to the student. To this end we are all dedicated.

A handwritten signature in black ink, appearing to read "Richard A. Middleton". The signature is written in a cursive style with a large initial "R".

Richard A. Middleton
Superintendent of Schools

The North East Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age or disability.

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**GENERAL INFORMATION
AND PROCEDURES**

BEFORE AND AFTER SCHOOL SUPERVISION

Early arrival at school is discouraged. Supervision is provided thirty (30) minutes before the first bell. All students are expected to leave the campus within ten (10) minutes of the dismissal bell unless they are enrolled in an after school program. After school care is provided at most elementary schools. Check with your school for more information.

BICYCLES

Students who ride bicycles to school should park and lock them immediately after arriving at school. Students/Adults are expected to walk their bicycles on the school grounds. The school is not responsible for damages or loss of a bicycle. In order to ensure a high degree of safety for persons playing on the campuses and to prevent unnecessary damage to the grounds, no wheeled vehicles or carriers of any kind, including bicycles, shall be permitted to operate on school campuses without authorized permission.

CAFETERIA/FOOD SERVICES

Students are expected to eat lunch at school. Those who elect to eat breakfast at school should arrive at least 15 minutes before the first bell. Meal prices often change from year to year, and parents will be notified by memo of these costs. Parents/Guardians are encouraged to keep a few dollars in their child's meal account at all times. This year, NEISD has more than 56,000 students. This size makes it unfeasible to extend credit for meals. Checks should be made payable to your school cafeteria and are to be taken to the cafeteria manager before the tardy bell or at lunch. Children who bring lunch from home may purchase milk or juice. During the last weeks of school, children without a lunch or money will be asked to call home or will be charged for a snack. Parents/Guardians will receive more detailed information about cafeteria procedures distributed at the beginning of the year or at the time of student registration. We understand that parents/guardians will occasionally want to visit the cafeteria and eat lunch with their child. ***For the safety of all of our children, parents/guardians must sign-in at the school's main office before proceeding to the cafeteria.*** Parents/Guardians may bring their lunch with them or purchase a meal in the cafeteria at a special guest price. If they plan to purchase a meal in the cafeteria, parents/guardians should order the meal in advance. This will ensure that adequate quantities of food are prepared for students and guests.

Competitive foods are not permitted at any time during the school day except for pre-approved school parties. Competitive foods are any food or beverage made available to the student that is not from the school cafeteria. This includes food items available through school stores, fund raisers, pizza parties and birthday parties.

CARE OF PROPERTY

Students are urged to take pride in the appearance of their school, including the buildings, the furniture, and the surrounding property. No student shall damage or deface any property belonging to NEISD. Students who violate this policy may be filed on in court, removed from school, or expelled. Parents/Guardians of students may be required to make full or partial restitution to the District. Vandalism by students who damage or destroy buildings, grounds, vehicles, and/or equipment owned or contracted for by the District will be investigated. If students are found responsible for the vandalism, the students and their parents/guardians will be held financially accountable. Students responsible for an act of vandalism will also be subject to disciplinary action and prosecution under the law.

CELL PHONES / PAGING DEVICES / INTERNET ACTIVITIES- The District allows students to possess wireless communication/telecommunication-devices during the instructional day or while attending school-sponsored or school-related activities during school hours, on or off school property, including school transportation, **as long as the devices are concealed and turned off.** Students may have operable wireless communication devices at after-school extracurricular activities on or off school property. **Camera phones shall not be displayed or used at any time on school grounds or during any school-sponsored program or activity, including school transportation during school hours. Students who violate this policy shall be subject to established disciplinary measures that will range from a warning to cases of persistent misbehavior, which could result in an assignment to an Alternative Educational Program.** District employees shall confiscate any wireless communication devices that are not concealed, operable or that emit an auditory alert at school-sponsored or school-related activities on or off school property during the instructional day. Parents/Guardians shall be notified regarding each occurrence after a telecommunications device is confiscated. Students may be disciplined for placing offensive photos, obscene materials, derogatory statements, threatening or other similar content on an internet site that disrupts the school environment.

Penalties- The first infraction will result in a conference with the student, parent/guardian and administrator. Disciplinary action may be taken at the conclusion of the conference and the device will be returned with the warning that a second violation will result in the device not being returned to the parent/guardian. A second infraction will result in a conference, disciplinary action, and the device will be held by the school until the end of the year or returned to the company issuing the device. Infractions involving serious violations including, but not limited to, an invasion of privacy, inappropriate text messaging, or activities causing any school disruption will result in a disciplinary action including suspension and/or alternative placement, as well as, the loss of cell phone privileges.

A pay telephone may be provided for student use at designated times. The telephones in the office are for business in the administration of the school and should be used for that purpose. Students will be permitted to use the telephones in the office only in cases of emergency or with the administrator's permission. Students will not be called to the telephone during the school day for any non-emergencies. In case of a family emergency, a message or telephone number will be delivered to a student.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

If there is a change of home address or telephone number, parents/guardians are required to report this information to the office immediately. A CURRENT ADDRESS, AS WELL AS, HOME AND WORK TELEPHONE NUMBERS MUST BE ON FILE at all times. If a family moves out of a particular school attendance area, a child may be allowed to continue at that school, if the principal approves the parent's/guardian's request. If this situation occurs, parents/guardians must contact the school office to obtain a "Request for Continued Enrollment" form, complete the form, and return it to the school.

CHECK ACCEPTANCE PROCEDURE

For a check to be an acceptable form of payment, it must include the person's full and accurate name, address, telephone number, driver's license number and state. If the returned check amount is not recovered, the face value may be recovered electronically along with a state allowed recovery fee. In the event the face amount and fee of your returned check is not recovered, checks will no longer be an acceptable form of payment for the remainder of the school year or until the check amount is recovered. Alternative forms of payment may be used instead of a check payment.

CLASS LISTS

Class lists are posted on the front door of the school by 4:00 p.m. one to two days before the first day of school. During the early stages of each semester, it may be necessary to balance and/or delete classes. Consequently some students may be moved into a different classroom. Reading and math placement is determined after tests have been administered and student performance has been evaluated during the first few weeks of school.

COMMUNICATIONS TO HOME

Due to budget constraints, school papers, report cards, calendars, progress reports, and other notices are often sent home to parents/guardians with students. The district realizes that hand-carrying information home is a big responsibility for children, and asks that parents/guardians assist the school in the communication process by checking their child's backpack or school bag every day. It is important that parents/guardians read, sign, and return forms to the school the next day.

CONDUCT AT ATHLETIC EVENTS

At all athletic contests, students are expected to demonstrate good sportsmanship to officials, students, and patrons. Students are reminded that unsportsmanlike conduct creates a negative impression of the students and the school they represent. Students should conduct themselves in such a way that their school will retain the good reputation it possesses. The host school at athletic events has the authority to enforce good sportsmanship.

COOPERATION WITH LAW ENFORCEMENT OFFICERS/AGENCIES

Students who engage in any activities that violate the Texas Education Code and/or the Texas Penal Code while at school, at any school facility, at any school-sponsored activity, or on a school bus may be subject to arrest and prosecution. Administrators are instructed to cooperate with local, state, and federal law enforcement officers in the prevention of any and all possible law violations and in the detention, prevention and prosecution of any and all possible law violations.

In serious cases of student misconduct where there is a law violation; administrators are required to notify the appropriate law enforcement agency of the violation. The law officers may take the student into custody or leave the student in the custody of the administration. The administrators will make a sincere effort to notify the parent/guardian when a student is released to law enforcement officials.

The District will reasonably cooperate with governmental agencies and community organizations providing services within the District to students expelled during the school year.

COPIES PRODUCED BY THE SCHOOL FOR STUDENTS

According to state guidelines, fees for copies are 10 cents per page for the first fifty (50) pages. For more than fifty (50) pages, the fees are 85 cents for the first page and 15 cents for each page thereafter.

EXTRACURRICULAR ACTIVITIES/ORGANIZATIONS

The opportunity to participate in extracurricular activities is a *privilege* extended to the students of NEISD. Participation in extracurricular activities places a student in a position of recognition and often bestows the position of role model upon the student participants. Any student who elects to accept the privilege of participating in extracurricular activities must recognize that he/she is a representative of the school and District, and will be held to a higher standard of conduct than that applied to other students. **This applies to both school-related and non-school related activities.** The student is subject to state law, school district policies, school rules and regulations, the organization's requirements including the constitution and/or by-laws, and University Interscholastic League (UIL) rules (if applicable).

All sponsors and coaches of extracurricular activities, clubs, and organizations (including interscholastic athletics and marching band) may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. The constitution and by-laws must include the following:

1. A provision that the constitution and by-laws of the club or organization must be reviewed at least every two (2) years.
2. A provision that disciplinary consequences will be based upon the age of the student, the frequency of offense(s), and a careful review of the background and seriousness of the offense(s).
3. A clear delineation of disciplinary consequences for minor and serious infractions of the Student Code of Conduct. Disciplinary consequences can range from a written warning, probation for a set period of time, dismissal from the organization, to expulsion from school.
4. Identification of the person who initiates the disciplinary action of the organization.
5. A provision for written notification to the parent or guardian of the disciplinary consequence that was administered.
6. A provision for the length of any probationary period.
7. A provision indicating eligibility criteria to reapply for membership in the organization for the next school year
8. A clearly defined process for appealing a disciplinary consequence.

Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity. Such behavior standards shall be approved by the principal and the superintendent before they are communicated to students. Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, pep squad, dance team, flags, etc. at the time the students report for workouts or practices that occur prior to the actual beginning of classes. Students and their parent/guardian shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity. Students who have not returned the statement of extracurricular standards will not be permitted to participate in the activity of the organization.

Organizational standards of conduct of an extracurricular activity are independent of the Student Code of Conduct. However, violations of these standards of conduct may result in independent disciplinary actions if they are also violations of the Student Code of Conduct.

A student may be removed from participation in extracurricular activities or excluded from school honors for violating organizational standards of conduct or for violating the Student Code of Conduct (North East Policy FNC (Local)). The student is subject to being placed on probation, being suspended, and/or being removed, depending on the specific circumstances of the violation of the Student Code of Conduct if:

1. The coach or sponsor of the extracurricular organization determines that the Student's conduct has a negative effect on the morale or discipline of other participants in the activity; and/or
2. The coach or sponsor of the extracurricular organization determines that the student's conduct has an incidental, but real, adverse impact on the reputation of the student's organization, school, or the District.

The standard conduct will be higher for a student already on probation for a violation of the Student Code of Conduct than one who is in good standing as a member of the team or organization at the time a violation occurs. Violations of the Student Code of Conduct that pertain to serious and/or persistent misbehavior will be grounds for immediate dismissal from the program when a student is already on probation.

A student who participates in a University Interscholastic League competition shall be suspended from participating in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League if the student does not meet the academic requirements developed by the University Interscholastic League and approved by the State Board of Education. Following a grade evaluation period, a student who receives 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 will be suspended from participating. A suspension does not last beyond the end of a school year. The grade evaluation period means the six-week grade-reporting period; or the grade-reporting period thereafter, in the case of a district with a grade-reporting period longer than six weeks. **The North East ISD grade reporting period is nine-weeks. However, for eligibility purposes the UIL requires that grades be checked after the first six weeks of a new school year and then again at the school district grade reporting period if it is nine-weeks or longer.** Until the suspension is removed or the school year ends, the school shall review the grades of a student suspended under this policy at the end of each three-week period following the date on which the suspension began. At the time of the 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 grade. During the suspension from extracurricular activity, the student may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.

FIELD TRIPS

Well-planned and supervised field trips may be scheduled during the year. Written permission from the parent/guardian is required for any student taking the trip. A permission form for field trips is included with a registration packet, and schools send reminders of field trips home with students prior to the activity. The school may need to assess a charge for some field trips. Parents/Guardians are encouraged to allow students to participate in the field trips, since they are planned to enhance the educational experience and information gained in the classroom.

GRIEVANCE

Any situation involving a teacher and a student that causes concern should be discussed. The procedure is as follows:

1. Contact the school secretary and make an appointment for a conference with the teacher at his/her conference period or at a time agreed upon by the teacher and parents/guardians.
2. Meet with the teacher and discuss the situation.

If the situation mentioned above is not resolved, or if a person is interested in seeking redress of a Board policy or administrative regulation, a written grievance must be filed. The complete grievance procedure is outlined in Board Policy FNG (LOCAL). The following sequence must be followed:

- LEVEL 1. Principal
- LEVEL 2. Appropriate Director or Executive Director
- LEVEL 3. Superintendent or designee (Associate Superintendent)
- LEVEL 4. Board of Trustees

HANDBOOKS

Student/Parent Handbooks are property of the district and are issued to every student. The student is expected to return the handbook at the end of the school year. A \$5.00 replacement fee will be assessed for lost handbooks.

HOMEWORK

Homework is an integral part of a child's learning process. It may be assigned as reinforcement of material introduced in class or of material not completed in class. If the teacher gives an assignment, the student is expected to complete and return it to class on time and in a neat manner. Parents can help to encourage proper completion of assignments by providing a specific time and place for study. ***Lesson assignments may be requested through the office, generally after three consecutive days of absence.*** Teachers need adequate time to gather and prepare assignments. Please contact the school to find out the place and time of day to collect your child's homework.

IMPORTANT THINGS YOUR CHILD SHOULD KNOW

All children should know their home address, telephone number, and how they get to and from school.

INCLEMENT WEATHER

Weather conditions may occur which make it necessary for schools to close. School closings or changes in starting/ending times will be carried by radio and television. *NO ANNOUNCEMENTS WILL BE MADE WHEN SCHOOLS WILL REMAIN OPEN.*

LEGAL NAME

The use of a student's legal name is required on all permanent records, such as principal's report, cumulative folder, report card, the teacher's grade book, and standardized testing. The legal name is the name that appears on the student's birth certificate or other legal document proving the child's identity. When a student has a legal name change, a copy of the court order changing the student's name must be given to the principal to place in the student's records. The new legal name will be used on all permanent records from this date. Parents/Guardians having questions about the use of a student's legal name may contact the school directly. Teachers and staff may address the student informally by the name the student and parent/guardian prefer.

LIBRARY SERVICES

The library media center is a facility that fosters active, authentic learning through print, audiovisual and electronic resources. Students can become lifelong independent and information-literate learners in an environment where curriculum and technology are integrated in learning activities, which help students to become effective problem solvers. Students may also have access to information from the Internet. All students must follow the NEISD "Acceptable Use Policy" concerning computer usage. Fines are charged for damaged materials using the same fine schedule as for textbooks. If a book is lost, students are expected to pay the replacement price, which may include processing.

LOST AND FOUND

ALL REMOVABLE CLOTHING AND BELONGINGS SHOULD BE MARKED WITH INDELIBLE INK OR NAME TAGS. Unmarked items will be placed in the Lost and Found. Unclaimed articles will be donated to a worthy beneficiary following each school year.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT OF 2001

Homeless Children and Youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from all District campuses or by contacting, District McKinney Liaison, 8438 Ahern Dr., (210) 442-0640.

Homeless Children and Youth as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001:

- Means individuals who lack a fixed, regular, and adequate nighttime residence.

- Includes children and youths 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 accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals, or are awaiting foster care placement.
- Children and youths who have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Parents or guardians of students in homeless situations can keep their children in their schools of origin (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the student is now residing outside the school attendance area or school district) or enroll them in any public school that students living in the same attendance area are eligible to attend. Eligibility is determined by contacting the McKinney district liaison at (210) 442-0640. Arrangement for transportation of child/youth to and from his/her school of origin must be at the request of the parent/guardian.

MESSAGES

Instructional time with students is critical to success. School personnel may not interrupt classes to deliver personal messages. For that reason, parents/guardians must make all plans with students before they arrive at school. Last minute phone calls or changes in plans are difficult to deliver on a regular basis and cause confusion for children. In cases of extreme emergency, exceptions may be made. Parents/Guardians may leave messages for teachers with the school office, and teachers will return calls during their conference period or by other arrangement with the parents/guardians.

MONEY

If a child is given money to take to school, parents/guardians are requested to place it in an envelope, write the child's name on the envelope, and state the purpose for which the money is sent. Parents/Guardians are asked to help children understand that bringing unnecessary money to school often causes difficulties in the classroom or on the school bus.

NORTH EAST POLICE DEPARTMENT

North East Independent School District has its own police department, which is in operation 24 hours a day. They will investigate acts of vandalism, burglary, disruption or any act that would be considered a violation of the law or harmful to North East schools or students. The North East Police Officers are commissioned and have authority to arrest violators of the law, both on and off campuses. They may also issue traffic tickets on or around school district property.

Any person wishing to contact the North East Police Department may call 655-6859 at any time of the day or night. The North East ISD Police Department has established a 24-hr hot tip line at 655-CARE (2273) to report any suspicious activities or behaviors. Callers to the hot tip line can request anonymity.

PARENT INVOLVEMENT

One of the major strengths of NEISD elementary schools is the high degree of parent/guardian participation as partners in the ongoing process of learning. Many channels are available for parent/guardian involvement. They include, but are not limited to: open houses, fieldtrips, conferences, PTA, parent/guardian volunteers. NEISD conducts a Department of Public Safety check on volunteers having frequent (more than three times in a school year) and direct contact with students. When parents/guardians come to school to participate in various volunteer capacities, they must sign in at the office.

PARENT ORIENTATION

A parent/guardian orientation may be held for each grade level during the fall. These evening meetings are designed to help parents/guardians become familiar with the school programs and to give the parents/guardians and faculty, an opportunity to become acquainted. It is requested that students not attend the parent/guardian orientations.

PARENT PORTAL

The NEISD Parent Portal is a secure web site that gives parents more information about their child's daily performance at school. The goal of the Parent Portal is to create a better partnership between NEISD parents and teachers. Through the Internet, parents can access information about their students any time, any where. Parents/Guardians may currently use the portal to email teachers, check grades, monitor food service accounts, view attendance and discipline records. Textbook information can be viewed at the secondary levels and current library books at all levels. Additional options may be added periodically. Any parent/guardian may register by visiting the District web site @ www.neisd.net, click on the Parent Portal icon/button, select parent registration and complete the information fields.

PARENT-TEACHER ASSOCIATION (PTA)

Membership is available in the local PTA unit. The first Tuesday of the month is designated for elementary PTA meetings, but each local unit determines the number of meetings per school year and the amount of membership dues.

PARENT-TEACHER CONFERENCES

Schools are required to offer one or more parent-teacher conferences if a student is failing or not achieving at the expected level. Schools may also require parent-teacher conferences if a student is experiencing or presenting some other problem. Parents/guardians are encouraged to contact the school at anytime to arrange a conference if they have concerns about their child.

PARTIES

Parties will be on a very limited basis and must be pre-approved by the Principal. Traditionally, these parties are at the mid-winter holiday season and Valentine's Day. The PTA may request a fee.

Competitive foods may not be allowed at any time during the school day except for the pre-approved school parties. Competitive foods are any food or beverage made available to the student that is not from the school cafeteria. This includes food items available through school stores, fund raisers, pizza parties and birthday parties.

PEER MEDIATION

The goal of the Peer Mediation program is to help students control their anger before anyone raises a fist or reaches for a weapon. Mediation is a voluntary process. The mediator does not judge, blame, punish, or impose solutions on disputants. Instead, with the help of the mediator, the disputants work together to reach a solution to their problem that enables each of them to walk away feeling that each student has been understood and validated. Through the use of student mediation and conflict resolution curricula, students learn lifelong communication and problem solving skills.

PERMIT TO LEAVE CAMPUS

No student is allowed to leave the school campus during the school day without parental/guardian permission. Effort should be made to schedule dental and doctor appointments after school hours. Dismissal of students during the day shall be through the principal's office only. If a student must leave school early, parents/guardians are requested to (1) send a note to the teacher stating the date and time of departure, and (2) sign the child out in the office. Students will be released ONLY to persons listed on the emergency card, who provide identification. If the student returns during the school day, parent/guardian must come to the office and sign him/her back into school.

PETS

For the safety of all, animals of any kind, including family pets, are not allowed on school grounds at any time. Animals that are used as a teaching tool must follow the guidelines of District Regulation EMG.

PHYSICAL EDUCATION EXCUSES

For a student to be excused from physical education activities, he/she must have a note from his/her parent or guardian. If the excuse is for more than three days, the student must have a statement from a medical doctor specifying the need and the approximate length of the recuperative period.

PICTURES

Individual and group pictures are taken each year. Parents/Guardians have the option to purchase these pictures.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE (EC LOCAL)

At the beginning of the first class on each school day, students in all schools shall take part in two activities.

These activities are:

1. Recitation of the Pledge of Allegiance to the United States and Texas flags.
2. A short period of silence, not to exceed one minute.

The period of silence is intended to be an individual activity.

Students who are disruptive during this time shall be disciplined in accordance with the Student Code of Conduct. Students with religious or other objections shall not be disciplined for choosing not to participate in the Pledge of Allegiance or the moment of silence. Students who choose not to participate in these activities, shall be respectful and should not cause any disturbance or display any type of behavior that would be distracting to others participating in the activity. Failure to meet these expectations could result in disciplinary consequences.

PRIOR REVIEW

Material intended for posting or distribution on school premises shall first be submitted to school officials and reviewed according to the following standards:

1. Material shall be submitted to the principal, who shall approve or disapprove the material within two school days of the time material is received. Material that is controversial or unpopular, but not reasonably likely to result in

substantial disruption of normal school operations, may not be prohibited on that ground alone. (Moreover, a mere apprehension of disturbance is not sufficient to justify restrictions on a student's otherwise legitimate right to freedom of expression.) Depending on the age and maturity of the students exposed to the material, distribution or posting may not be prohibited on grounds of objectionable language if the same or similar language can be found in material made available to students in school assignments or through school facilities, such as the school library.

2. An adverse ruling may be appealed in accordance to FNG (local), beginning at level two.

PROBLEMS: TEACHER-STUDENT

Any situation involving a teacher and a student, which causes parent/guardian concern, should be discussed with the respective teacher. The procedure is as follows:

1. Contact the school secretary and make an appointment for a conference with the teacher at his/her conference period. If convenient with the teacher, the conference may be scheduled before or after school hours.
2. Meet with the teacher and discuss the situation.
3. Make an appointment with the principal or designee if a satisfactory solution cannot be achieved. The parent should call the principal or designee's secretary to make an appointment.

RECORDS

Texas Education Code 25.002 requires that records be furnished to the school when a student transfers from one district to another. These records are to include any and all discipline records. This flow of information from one public school district to another is required by the State and does not necessitate parents/guardians parental permission.

REGISTRATION

SCHOOL AGE - Texas State Law states that any child who is five by September 1 may enter a public kindergarten that year, and any child who is six by September 1 may enter first grade.

When registering a child in school, parents/guardians are required to show PROOF OF RESIDENCY, furnish IMMUNIZATION RECORDS, BIRTH CERTIFICATE and SOCIAL SECURITY CARD of the child and the name, address, and date of birth of the person enrolling the child.

REPORTS

The following items are provided only to a student's legal parent/guardian:

1. Report cards (every nine weeks)
2. Personal conferences
3. Standardized test results
4. Progress reports/tutorial notices, if applicable

Requests for additional information must be made, in writing, to the principal. Copies of records are available at a per copy cost, payable in advance.

SAFETY PATROL

The school safety patrol is composed of students who possess the qualities of good leadership, citizenship, and reliability. Patrol members are trained to help the entire student body.

SCHOLASTIC PENALTIES

Make-up work is allowed after suspension. A student is given one day per each day of suspension to make up missed work.

SCHOOL PROPERTY

School lockers, desks, cabinets, closets, etc. are the property of NEISD. At no time does the NEISD relinquish its exclusive control of these items, which are provided for the convenience of students. Periodic general inspections of lockers, desks, cabinets, closets, or any other District property may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits.

Any fee or deposit required by the school may be waived if the student and parent/guardian are unable to pay. A request for such a waiver must be made in writing to the Principal, and include evidence of their inability to pay.

STUDENT INSURANCE

Accident insurance is available for students at a low cost for full-time coverage or school-time coverage. It is offered through a private insurance agency. Student insurance forms are sent home at the beginning of the school year or may be obtained at the school office. Participation in this program is voluntary. In accordance with the Texas Tort Claims Act, please be reminded the District cannot be

responsible for costs of treating injuries or assume liability for any other costs associated with an injury at school or any school related functions.

TARDIES

Parents/Guardians are asked to help students learn to value education and understand the importance of arriving at school on time and ready to learn. The habits developed by children during their elementary years will last a lifetime. For that reason, tardiness to class is not acceptable, and serious consequences may result if students are not punctual. Students who are tardy for classes must sign in through the office. Late students may be placed on a discipline management plan. This could include, but is not limited to:

- A letter to the parent/guardian from the school
- A telephone conference with the parent/guardian
- A parent conference with a school administrator
- Disciplinary action
- Home visit to the parent/guardian by the Visiting Teacher
- Possible court action in extreme cases

TEXAS PUBLIC SCHOOLS WEEK

During Texas Public Schools Week, parents/guardians and other interested persons may visit the classrooms and observe class work during a normal school day. Teachers will not talk with visitors while students are in the classroom.

TEXTBOOKS AND SUPPLIES

Textbooks are the property of the State of Texas and students will be charged for lost or damaged textbooks. Students are directly responsible for the care and return of textbooks issued to them. In order to avoid the loss of a textbook, students are to write their name inside the front cover of each book and keep them properly covered during the school year. When a lost or damaged textbook that is beyond further use is paid for, the assistant principal will issue a new one. If, at a later date, a lost textbook is found and is in good condition, this money will be refunded. Fines may be assessed for any damage to textbooks.

NEISD uses bar codes to track textbooks. If the bar code is damaged, removed or altered in any manner the textbook will not be issued to a student. Upon return of the textbook if the bar code is damaged, removed or altered in any manner, the textbook returned will not be credited to the student and the cost of the textbook is charged to the student.

TRANSFERS FROM ANOTHER DISTRICT

The District does not accept students from another school district for any reason, other than those established by District policy. Any person who falsifies information on any enrollment form may be subject to punishment under Penal Code 37.10 and Texas Education Code 25.001 (h), (criminal liability and payment of tuition). Students enrolling under false information will immediately be withdrawn from the District upon disclosure.

VENDING MACHINES

The District has adopted and enforces policies to ensure campuses comply with agency vending machine and food service guidelines for restricting student access to vending machines.

VISITORS TO SCHOOL

All visitors must sign in at the office and for safety purposes. Visitors must follow the school procedures regarding proper identification and check-in. Because the safety of all students is a top priority at North East ISD, the District has implemented a district-wide visitor and volunteer badge system. Any parents/guardians, visitor, or volunteer who comes to a campus will be asked to present a valid government or state-issued identification, such as a driver's license or military I.D. The I.D. will be scanned and a badge with the visitor's picture, date, time, and campus location will be printed. All visitors will then wear the badge while on campus and return it at the end of the visit. Information will be kept in the system for returning visitors or volunteers in order to produce a new badge. Visitors in the classroom are normally not permitted. Parents/Guardians are welcomed to visit their child's classroom with advanced approval by the school administration and the teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors must comply with the school's visitation procedures and are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. If a conference is needed, parents/guardians are asked to schedule in advance. **No other persons of school age will be allowed to visit or converse with students during school hours. This applies to the campus and all property within the campus boundaries.**

WITHDRAWAL FROM SCHOOL

Parents/Guardians are requested to notify the school at least one day before withdrawing their child, giving the date and reason for withdrawal. A student will be released only to a legal parent/guardian. Registration at the new school may be delayed without the proper withdrawal papers.

Students with pending disciplinary action such as, but not limited to, alternative placements or expulsions will not be withdrawn until a conference/hearing has been conducted.

Since school attendance is required by law, parents/guardians are asked NOT to withdraw a child until the day before a move and to register their child in the other school IMMEDIATELY. Early withdrawal at the end of the school year is not advised.

**RESPONSIBILITIES
OF
THE
SCHOOL COMMUNITY**

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among students, parents/guardians and educators is necessary.

Rights and Responsibilities of Parents/Guardians

Parents/Guardians responsibilities include, but are not limited to, the following:

- Making every effort to provide for the safety, physical, mental and emotional needs of the child.
- Teach the child to focus on the instruction provided and to meet behavior expectations.
- Ensure their child attends school regularly; promptly report and explain absences and tardiness to school personnel.
- Encourage and assist the child in the development of proper study habits.
- Participate in meaningful parent-teacher conferences.
- Attend parent-training workshops for reinforcement of study skills, curriculum objectives, behavior expectations and other timely topics.
- Keep informed of school policies and academic requirements of school programs.
- Participate in school related organizations.
- Ensure the child is appropriately dressed at school and school-related activities.
- Discuss report cards and school assignments with the child.
- Notify school personnel of any learning problem or condition that may relate to the child's education.
- Maintain up-to-date home, business, cell, and emergency telephone numbers and other pertinent information at the school. Notify the school immediately of any changes.
- Cooperate with school administrators and teachers.
- Ensure the child attends school tutorials when required or as the need arises.
- Control the child. Texas Family Code 41.001, states a student's parent/guardian is legally liable for property damage proximately caused by
 - (a) The negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent/guardian to exercise that duty, or
 - (b) The willful or malicious conduct of a student who is at least 10 but under 18 years of age.
- Submit the signed statement from the Student/Parent Handbook indicating understanding and acceptance of the Handbook and its contents.

Rights and Responsibilities of Students

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. NEISD schools shall foster a climate of mutual respect for the rights of others. Each student is responsible for learning, knowing and incorporating into his/her daily behavior the pillars of character education and behavior expectations set forth in this document as presented by teachers and other district personnel. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly and in compliance with rules established for the conduct and discipline. Rules are established to maintain order in the school. Students who violate the rights of others or district or school rules shall be subject to disciplinary measures designed to correct misconduct and promote good citizenship in the school community.

Student responsibilities for achieving a positive learning environment at school or school related activities include, but are not limited to, the following:

- Attend school daily, except when ill, or otherwise lawfully absent.
- Attend classes on time.
- Diligently attempt to master the Texas Essential Knowledge and Skills (TEKS).
- Being prepared for each class with appropriate materials and assignments.
- Be aware of and follow all rules and regulations for student behavior and conduct oneself in accordance with the rules and regulations.
- Exhibit an attitude of respect toward individuals and property.
- Conduct oneself in a responsible manner.
- Avoid conduct that is likely to put oneself or other students at risk.
- Promptly report to a teacher, administrator, or school employee any threat, behavior, or safety hazard that could harm others.
- Express opinions and ideas in a respectful manner so as not to slander, offend or enrage others.
- Abide by the District dress code.
- Refrain from making profane, insulting, threatening, or inflammatory remarks, or engaging in disruptive conduct;
- Refrain from cheating.
- Cooperate with school staff investigating disciplinary cases. This includes volunteering information he/she may have relating to an offense.

- Follow changes in school policies and regulations in an orderly and responsible manner.
- Support the school staff in maintaining a safe school environment.
- Paying required fees and fines, except as exempt by law.

Rights and Responsibilities of Teachers

Teachers' responsibilities for achieving a positive learning environment at school or school-related activities shall include, but are not limited to, the following:

- Develop and utilize a complete classroom Behavior Management Plan consistent with the District plan.
- Maintain a positive class climate, which encourages success and fosters the development of self-esteem.
- Teaching District, campus and classroom behavior expectations.
- Posting campus approved behavior expectations (classroom rules), stated in a positive manner.
- Modeling, rehearsing, reinforcing, and re-teaching behavior expectations.
- Correcting misbehavior immediately or in a timely manner by reminding the student of the rationale behind the behavior expectation and intrinsic and social benefits of meeting behavior expectations.
- Imposing logical or predetermined consequences for misbehavior.
- Develop and utilize daily lesson agendas which model task organization and time management skills ensuring total classroom time (bell to bell) planning has occurred.
- Be a role model by interacting positively in the classroom and facilitating a pleasant businesslike approach to school work.
- Motivate students with a rigorous, valid and meaningful learning exercise(s) in each class daily.
- Assure good student discipline through regular attendance and punctuality.
- Perform teaching duties with appropriate preparation, assignments, and resource materials.
- Teach and model learning behaviors and good working habits, which will lead to academic achievement and personal satisfaction.
- Provide a variety of rewards for positive, on task behaviors.
- Maintain a classroom atmosphere which is orderly and conducive to learning.
- Adhere to the performance standards required by State guidelines.
- Teach students to work toward self-discipline and responsibility.
- Know and comply with all District and school policies, rules, regulations, and directives.
- Take responsibility for implementing all aspects of the instructional model adopted by the district.

Rights and Responsibilities of Counselors

Counselors serve an integral role in understanding and responding to the challenges facing students as they begin to develop their academic self-concept and their feelings of competence and confidence as learners. The counselors facilitate student's acquisition of the knowledge, attitudes, and skills in the areas of academic, career, and personal/social development to serve as the foundation for future success. Counselors provide proactive leadership to engage all stakeholders in the delivery of programs and services to help students achieve school success. Counselor responsibilities with and on behalf of students include, but are not limited to, the following:

- Academic support, including organizational, study, and test-taking skills.
- Career awareness, exploration, and planning.
- Peer relationships, coping strategies, and effective social interactions.
- Individual and small group counseling.
- Individual/family/school crisis intervention.
- Consultation and collaboration.
- Transition planning.
- Academic planning.
- Multicultural/diversity awareness.
- Substance abuse education.

Rights and Responsibilities of Administrators

Administrators serve an integral role in the discipline management process. As facilitators, the administrators provide continuity and communications for students, school staff, parents/guardians, and the community. Administrators' responsibilities include, but are not limited to, the following:

- Provide appropriate support for teachers when dealing with student discipline.
- Implement a flexible curriculum to meet the needs of all students.
- Provide effective discipline management training for all teachers and staff based upon the District Behavior Management Plan.
- Treat all students in a fair and impartial manner.

- Encourage parental communication with the school and participation in required parent-teacher conferences.
- Develop a cooperative working relationship among staff, parents/guardians and students.
- Assist students in the development of self-discipline, including proper orientation to the Behavior Management Plan.
- Provide leadership for the implementation, maintenance, and evaluation of the Behavior Management Plan.
- Ensure students' safety through maintenance of the school grounds.
- Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.

**ATTENDANCE
REGULATIONS**

Regular school attendance is essential for the student to make the most of his or her education---to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in a serious disruption of a student's master of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for credit, should be of special interest to students and parents. Be advised, a court of law may also impose penalties against both the student and/or his/her parent(s) if a school-aged student is deliberately not attending school. They are discussed in the following sections:

ATTENDANCE REGULATIONS

Several of our schools are in session at different times. Each school will publish school hours. Approximate times are 7:30 a.m. to 3:15 p.m. **Attendance for all elementary grades shall be determined by the absences recorded at 8:30 a.m. each day.**

ABSENCES

In Texas, students are ***required*** to attend school. Parents/Guardians are asked to call the school **to report when their child will be absent**. If the school is not notified early, school personnel will attempt to call the parent/guardian. Students who have been absent must also bring **a written, signed statement by a parent/guardian – explaining the reason for such absence within *FOUR* school days** to enable the student to make up missed assignments. **A note from the student's physician may also be required if absences are excessive.**

Acceptable reasons for a school absence include, but are not limited to:

- Personal illness
- Illness or death in the family
- Quarantine
- Natural disasters, weather or road conditions making travel dangerous
- A student observing religious holy days, and for the days in which the student must travel to and from the holy day observance (one to and one from). A student who is absent under this subsection shall not be penalized for such absence and it shall be counted as if he/she attended school for purposes of calculating the average daily attendance
- Attending an authorized school function
- A doctor or dentist's appointment that is verified by a signed note or form by the doctor or dentist and presented upon return to school
- Any other unusual cause acceptable to the principal

The District considers the following as possible extenuating circumstances for the purpose of granting credit for a class:

- Personal illness with note from physician
- Hospital confinement
- Death in the family
- Serious personal and family problems
- Days of suspension for which the student has satisfactorily completed the assignments for the suspended period
- Participation in a court proceeding or a child abuse/neglect investigation
- The late enrollment and/or early withdrawal of a migratory student
- Completion of a competency-based education program for students identified as at-risk/dropouts
- Participation in approved curricular/extra-curricular activities
- The late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission (TYC)
- The absence of a teen parent due to caring for his/her child
- Participation in a substance abuse rehabilitation program
- Other emergencies recognized by the principal, superintendent, or committee
- Homelessness as defined by Federal law
- Personal illness
- Illness or death in the family
- Quarantine
- Natural disaster, weather or road conditions
- Religious holy days
- Attendance at a school function, which has been authorized by the principal
- Any unusual cause judged to be acceptable by the principal

State law requires that a student may not be given credit for a class unless the student is in attendance for at least 90% of the time the class is offered or has been granted a waiver by the attendance review committee. **School attendance is required by law. Early removal of your child prior to the end of the school day is not advised.**

At the beginning of the school year all parents will be notified in writing of the state attendance requirements. Under the law, if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period:

- (1) The student's parent is subject to prosecution under Section 25.093 and
- (2) The student is subject to prosecution under Section 25.094 of the Texas Education Code

Excessive absences will result in loss of credit unless the student makes up the missed work in an acceptable alternative manner including, but not limited to, Saturday School, Summer School, or after school hours. **Time made up allows for credit to be given but does not remove the absence documented by the school to meet state compulsory attendance requirements.**

When a student's attendance drops below 90% of the days the class is offered, the student, parent/guardian, or representative may request award of credit by submitting a written petition in accordance with the Attendance Appeal Process. Petitions for credit may be filed at any time the student receives notice, but in any event, no later than 15 days after the last day of classes of the semester in which the attendance was below 90% (FEC [Local]).

The due process steps to appeal non-credit due to excessive absences are as follows:

1. Level One: Appeal in writing to the campus attendance committee
2. Level Two: Appeal in writing to Principal within 10 days following the receipt of the Attendance Committee's response
3. Level Three: Appeal in writing to the Executive Director of Pupil Personnel in charge of the District Attendance Review Committee, within 10 days following the receipt of the principal's response
4. Level Four: A request in writing to the Superintendent for a Board review of the District Attendance Review Committee's decision, within 10 days following the receipt of the District Attendance Review Committee's response

Students will be allowed ONE-DAY FOR EACH DAY OF ABSENCE to make up schoolwork missed due to absences.

**STUDENT CODE
OF
CONDUCT**

STUDENT CODE OF CONDUCT

The NEISD Discipline Management Plan includes the Student Code of Conduct and procedures for processing violations. Responsibilities of administrators, teachers, parents/guardians, and students are clearly defined. Management strategies are designed to provide maximum support for instruction and on-task time for teachers and students. The major focus is on teaching and assisting students to develop skills of self-control that will result in increased academic achievement. The classroom management model provides both positive and predefined negative consequences for student behavior.

NEISD schools foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and other school employees. The rules of conduct and discipline contained within this Student Code of Conduct are established to achieve and maintain order in the schools. Students who violate the rights of others or who violate school rules shall be subject to the provisions contained within this Student Code of Conduct.

The school administrator will make discipline decisions based on the evidence in each situation. Intent will not be considered in making a discipline decision. To avoid disciplinary action by contending self-defense, the student must seek to detach himself/herself from the situation and/or obtain help from school personnel. Self-defense is not an acceptable reason for misconduct that seriously disrupts the educational environment, endangers or seriously affects other students. Administrators will take into consideration a claim of self defense¹ when determining a discipline consequence.

The following subsections set forth student rules relating to individuals and school property, as well as, general behavior requirements. Persistent or repeated violations of the rules may ultimately result in a student being subject to increasingly more serious penalties. Any violation may result in a disciplinary action of any type available to the administration including the maximum penalty for a first infraction.

Parents/Guardians are an integral part of the discipline management plan and will be involved in working with district personnel in implementing discipline practices, interventions, and interviews as requested.

Law enforcement authorities also may be contacted when deemed necessary to assist school officials in enforcing these provisions. When appropriate, judicial proceedings may be instituted. Misbehaving students are subject to disciplinary action as provided in this code regardless of whether judicial proceedings are instituted. Multiple consequences are possible for a single infraction by a student. The District may take disciplinary actions. Legal actions may be taken by the law enforcement agency and the judicial system. Student activity groups may take disciplinary actions including removal from the student organization as indicated in the organizations' constitutions. The primary factor in any disciplinary decision is the severity of the incident. However, the student's age, maturity, prior misbehavior, etc. are also taken into account. Disciplinary actions for violations of the District's rules are subject to change due to the enactment of or revision to state law, interpretations by the Texas Education Agency, or by North East School Board Policy changes.

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.

GENERAL CONDUCT EXPECTATIONS:

The conduct of students should at all times contribute in a positive and constructive manner to the improvement of learning situations and the overall school environment which includes, but is not limited to, school-sponsored activities outside the school building and transit to and from the school or school activities.

All students are to be respectful of others at all times. Actions by students that are based on race, color, national origin, ethnicity, gender, sexual preference, or religious beliefs will not be tolerated. Students participating in any form of harassment or intimidation, including, but not limited to, verbal, non verbal, graphic, written, or physical contact that denigrates or shows hostility or aversion towards a member(s) of the above groups will be subject to disciplinary action.

GENERAL BELIEFS:

1. Students are responsible for the choices they make.
2. Students can be taught behavior expectations.

The desired outcome of a disciplinary action is for the student to learn from the mistake and use the new information to make better choices.

¹ To avoid disciplinary action by contending self-defense, the student must seek to detach himself/herself from the situation and/or obtain help from school personnel.

GENERAL STUDENT RULES

Students at school or school-sponsored activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing any object that can cause bodily injury or property damage which is not included as part of a teacher approved curriculum or school sponsored activity.
3. Leaving school grounds or a school-sponsored activity or event without permission of a school official with the authority to grant permission to leave the campus.
4. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward students, school personnel or visitors to the District.
5. Insubordination - failing to comply with lawful directives from school personnel or School/District policies, rules, and regulations.
6. Engaging in arson or possessing matches or lighter(s).
7. Engaging in robbery or theft.
8. Damaging or vandalizing property owned by the District, other students, District employees, volunteers or visitors.
9. Engaging in misconduct on school buses.
10. Fighting, committing physical abuse or threatening physical abuse.
11. Bullying.
12. Committing extortion, coercion, or blackmail defined as obtaining money or other object of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Engaging in verbal abuse, including but not limited to, name-calling, ethnic or racial slurs, or derogatory statements addressed publicly or privately to others that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
14. Engaging in rude and disrespectful behavior.
15. Engaging in tardiness, truancy, or otherwise skipping classes or other scheduled activities.
16. Causing or participating in disturbance on school grounds, at a school function or school activity.
17. Possessing or using fireworks, "poppers", or explosives.
18. Engaging in inappropriate physical or sexual contact/conduct that may be disruptive to other students or to the educational environment.
19. Engaging in any offensive conduct of a sexual nature, whether verbal or physical. This may include requests for sexual favors or other intimidating sexual conduct.
20. Using/misusing an electronic or wireless communication device (pager, cell phone, etc.) during an unauthorized time or in an unauthorized location. Misuse includes, but is not limited to, text messaging inappropriate comments, using the device to share educational information in violation of the Academic Honesty Policy, sharing inappropriate pictures or using the phone as a camera during the instructional day.
21. Possessing, creating, or displaying graffiti of any kind.
22. Disobeying the District's guidelines for the acceptable use of computers and the District's Acceptable Use Policy for Electronic Communication System.
23. Creating a "hit list" or any other list that targets specific individuals to be physically or psychologically harmed.
24. Engaging in any other conduct that disrupts the school environment or educational process.

DISCIPLINE OPTIONS

Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Duration and severity of consequences will depend on, but is not limited to, the offense, the nature of the violation, the student's age, disciplinary history, and the overall effect upon the welfare and the learning environment. While these factors are considered, the severity of an incident remains the primary factor in determining what specific disciplinary action will be taken. Records of students receiving special services will be reviewed. Intent or lack of intent will not be a factor in an administrator's decision. **Discipline shall be administered so that penalties generally increase proportionately to the severity and/or persistence of the misbehavior.**

Disciplinary consequences may include, but are not limited to, the following, which are not necessarily listed in order of progressive severity:

- Verbal reprimands and admonishments
- Special assignments or duties
- Behavioral contracts
- Counseling by staff, student peers, community leaders, outside agencies of the federal, state, or local governments
- Withdrawal of privileges
- Partial or complete denial of attendance and/or participation in extracurricular activities
- Probation
- Time-out
- Strict supervised study

- Demerits
- Duty assignments
- Detention
- Modified day
- Individualized behavior modification
- Sending student to the office
- Referral to outside agency
- Overnight suspension
- In-school alternative assignment
- Reassignment of classes
- Temporary removal from class
- Calling the police
- Parent conferences
- Disciplinary Alternative Educational Programs
- Suspension
- Expulsion
- Filing a criminal complaint or civil action
- Referral to Juvenile Justice Academy (JJA)
- Emergency Suspension
- Other reasonable actions created by unforeseeable special circumstances.

SCHOLASTIC IMPLICATIONS DURING PERIODS OF DISCIPLINE:

If a student is suspended, the student will be allowed to make-up his/her work when he/she returns to school. The student’s absence shall not be counted against the minimum attendance as required by law if the student satisfactorily completes the assignments for the period of suspension within a reasonable time (one day for each day of suspension). If work is not made up or is untimely, suspended days will be counted against the minimum attendance as required by law.

Expelled students will not receive credit for work missed during the period of expulsion. North East Independent School District schools will evaluate and may award credit for a class or portion of a class taken at the Juvenile Justice Academy. The District’s middle schools will evaluate and may promote a student based upon work completed as a student at the Juvenile Justice Academy. Special Education students will receive educational services during expulsion as determined by the Admission, Review, and Dismissal (ARD) Committee.

NOTE: The District is not required to allow students to remain current on class work pending an expulsion or during the appeal process.

CATEGORIES OF OFFENSES

CATEGORY I OFFENSES—MANDATORY EXPULSIONS TEC 37.007

A student **SHALL BE** expelled and referred to the Juvenile Justice Academy (JJA) for any of the following offenses if committed on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. A firearm violation, as defined by federal law. By federal law, a student is expelled for one calendar year for a firearm violation. A firearm includes:
 - a. Any weapon, (including a starter gun), and/or device designed, made, or adapted to expel a projectile by the action of an explosive.
 - b. The frame or receiver of any such weapon.
 - c. Any firearm or silencer.
 - d. Any destructive device.
2. Uses, exhibits, or possesses the following, under Texas Penal Code:
 - a. A firearm.
 - b. An illegal knife as defined by Section 46.01(6) or by local policy. An illegal knife means a knife with a blade over 5 1/2 inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword, or spear, or by local policy.
 - c. A club.

- d. A prohibited weapon listed under section 46.05, Penal Code, such as an explosive weapon; a machine gun; a short barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun.
3. Behavior containing the elements of the following under the Texas Penal Code:
- a. Aggravated assault, sexual assault, or aggravated sexual assault
 - b. Arson
 - c. Murder, capital murder, or criminal attempt to commit murder or capital murder
 - d. Indecency with a child
 - e. Aggravated kidnapping
 - f. Aggravated robbery
 - g. Manslaughter
 - h. Criminally negligent homicide
 - i. Behavior related to an alcohol or drug offense that could be punishable as a felony
 - j. Retaliation against a school employee combined with one of the above listed offenses on or off school property or at a school-sponsored or school-related activity.

A student who violates the provisions of the Student Code of Conduct and who is expelled shall be referred to the Juvenile Justice Academy. Pursuant to Chapter 37.010 and the Memorandum of Understanding between North East ISD and the Bexar County Juvenile Board, the student will be referred to the Bexar County Juvenile Probation Department and assigned a Probation Officer. The Juvenile Justice Academy is supervised by the Bexar County Juvenile Probation Department and provides educational services for those students who are expelled. The Juvenile Justice Academy is located at 1402 N. Hackberry.

Provision for Appeal of Student Expulsions

A process for appeal of student expulsions is outlined in NEISD Board Policy FOD (Local) and affords the student and parent/guardian due process. The appeal process shall be as timely as possible and meet the requirements of the Board policy. The discipline placement assigned to the student will remain in effect pending an appeal. The expulsion placement of students who qualify for protection under the Individuals with Disabilities Education Act is governed by the policy/law.

CATEGORY II OFFENSES

A student may be expelled and referred to the Juvenile Justice Academy (JJA), if the student:

- 1. Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under the Section 42.06 Penal Code, or terroristic threat under Section 22.07, Penal Code.
- 2. 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 for any of the following offenses:
 - a. Sells, gives, delivers to another person, possesses, uses or is under the influence of any amount of marijuana or controlled substances, dangerous drugs, or alcohol.
 - b. Engages in conduct that contains the elements of an offense relating to an abusable chemical under Sections 485.031 through 485.034, Health and Safety Code.
 - c. Criminal mischief if punishable as a felony. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.
 - d. Conduct that contains the elements of an offense under Section 22.01 (a) (1) of the Penal Code, against a school district employee or a volunteer, or intentionally, knowingly, or recklessly causes bodily injury to another person, against a school district 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.
 - e. Engages in conduct that contains the elements of the offense of deadly conduct.
 - f. Engages in serious or persistent misbehavior while the student is placed in a disciplinary Alternative Education Program that violates the District’s Student Code of Conduct.

A student who violates the provisions of the Student Code of Conduct and who is expelled may be referred to the Juvenile Justice Academy. Pursuant to Chapter 37.010 and the Memorandum of Understanding between North East ISD and the Bexar County Juvenile Board, a student expelled to JJA will be referred to the Bexar County Juvenile Probation Department and assigned a Probation Officer. The JJA is supervised by the Bexar County Juvenile Probation Department and provides educational services for those students who are expelled. The Juvenile Justice Academy is located at 1402 N. Hackberry. The Board or its designee shall set a term for the expulsion, which may extend beyond the end of the current school year.

CATEGORY III OFFENSES

Except as provided by Section 37.007 (a)(3), Texas Education Code, a student **SHALL BE** removed from class and placed in an **ALTERNATIVE EDUCATION PROGRAM**, as provided by Section 37.008, Texas Education Code, if the student commits any of the following offenses:

1. Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06 of the Penal Code or terroristic threat under Section 22.07 of the Penal Code.
2. Commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:
 - a. Engages in conduct punishable as a felony.
 - b. Assault as defined by Penal Code 22.01.
 - c. Terroristic threat as defined by Penal Code 22.07.
 - d. Sells, gives, or delivers to another person or possesses or uses or is under the influence of:
 - (i) Marijuana, drug paraphernalia or a controlled substance as defined by Chapter 481, Health and Safety Code.
 - (ii) A dangerous drug as defined by Chapter 483, Health and Safety Code.
 - e. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol, or possesses, uses or is under the influence of an alcoholic beverage.
 - f. Engages in an offense relating to an abusable volatile chemical under Chapter 485.031 through 485.034, Health and Safety Code.
 - g. Public lewdness under Section 21.07, Penal Code.
 - h. Indecent exposure under Section 21.08, Penal Code.
 - i. Offense of retaliation against any employee, on or off school property, under section 36.06, Penal Code.
3. A student shall be removed from class and placed in an alternative education program under Texas Education Code, Section 37.008 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 student receives deferred prosecution under Section 53.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code, or
 - b. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code, or
 - c. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense in Title 5, Penal Code.
4. If a juvenile court, municipal court, or justice of the peace, orders as a condition of probation, that a student attend the District Alternative Education Program, a conference will be conducted in the office of Pupil Personnel Services pursuant to Section 37.010 of the Texas Education Code.

THE STUDENT IS PROHIBITED FROM ATTENDING OR PARTICIPATING IN A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY WHEN ASSIGNED TO AN ALTERNATIVE EDUCATION PROGRAM. THE STUDENT WHO VIOLATES THIS POLICY MAY BE ISSUED A CRIMINAL TRESPASS WARNING OR BE SUBJECT TO ARREST IF HE/SHE TRESPASSES ON DISTRICT PROPERTY OR IS PRESENT AT A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY WITHOUT THE PRIOR WRITTEN PERMISSION OF THE PRINCIPAL OR DESIGNEE.

CATEGORY IV OFFENSES

A student may be placed in an alternative education program, if the student engages in any of the following offenses while on school property, at any school facility, at any school-sponsored or school-related activity, or on a school bus:

- A. Intentionally or knowingly threatens another with imminent bodily injury.
- B. Intentionally or knowingly threatens another with injury or threatens to damage property.
- C. Intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.
- D. Possesses any weapon not classified in the Texas Penal Code including, but not limited to, any bladed instrument, including pocket knives, other chemical dispensing devices, razors, chains, air guns, pellet/BB guns, or other object used as a weapon and/or threatens or inflicts bodily injury on another person or that the principal determines the object is a danger to any student, District employee, or District property by virtue of possession or use of the object.
- E. Bullying.

- F. Engages in vandalism.
- G. Commits criminal mischief.
- H. Participates in gangs or gang activities including, but not limited to, exhibiting gang graffiti, clothing, or gang insignias.
- I. Participates in fraternities, sororities, or secret societies.
- J. Commits burglary, robbery, or theft.
- K. Engages in extortion, coercion, or blackmail.
- L. Engages in fighting and/or habitual fighting, repeated commission of physical abuse or threat of physical abuse.
- M. Displays flagrant or extreme insubordination.
- N. Engages in tobacco violations.
- O. Participates in aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
- P. Engages in verbal abuse including, but not limited to name-calling, racial/ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence.
- Q. Exhibits disrespect or direct profanity, pornography, vulgar language, or obscene gestures towards teachers, fellow students or other employees.
- R. Uses profanity, vulgar language, or makes obscene gestures.
- S. Commits an act of indecent exposure, or the inappropriate display of private body parts through such acts as, but not limited to, “mooning” or “flashing”, or possesses or distributes pornography.
- T. Engages in offensive verbal or physical behavior of a sexual nature, which may include, but is not limited to requests for sexual favors, or similar intimidation directed toward another student, sexual harassment.
- U. Distribution of non-school materials.
- V. Dress code violations.
- W. Any action or behavior that is, or could be, dangerous or harmful to the person or another.
- X. Hazing.
- Y. Possession/use of prohibited items.
- Z. Loitering.
- AA. Engaging in any conduct which disrupts the school environment.
- BB. Persistent misbehavior.
- CC. Gambling.
- DD. Possession, use, sale, gift, delivery on campus, of any product, but not limited to, over-the-counter products, homeopathic remedies, herbs, vitamins, dietary supplements, weight loss products, pills, etc. and/or under the influence if taken in amounts exceeding the recommended dosage of over-the-counter products, such as, but not limited to those stated above.
- EE. Possession, use, or delivery of simulated controlled substances and/or representation of an item as a prohibited substance.
- FF. Cell phone violation/Misuse of a wireless communication device, including but not limited to, text messaging tests or sharing school work information with others, taking pictures, sending pictures and/or displaying pictures or other visual materials with a cell phone.
- GG. Any infraction of a bus rule not listed in this category (see Bus Transportation Conduct on Bus).
- HH. Participates in creating or possessing a “hit list” that targets specific individuals to be physically or psychologically harmed.
- II. Providing false information or falsely accusing other students, teachers, school administrators, and/or other school employees of misconduct.
- JJ. Possesses or uses fireworks, explosives, “poppers”, or other such devices.
- KK. Misuse of school documents and/or forging notes/documents.
- LL. Placing offensive photos, obscene material, derogatory statements, threatening or other similar content on an internet site that disrupts the school environment.
- MM. Commits any other conduct that constitutes a violation of state, local, or federal law or local policy that is not listed above.

OTHER IMPORTANT INFORMATION ON DISCIPLINE INFORMATION / REGULATIONS

A student may be removed from class and placed in an alternative education program under Texas Education Code, Section 37.008, 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 the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code; and
2. 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.

3. A juvenile court, municipal court or justice of the peace orders as a condition of probation that the student attend the District's Alternative Education Program. In this circumstance, a conference will be conducted in the office of Pupil Personnel Services pursuant to Section 37.009(a) of the Texas Education Code.

In addition to the actions prohibited above, students at school or school-related activities are prohibited from violating any of the general school rules. Any violation may result in a disciplinary action including an Alternative Education Program assignment. Students violating the District's rules of conduct will be held responsible for their behavior and will be subject to disciplinary consequences. The Board or its designee shall set the length of term for assignment to an Alternative Educational Program.

ALCOHOL AND OTHER DRUGS

No student shall possess, use, transmit or be under the influence of illicit drugs or alcohol, such as, but not limited to, any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, toxicant inhalant, or other intoxicant (as those items are defined by law), or over-the-counter drugs, medications, or remedies, such as but not limited to, homeopathic products, vitamins, herbs, dietary supplements, etc.:

- a) on school grounds during any school term
- b) off school grounds at a school activity, function, or event
- c) within 300 feet of District property

This policy shall apply in the event pills or other substances are simulated or represented as any of the previously mentioned controlled substances and shall apply to any type of drug paraphernalia.

A student who uses a drug as authorized by a licensed physician through a prescription specifically issued for the student's use shall not be considered to have violated this rule as long as he/she follows the guidelines set forth by NEISD Health Services procedures.

Cars and lockers may be searched for alcohol and drugs in accordance with Board Policy FNF (Local). Students are held responsible for any prohibited item(s) found in their locker, car, or on their person and are subject to disciplinary action.

Students who violate this policy on alcohol and drug use shall be subject to disciplinary action as deemed appropriate by the Superintendent or his designee, which may include expulsion by the Board or its designee.

ALTERNATIVE EDUCATION PROGRAMS

The student is required to successfully complete his/her assignment to an Alternative Education Program (AEP). In order to be successful, the student must have satisfactory conduct, satisfactory academic grades, and must have regular attendance. Failure to meet these criteria will result in an extension of the student's assignment to the program. Should a student withdraw prior to completing an assignment to an Alternative Education Program and subsequently re-enroll, the student will be required to successfully complete the assignment to the Alternative Education Program prior to returning to the home campus. During the time a student is placed at an AEP, the student is prohibited from being on the home campus or any NEISD properties or school-related activities on or off school property. Students who violate this policy will be subject to arrest for criminal trespass (Texas Penal Code, Section 30.05). This applies to any student who withdraws from NEISD and does not complete his/her assignment.

1. Student Reassignment Center (SRC)

The Student Reassignment Center is a short term discipline placement that is generally, but not limited to, a five to seven day assignment. SRC is used at elementary, middle, and high school levels. Schoolwork is provided by the home school.

2. Alternative Elementary School (AES)

AES is a long term disciplinary placement for grades 1-5 that will not exceed 120 days without a review of the student's academic/behavioral status. Students are withdrawn from their home campus and enrolled in the program. The Hearing Officer decides the length of time for this type of disciplinary placement.

3. Alternative Middle School (AMS)

AMS is a discipline placement that is generally, but not limited to, a placement of 60 successful school days. Students are withdrawn from their home campus and enrolled in this program. The Hearing Officer decides the length of this placement.

4. Alternative High School (AHS)

AHS is a discipline placement that will not exceed 120 days without a review of the student's academic/behavioral status, by the Board's designee. Students are withdrawn from their home school campus and enrolled in this program. The Hearing Officer decides the length of this placement.

5. Juvenile Justice Academy (JJA)

JJA is an out of district Alternative Educational Placement for students who are expelled from NEISD. Original placement will not exceed a calendar year.

DISTRIBUTION OF NON-SCHOOL MATERIALS

Any attempt to avoid the established procedure for administrative approval of activities such as the production for distribution and/or the distribution of petitions or printed documents of any kind, sort, or type on school grounds, without the specific approval of the principal, shall be cause for disciplinary action. This may include suspension and/or assignment to an Alternative Education Program (AEP).

DRUG FREE SCHOOLS

Student use of alcohol and/or illicit drugs is both illegal and harmful. Consequently, the District's Student Code of Conduct prohibits the use, sale, possession, being under the influence, and distribution of alcohol and/or illicit drugs by students on school premises or within 300 feet of district property or as part of any school activity, regardless of its location. Compliance with this portion of the Student Code of Conduct is mandatory and students shall be disciplined if they are found to have violated this rule.

THE USE OF ILLICIT DRUGS AND UNLAWFUL POSSESSION AND USE OF ALCOHOL ARE ILLEGAL AND HARMFUL.

EMERGENCY PLACEMENT OR EXPULSION

Texas Education Code, Section 37.019 states that a student may be removed if the behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in the class, with the ability of the student's classmates to learn, or with the operation of a school or school-sponsored activity. In addition, a student may be removed for action that is necessary to protect persons or property from imminent harm.

FALSELY ACCUSING OTHERS OF MISCONDUCT

Students who falsely accuse other students, teachers, school administrators, and/or other school employees of misconduct may be subject to disciplinary procedures including, but not limited to, suspension from school and placement to an AEP.

FIGHTING

Individual or group fights at school, school sponsored events, school related activities, or while on District transportation will not be tolerated. Parents/Guardians of students involved will be notified. The seriousness of each case will determine the disciplinary action taken. Students involved in fighting may be removed from school and/or District transportation.

Students who engage in fighting will be subject to disciplinary consequences and could be issued a citation under Section 42.01 of the Texas Penal Code, Disorderly Conduct. Specifically, Section 42.01(a) (6) in the Texas Penal Code states, "fights with another in a public place." This offense is a Class C misdemeanor and carries a fine of up to \$500.

GANGS/CREW ACTIVITY

Board Policy FNCC (Local) "gang" is any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for purposes of this policy, a "gang" is a prohibited fraternity, society, or society as defined by Texas Education Code, Section 37.121. Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement include, but are not limited to the following:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, graffiti, or any other sign of gang activity.
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:
 - a. Soliciting others for membership in any gangs.
 - b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - c. Inciting other students to act with physical violence upon any other person.
 - d. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
 - e. Committing any other illegal act or other violation of school district policies.

Gang Law Violations

1. A person commits an offense if the person:
 - a. 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; or
 - b. is not enrolled in a public school and solicits or coerces another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.
2. The District will place in an alternative education program or expel any student who violates section 1 above.
3. Under this section, public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities.

Students who violate this policy will be subject to disciplinary action that may include, but is not limited to, suspension, removal to alternative placement, or expulsion.

HAZING: SECTION TEC 37.151

The Texas Education Code provides criminal penalties for students and organizations that engage in or have association with acts of hazing "occurring on or off the campus of an educational institution." Hazing is defined as, "any intentional, knowing, or reckless act ... by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in, or maintaining membership in an organization."

Any student who violates the district hazing policies or state law (FNCC (Legal) and FNCC (Local), Texas Education Code Chapter 37, Subchapter F, North East Student Code of Conduct) shall be subject to disciplinary action that may, include but is not limited to, suspension, alternative educational placement and/or expulsion if criteria for expulsion are met (Texas Education Code 37.007). The student may also face probation or removal from extra-curricular activities.

JURISDICTION: GOING TO AND FROM SCHOOL

1. The District has jurisdiction over its students during the regular school day and while going to and from school on district transportation. The District's jurisdiction also includes any activity during the school day on school grounds, attendance at any school-related or school-sponsored activity, regardless of time or location, and any school-related misconduct, regardless of time or location.
2. Community residents have a right to privacy, private property, and freedom from abusive behavior. Students not being transported by the District transportation are the responsibility of the student's parent/guardian. Nonetheless, on the way to and from school, students shall not loiter, litter, trespass, abuse, or create nuisance conditions for residents of the community. Students being transported by the District transportation and those within the school's areas of control as determined by the Texas Education Code are subject to disciplinary action by the District.
3. Texas Education Code establishes eligibility for students to ride the school bus as those who reside at least two miles from their home school, travel a route determined to be hazardous or as directed by the student's ARD committee. The District may not provide transportation to students electing to attend a campus other than their home school. The school bus is an extension of the classroom. Campus administrators will determine disciplinary actions based upon a written referral from the bus driver for student misbehavior occurring on the bus. All school district policies that apply to student conduct and other student related activities also apply to the school bus.

POSSESSION OF WEAPONS/EXPLOSIVES

In addition to weapons prohibited by state and federal law, a student shall not possess, handle, use, display, and/or transport any object that can be considered a weapon, including, but not limited to:

1. Explosives, including fireworks of any kind, poppers, stink bombs, etc.
2. Razors
3. Any bladed instrument, including pocket knives
4. Stun guns, BB guns, pellet guns, air guns, laser guns, tranquilizer guns, etc.
5. Chemical dispensers sold commercially for personal protection that are not covered by the Texas Penal Code (e.g., mace, pepper spray, or other irritants)
6. Bows, arrows, numb chucks, boomerangs, cross-bows
7. Clubs
8. Ammunition

9. Acid
10. Metal pipes
11. Sharpened sticks
12. Pyrotechnics
13. Chains
14. Any other object used in a way that threatens or inflicts bodily injury on another person, or that the principal or designee determines presents a danger to any student, District employee, or District property by virtue of possession or use of the object.

Students found to be in violation of this policy shall be subject to disciplinary action as specified in the Student Code of Conduct.

Any student who has reasonable grounds to suspect that a violation of the school district's policy relating to the possession of weapons/explosives is required to report such suspicion immediately to a school administrator or police officer. Students can also call the NEISD Police Department's 24-hour hot tip line at 655-CARE (2273) to report any suspicious activities or behaviors. Callers to the hot tip line can request anonymity.

PROHIBITED ITEMS

Personal items may be brought to school for educational purposes only when approved or requested by a teacher. Students are not to bring and/or use on school premises items such as, but not limited to, electronic games, cigarette lighters/matches, **any bladed instruments**, toy guns of any kind, pellet guns, bb guns, paintball guns, laser pointers, electronic devices such as MP3 players, Ipods, radios, tape recorders/players, CD players, CDs, cameras of any type, video/computer games, dice, cards/trading cards, skate boards, in-line skates, pornographic materials, **or other items determined by school officials to be inappropriate at school.** Students may be subject to disciplinary action for being in possession of any of the above items. The principal or designee will contact the parent/guardian on each occurrence and the student's punishment will range from a warning to a placement in an alternative educational program, or expulsion for persistent misbehavior. Prohibited items will be confiscated.

PUBLICATIONS

Distribution of written materials may be restricted under the following conditions:

1. Student material criticizing board members, school officials or advocating violation of school rules may be prohibited when, in the reasonable judgment of the principal, substantial disruption of normal school operations would likely result.
2. Student material attacking any individual or group on the basis of gender, race, creed, ethnicity, or religion may be prohibited when disruption of normal school operations would likely result.
3. Material encouraging actions that endanger the health or safety of students is prohibited, including obscene materials or materials sexually inappropriate.
4. Regarding school officials, libelous material is prohibited. Libelous material is that which contains a defamatory falsehood or reckless disregard of the truth.
5. Reasonable time, place, and manner restrictions may be placed on the posting and distribution of material. The posting and distribution of material may be prohibited when, in the judgment of the principal, substantial disruption of school operations would likely result.

SEARCHES AND INTERROGATIONS

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of others. In the context of school discipline, students have no claim to the right not to incriminate themselves. Students are expected to provide any information about their misbehavior or that of other students. Administrators are not required to contact parent/guardian prior to interviewing students. School officials may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, and the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place and reasonably related to the age and sex of the student and the nature of the infraction.

Vehicles on district property may be searched if there is a reasonable suspicion to believe that 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, in their possession or in their vehicles while on school property.

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 NEISD 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.

SEXUAL HARASSMENT

NEISD believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. This District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another. Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature directed toward any other individual. **Anyone who is sexually harassed should contact the principal, other administrators, teachers, or counselors immediately to report the offense.**

Students and/or parents/guardians are encouraged to discuss their questions or concerns about their expectations in this area with the school administration, counselors, teachers, or the Executive Director of Pupil Personnel Services who serves as the District Title IX coordinator for students. A complaint alleging sexual harassment may be presented to the school principal, or designee, or to the Title IX coordinator: Mr. Bruce Schneider, Executive Director, Pupil Personnel Services, 8961 Tesoro, Suite 306, San Antonio, Texas 78217, telephone 804-7070.

STUDENT REMOVAL FROM CLASS (TEC 37.002)

A teacher may send a student to the principal's office in order to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct adopted under Section 37.001.

1. A teacher may remove from class a student:
 - (a) who has been documented by the teacher to have repeatedly interfered 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
 - (b) 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.
2. If a teacher removes a student from class under Subsection 1, the principal may place the student into another appropriate classroom, in-school suspension, or into an alternative education program as provided by Section 37.008. The principal may not return the student to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.
3. A teacher shall remove from class and send to the principal for placement in an alternative educational program or for expulsion, as appropriate, a student who engages in conduct described under Section 37.006 or 37.007. The student may not be returned to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available.
4. Not later than the third class day after the day on which a student is removed from class under Section 37.002, the school principal shall schedule a conference among the principal or the principal's designee, a parent/guardian of the student, the teacher removing the student from class, and the student. The student may not be returned to the regular classroom 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 order the placement of the student as provided by Section 37.002 for a period consistent with the Student Code of Conduct.

Special education students may not be removed in violation of specific IEP provisions or for more than ten days without ARD committee approval.

NOTE: This section does not apply to routine disciplinary matters in which the teacher has not requested a permanent removal.

STUDENT SAFETY

Students should be aware of possible dangers on campus when school is not in session. Students are advised to attend after-hour activities in groups or in pairs.

Police officers are often assigned to the school campuses during school hours for the safety and welfare of the students. **Students should alert an administrator or a police officer to any potential danger on the campus.** The North East ISD Police Department has established a 24-hr hot tip line at 655-CARE (2273) to report any suspicious activities or behaviors. Callers to the hot tip line can request anonymity.

SUSPENSION

A student may be suspended up to three school days for engaging in alleged behaviors, which are outlined in the Student Code of Conduct. A parent conference shall be held with the appropriate administrator prior to the student returning to his/her regular class schedule. Students are prohibited from being on any NEISD property without permission of an administrator during the time of suspension.

A student may also be placed in an alternative educational program for a period of time as prescribed by law, the Student Code of Conduct, and the local Behavior Management Plan.

TOBACCO ON SCHOOL PROPERTY

The Board of Trustees of a school district shall:

1. Prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property.
2. Prohibit students from possessing tobacco products at a school-related or school-sanctioned activity on or off school property
3. Ensure that school personnel enforce the policies on school property.

State law prohibits the possession, purchase, consumption or acceptance of a cigarette or tobacco product by an individual who is younger than 18 years of age. An offense under state law is punishable by a fine not to exceed \$250. Additionally, a student will face disciplinary consequences.

UNAUTHORIZED ORGANIZATIONS

NEISD Policy specifically prohibits the existence of organizations on a public school campus which have not been authorized by the principal.

Under district policy, a person commits an offense if the person is a member of, pledges to become a member, or joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang. In this section, "public school fraternity, sorority, secret society, or gang" means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girls Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities.

The Board of Trustees or an educator shall recommend placing in an alternative education program any student under the person's control who violates this provision.

CURRICULUM

Promoting self-worth in individuals and fostering positive attitudes toward learning is predicated on acceptance of oneself and others. Cooperation between students, parents/guardians, and staff is an integral part of the goal to promote a lifelong enjoyment of learning. For an in-depth overview of the instructional program, please go to www.neisd.net, keyword: curriculum.

Elementary schools of the North East Independent School District are accredited by the Texas Education Agency. State and national test scores reflect the high quality of North East's curriculum and instruction and the schools commitment to meet state guidelines.

READING

The District's elementary reading program is multi-dimensional. It is a balanced approach that includes literature, the basal readers, writing, listening, and speaking. Children are encouraged to read for pleasure as well as for instructional purposes.

ENGLISH

English instruction focuses on the study of grammar, composition, oral language, listening skills, study skills, spelling and penmanship.

MATHEMATICS

The District's elementary mathematics curriculum focuses on developing life-long problem solvers through the development of conceptual and procedural understanding in the six (6) strands of a comprehensive program: number, operations and quantitative reasoning; patterns, relationships and algebraic thinking; geometry and spatial reasoning; measurement; probability and statistics; and, underlying processes and mathematical tools.

SCIENCE

Students are taught a balance of content and process skills in the areas of earth, physical, and life science. The program provides experiences that nurture curiosity and imagination, develop the abilities of careful observation and thoughtful analysis, and fosters sensitivity to and an appreciation of the natural world.

SOCIAL STUDIES

Social Studies provide students with the background necessary for becoming productive, responsible citizens. The curriculum includes a study of the American economic system, political institutions, cultures, geography, and history. Children are given opportunities to practice thinking, problem solving, decision-making, and social skills.

HEALTH

In the health program, students learn prevention of communicable diseases, environmental protection, safety, drug education, and other community and personal health practices.

PHYSICAL EDUCATION

Within the personal limits of each individual, students in the physical education program should:

- attain maximum motor development, physical fitness, and a sense of well-being;
- attain desirable social growth; and
- Utilize acquired movement and motor skills in worthwhile leisure activities.
- Engage in at least 135 minutes per school week of structured physical activity

ART

Art develops awareness and sensitivity to natural and man-made environments, increases imaginative expression through the use of art materials, promotes understanding and appreciation of self and others, and furthers aesthetic growth through visual discrimination.

MUSIC

Music provides instruction in singing concepts and skills, theory, rhythmic concepts, listening lessons, and responses to music through moving and playing instruments.

THEATER ARTS

Theater arts explore the expressive use of the body and voice, creative drama, and aesthetic growth through appreciation of theatrical events.

ACADEMIC HONESTY

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct and the home campus Academic Honesty Policy. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The

determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. (EIA local)

BILINGUAL/ESL PROGRAM

The bilingual program facilitates mastery of the English language, while students learn basic skills in Spanish and English. The English as a Second Language program is designed for students of limited English proficiency who speak a primary language other than Spanish or English. The program also provides for carefully structured and sequenced mastery of English skills. Students who qualify for the bilingual/ESL programs attend one of the cluster schools in the district. Transportation is provided from the student's home.

CREDIT-BY-EXAM TESTING SCHEDULE

2005-2006

Elementary Schools

Test Date	Application Deadline	Eligible Students	Test
August 7, 2005 – August 18, 2006*	July 18, 2005	Enrolled Students in Grades K - 5	Without Prior Instruction
May 7, 2006 – May 18, 2006	April 18, 2006	Enrolled Students in Grades K - 5	Without Prior Instruction

*Elementary students new to North East may take Credit-by-Exam within first 6 weeks of school

GIFTED AND TALENTED PROGRAMS

NEISD has a unique program for gifted elementary students grades K-5. To qualify, students need to score in the high 90's on a majority of the standardized tests given. Students who have been tested and identified as intellectually and academically gifted will attend G/T classes for 2.5 to 5 hours each week. **Nominations must be made prior to the second week of school for 2nd – 5th graders, prior to the 6th week of school for 1st graders, prior to January 1st for Kindergarteners, and prior to February for middle school.** Current NEISD students that are not nominated by the assigned times will be asked to wait for the following year's testing.

GUIDANCE AND COUNSELING

Guidance focuses on helping children through developmental stages. A full-time counselor is on each campus to enhance the emotional and social growth of the whole child within the educational framework. Guidance and counseling may be provided on an individual, small group, or classroom setting.

GRADING / PROGRAMS

Checklists (Pre-kindergarten through first grade) and report cards (grades 2 through 5) are sent home every nine weeks. Conferences are scheduled in the fall and spring for all students.

- (90-100) - Excellent
- (80-89) - Very Good
- (75-79) - Satisfactory
- (70-74) - Needs Improvement
- (below 70) - Failing

In handwriting, health, art, music, theater arts, physical education, and conduct the following symbols are used:

- E - Excellent
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory (conduct only)

Promotion/Retention in the elementary school is done on an annual basis at the end of each school year. Determination of student promotion/retention must be based on academic achievement or demonstrated proficiency of the subject matter of the course or grade level [See EIE (local)]. The school principal will ultimately be responsible for the final decision regarding student promotion or retention.

In grades K-1, the District may grant promotions based on assessments other than numerical scores. However, a student may not be promoted to the fourth grade program if the student does not perform satisfactorily on the third grade reading assessment instrument.

In grades 2-5, promotion will be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards for language arts, mathematics, social studies, and science, and a grade of 70 or above in language arts and mathematics.

A student may not be promoted to the sixth grade if the student does not perform satisfactorily on the fifth grade mathematics and reading assessment instruments.

Students enrolled in third grade must meet the new grade advancement requirements of the Texas State law. Students must meet the standard on the reading section of the TAKS during their third grade school year in order to be promoted to the fourth grade. Students will have three opportunities to meet the standard on the test. Students receive accelerated instruction after each test opportunity when they do not meet the standard. These grade advancement requirements will also apply to the reading and mathematics test in Grade 5, beginning in the 2004-2005 school year, and in Grade 8, beginning in the 2007-2008 school year.

KINDERGARTEN

Kindergarten is for children five years old on or before September 1st. All district elementary schools have full-day kindergarten programs.

PREKINDERGARTEN- A pre-kindergarten program is offered to those children who are eligible. In order to qualify for this program a child must be four years old on or before September 1, be unable to speak and comprehend the English language, be from a family whose income is at or below subsistence level or be a child of active duty member of the armed forces, including the child whose parent was injured or killed while serving on active duty. The focus of this program is primarily oral language development and learning experiences, which encourages active involvement to enhance emotional and social growth. Pre-kindergarten is a half-day program. The classes are held at cluster schools, and bus transportation is provided from home schools.

PROGRESS REPORTS

This report informs the students and parents/guardians about progress in a subject and/or citizenship. If progress is not being made, a report is issued between the third or fourth and the sixth or seventh week of a nine-week grading period.

TITLE I

Title I is a federally funded program providing supplemental academic assistance to help meet the needs of all children.

TUTORING

Tutoring is part of the ongoing instructional process and assistance by professional staff is available for students during, before and/or after the school day. Parents/Guardians should ask their child's teacher for more information about programs, which will assist students in academic achievement. Tutoring does not guarantee passing grades, but it should help the student who is having difficulty with specific concepts.

STANDARDIZED TESTING

Students are given achievement, school ability, and competency tests.

ACHIEVEMENT TEST measure what a child has learned in fundamental skills such as reading comprehension, language usage, vocabulary, math concepts, social studies, and science.

SCHOOL ABILITY TEST measure a child's potential for learning, target a child's ability to listen and integrate information, to see relationships, to identify similarities and differences, to follow directions, to classify, to use numerical reasoning, and to comprehend verbal information.

STATE TESTING PROGRAM – As mandated by the 76th Texas Legislature in 1999, The Texas Assessment of Knowledge and Skills (TAKS) was administered beginning in the 2002-2003 school year. At the elementary level, the TAKS will measure the statewide curriculum in reading (Grades 3-5), writing (Grade 4), math (Grades 3-5), and science (Grade 5). The Spanish TAKS is administered at Grades 3 through 6.

SPECIAL EDUCATION

A full range of Special Education services are available. Persons wishing to initiate a referral for possible services should contact the child's home school. Determination of appropriate educational planning and programming is made by the ARD/IEP Committee for each individual student. Services include, but are not limited to the following:

- ***Speech/Language Therapy:*** a program that serves speech and/or language impaired children at all schools
- ***Infant Program:*** for students from 0 - 3 years of age that have been identified as visually or auditorily handicapped or deaf-blind
- ***Resource Classes:*** designed to supplement instruction in the regular education program
- ***Content Mastery Centers:*** designed to supplement instruction for mainstreamed special education students by providing modifications through a collaborative, proactive, problem-solving model to maintain success in regular classes
- ***Alternative Learning Environment (ALE):*** for students who are functioning significantly below average. Emphasis is placed on development of functional academics, self-care, independent living and vocational skills
- ***Partially Self-Contained (PSC):*** an alternative educational setting of smaller groups and individualized activities for students who require more structure and supervision than students in resource classes

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

If a child is experiencing learning difficulties, the parent/guardian may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

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

Contact Person: Judith Moening
Phone Number: 804-7201

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on the campus [see FDB(Local)].

SUMMER SCHOOL

Summer School is offered annually on a tuition basis. The summer school reading and mathematics program allows for students who have been retained to be promoted to the next grade level if they pass the end of program assessment and have not missed more than one day of summer school. "Kinder-Kamp," bilingual, and other elective courses are also available. Specific summer school and bus information is sent home during the spring semester.

CONCERNS REGARDING CURRICULUM PROGRAMS, THE HATCH AMENDMENT, OR BOOKS SHOULD BE ADDRESSED, IN WRITING, TO THE BUILDING PRINCIPAL.

STUDENT RECORDS

STUDENT RECORDS

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school within North East. Both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes (unless otherwise restricted by court order), as do students who are 18 years of age or older. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The Principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. School officials with legitimate educational interests are the persons who have general access to a student's records. Officials from various governmental agencies may also have access to the records. See Family Educational Rights and Privacy Act (FERPA) rights below for the definition of a school official.

Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The confidential nature of student records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, Principal's, Counselor's office or other restricted area designated by the records custodian. The District forwards copies of records on request to a school in which a student seeks or intends to enroll. Parents/Guardians of a minor or of a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the persons who have general access to a student's records.

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents/Guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. Student records may be inspected free of charge. Copies of records are available at a per copy cost, payable in advance.
2. The right to request the amendment of the student's education records if the parent/guardian or eligible student believes they are inaccurate or misleading. Parents/Guardians should write the school principal, identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested, the District will notify the parents/guardians or eligible student of the decision and advise them of their right to a hearing regarding their request. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when they are notified of the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents/guardians and students are not allowed to contest a student's grade in a course through this process.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One such exception permits disclosure to school officials with legitimate educational interests.
A school official is:
 - A. 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);
 - B. A person serving on the School Board;
 - C. 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
 - D. A parent/guardian 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.
 - E. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - F. The District also discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One such exception permits 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/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibility. The District also discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education, at the address below, concerning alleged failures by North East Independent School District to comply with the requirements of FERPA.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**

Directory Information

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the Texas Open Records Act (TPIA) and NEISD Board Policies FL (LEGAL) and (LOCAL), certain information about students is considered directory information. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, school awards and most recent school attended. Parents/Guardians must be notified annually of the right to restrict access to this information. Objections to the release of directory information must be in writing and given to the principal/director of the school where the student is enrolled. Objections must be made within the first ten days of the current school year or within the first ten days of enrollment if the student is new to the district. Unless the information is restricted, the district shall release such information as required by the TPIA.

Right to Opt-Out of Certain Activities

The Protection of Pupil Rights Amendment (PPRA) requires that parents/guardians consent or opt out of participation in student survey, analysis, or evaluation (protected in formation surveys) concerning one or more of the following areas: 1) political affiliations or beliefs of the student or parent/guardian; 2) mental or psychological problems of the student or 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 parent/guardian; 8) income, other than as required by law to determine program eligibility; 9) the collections, disclosure or use of student information for marketing purposes; or 10) certain physical exams and screenings. No surveys of this type are currently scheduled. Should such a survey be offered, each parent/guardian will be offered an opportunity to opt-out.

For more detailed information regarding student records, see Board Policies FL and FL (LOCAL): Student Records. Copies of these policies may be obtained on the Internet at neisd.net or by contacting NEISD Community Relations, 8961 Tesoro Drive, (210) 804-7090.

HEALTH SERVICES

The primary goal of the Health Services program is to maximize each student's potential for growth and development. The services and screening programs help promote health and health education. School health services are not substitutes for the health care that parents/guardians should provide. Rather than relieving parents'/guardians' responsibilities, these services are designed to encourage parents/guardians to devote attention to the student's health, to acquaint them with problems of which they are unaware, and to encourage them to utilize the services of their physician, dentist, and community health agencies. The procedures and guidelines for the school health program follow the regulations and programs that are established by the Texas Education Agency, the Texas Department of State Health Services, and NEISD policies.

CLINIC

The school clinic is used for emergencies and student health care. Any student who is too ill to attend classes will be sent home. ***No student may leave school until he/she has cleared with the attendance office.***

THE SCHOOL NURSE

Each elementary school has a full-time registered nurse who is responsible for the school health program and services provided for the students. The nurse is available for conferences with parents/guardians, teachers, and physicians to ensure the health and safety of each student. If a parent/guardian wishes to discuss his/her student's health or has a question concerning a health program, he/she is asked to call the school nurse.

THE CLINIC ASSISTANT

The clinic assistant is assigned to help the school nurse in the care of the students and works under the supervision of the registered nurse.

Immunization Requirements

State law and NEISD policy require medically validated up-to-date records of immunization to be on file for all students. All students are required to be fully vaccinated against the specified diseases. **ANY STUDENT WHOSE IMMUNIZATION RECORD IS NOT AS UP-TO-DATE AS MEDICALLY FEASIBLE, WILL BE SUBJECT TO AN EXCLUSION FROM SCHOOL.** However, a student may be provisionally enrolled if the student has begun the required immunizations and is AS UP TO DATE AS POSSIBLE and continues to receive the necessary immunizations as rapidly as medically feasible. In-state transfer students, dependents of active duty United States military personnel and homeless students as defined by the McKinney-Vento Act, who are fully immunized or who have begun the required immunizations have 30 days from the date of enrollment to produce the required documentation. Upon receipt of the immunization record, if immunizations are not as up-to-date as medically feasible, the student will be excluded until required doses are received.

State Law and NEISD policy require medically validated up-to-date records of immunization to be on file for all students. Immunization records must be as complete as medically feasible. To claim exclusions for medical reasons or reasons of conscience, including a religious belief, please contact the school nurse or NEISD Health Services at 804-7147.

3 Years of Age

4 Doses	DTP, DTaP (Diphtheria, Tetanus, Pertussis)
3 Doses	IPV (Polio)
1 Dose	MMR (Measles, Mumps, Rubella) on or after 1 st birthday
1 Dose	Hib (Haemophilus influenzae type b) on or after 15 months OR primary series with booster on or after 1 st birthday
3 Doses	Hepatitis B
1 Dose	Hepatitis A (1 st dose recommended on or after 1 st birthday; required on or after 2 nd birthday; minimum spacing between doses is 6 months)
1 Dose	Varicella (chickenpox) on or after 1 st birthday OR statement/date of chickenpox illness
(see chart)	PCV7 (pneumococcal Conjugate Vaccine)

4 Years of Age

5 Doses	DTP, DTaP (Diphtheria, Tetanus, Pertussis) 5 th Dose on or after 4 th birthday OR 4 Doses with 4 th Dose on or after 4 th birthday
4 Doses	IPV (Polio) 4 th Dose on or after 4 th birthday OR 3 Doses with 3 rd Dose on or after 4 th birthday
1 Dose	MMR (Measles, Mumps, Rubella) on or after 1 st birthday
1 Dose	Hib (Haemophilus influenzae type b) on or after 15 months OR primary series with booster on or after 1 st birthday
3 Doses	Hepatitis B
2 Doses	Hepatitis A (1 st dose recommended on or after 1 st birthday; required on or after 2 nd birthday; minimum spacing between doses is 6 months)
1 Dose	Varicella (chickenpox) on or after 1 st birthday OR statement/date of chickenpox illness
(see chart)	PCV7 (pneumococcal Conjugate Vaccine)

Kindergarten and First Grade

5 Doses DTP, DTaP (Diphtheria, Tetanus, Pertussis) 5th Dose on or after 4th birthday
OR 4 Doses with 4th Dose on or after 4th birthday

Students who are 7 years of age or older:

- 3 Doses Tetanus-Diphtheria containing vaccine, one of which must have been received on or after the 4th birthday
- Pertussis vaccine is not required.

4 Doses IPV (Polio) 4th Dose on or after 4th birthday
OR 3 Doses with 3rd Dose on or after 4th birthday

2 Doses Measles (1st Dose on or after 1st birthday)

1 Dose Mumps on or after 1st birthday

1 Dose Rubella on or after 1st birthday

3 Doses Hepatitis B

2 Doses Hepatitis A (1st dose recommended on or after 1st birthday; required on or after 2nd birthday; minimum spacing between doses is 6 months)

1 Dose Varicella (chickenpox) on or after 1st birthday **OR** statement/date of chickenpox illness

Second Grade and Third Grade

(If less than 7 years of age, see First Grade)

3 Doses DTP, DTaP, DT, Td (Diphtheria, Tetanus; Pertussis is not required)
1 Dose must be on or after the 4th birthday

4 Doses IPV (Polio) 4th Dose on or after 4th birthday
OR 3 Doses with 3rd Dose on or after 4th birthday

2 Doses Measles (1st Dose on or after 1st birthday)

1 Dose Mumps on or after 1st birthday

1 Dose Rubella on or after 1st birthday

3 Doses Hepatitis B

2 Doses Hepatitis A (1st dose recommended on or after 1st birthday; required on or after 2nd birthday; minimum spacing between doses is 6 months)

1 Dose Varicella (chickenpox) on or after 1st birthday **OR** statement/date of chickenpox illness

Fourth Grade and Fifth Grade

3 Doses DTP, DTaP, DT, Td (Diphtheria, Tetanus; Pertussis is not required)
1 Dose must be on or after the 4th birthday
1 dose TD(Tetanus) required every 10 years after last dose of DRT/DTaP/DT/Td

4 Doses IPV (Polio) 4th Dose on or after 4th birthday
OR 3 Doses with 3rd Dose on or after 4th birthday

2 Doses Measles (1st Dose on or after 1st birthday)

1 Dose Mumps on or after 1st birthday

1 Dose Rubella on or after 1st birthday

3 Doses Hepatitis B

1 Dose Varicella (chickenpox) on or after 1st birthday **OR** statement/date of chickenpox illness **OR** 2 doses are required if first dose of vaccine given at 13 years of age or older

ALL IMMUNIZATIONS MUST HAVE MEDICAL VERIFICATION. Receipt of all doses up to (and including) 4 days before the student's birthday will satisfy requirements for ALL vaccines. The calendar month prior to or of the 4th birthday is valid for DTP, DTaP, DT and Polio for grades 3-12.

ILLNESS/COMMUNICABLE DISEASES - Students are expected to be free of fever and/or communicable diseases in order to attend school. Parents/Guardians are required to pick up their students as soon as possible if the student develops a fever at school or exhibit other symptoms of illness, injury, or conditions of communicable disease, such as, but not limited to, rash, pinkeye, or live head lice. Medication cannot be given to students with fever in order to keep them in school. Students exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment has been administered and the condition has improved. Under all circumstances, the judgment of the school nurse prevails. A physician's statement may be required before a student is allowed to return to school.

HEALTH CONCERNS - If a student has a health concern and requires medication during the school day, a Medication Administration Request form must be completed by the prescribing physician. Students who require procedures/treatments during the school day will be required to submit the Physician/Parent Request for Administration of Procedures/Treatments form.

These forms also provide important information for the school nurse regarding emergency care and special precautions. The Medication Administration Request and the Physician/Parent Request for Administration of Procedures/Treatments forms must be completed annually and whenever there is a change of medication, dose, procedure, and/or treatment. These forms are available from the school nurse and on the NEISD website at www.neisd.net (Quick Links-Health Services). The school nurse will contact the physician as necessary for information regarding student health concerns, medication, and procedures/treatments. Health concerns and related information will then be shared on an as-needed basis with appropriate school staff to provide appropriate care for your student. Students meeting requirements established in Section 38.015 of the Texas Education Code will be permitted to possess their prescription asthma and/or anaphylaxis medicine with the completion of required forms submitted to the school nurse. House Bill 984 requires a Diabetes Management and Treatment Plan to be developed by the physician and parent for any student with diabetes who needs treatment or care at school. See the school nurse for information and required forms. Students who meet the requirements and possess/use treatment supplies and equipment for diabetes and/or asthma/anaphylaxis medicine are responsible for the medicine and will be subject to disciplinary consequences for any violation of law, District Policy, or the Student Code of Conduct.

EMERGENCY CARD - Emergency telephone numbers are vitally important. An emergency card **must be completed** and returned to the clinic on the second day of school. Current cell, work, and home telephone numbers for parents/guardians, or other adults who are authorized to pick up your child, must be listed. Changes in cell, work, or home telephone numbers are to be sent immediately to the clinic so that contact information is always current. See Student Insurance in this Handbook.

STUDENTS WILL NOT BE RELEASED TO ANY PERSON WHO IS NOT LISTED ON THE EMERGENCY CARD.

EMERGENCY CARE – If a student is hurt or becomes seriously ill at school and the parent/guardian cannot be reached by telephone, the student will be transported by EMS to an emergency room and the parents/guardians will be held responsible for all expenses. The NEISD shall not be responsible for costs of treating injuries or assume liability for any costs associated with an injury at school or at any school-related function.

MEDICATION – All medications for students shall be kept in the school clinic. Short-term prescription medication will only be administered according to the instructions on the prescription container and must be accompanied by a written request from the parent/guardian. Medications to be given daily all year, medications that must be given during certain emergency situations, and medications necessary for the management of chronic conditions must be accompanied by written authorization from the prescribing physician and parent/guardian and will be administered according to the instructions on the prescription container. Other types of medications such as, but not limited to, homeopathic products, vitamins, herbs, dietary supplements, intravenous medications, and medications manufactured outside the United States will not be given. **Parents/Guardians** must bring **ALL** medication to the school clinic and pick up any unused medication from the clinic at the end of the school year. Medication not picked up at the end of the school year by the parent/guardian will be destroyed. **FOR THE SAFETY OF ALL STUDENTS, MEDICATIONS WILL NOT BE SENT HOME WITH STUDENTS AND STUDENTS MAY NOT BRING MEDICATION TO SCHOOL.**

The administration of non-prescription medication is permitted only on a very limited basis (3-5 days) and only with written permission from a parent/guardian. The nurse will contact the physician concerning any questions regarding prescription/non-prescription medications.

NEISD MEDICATION POLICY

- Parents/Guardians must bring all medications to the clinic.
- Medication will not be accepted without the required physician/parent authorization.
- All sample medications provided by a physician for school administration require written authorization from the physician and the parent/guardian.
- Medication may not be kept in the classroom or administered by a teacher in the classroom.
- All medication must be in the original prescription container. When the prescription is filled, ask the pharmacist for an extra labeled bottle for school use. Medication brought to the clinic in containers such as, but not limited to, plastic wrap or bags, foil, jars, paper towels, envelopes, etc. will not be administered.
- Students may not carry **ANY** type of medication (prescription, non-prescription, homeopathic products, vitamins, or over-the-counter health products) on their person, in their lunch box, purse, or book bag/backpack, on the school bus, or place these types of items in their locker. **There are severe disciplinary consequences, including suspension and assignment to an alternative education program or expulsion for possessing, carrying, distributing or placing over-the-counter and prescription medications in the places listed above.**
- Students meeting state and district requirements will be permitted to possess their prescription asthma/anaphylaxis medication with the completion of required forms submitted to the school nurse.
- Students meeting state and district requirements will be permitted to possess their prescription medication, supplies, and equipment required for independent monitoring and treatment of diabetes. All required paperwork must be submitted to the school nurse prior to a student being allowed to possess his/her medication and supplies
- Medication cannot be sent back and forth on the bus. Students are not allowed to take medication home.

- Parents/Guardians must provide all medications. The school **does not** provide any over-the-counter products with the exception of first aid products approved by the Medical Advisory Committee.
- If there are changes in the dose of medication or if a medication is discontinued, written notification from the parent/guardian and/or physician is required. Changes in the dose of medication require a new prescription label.
- The prescription label and the physician's order must match at all times.
- NEISD wants students to understand that taking any kind of medication is a serious responsibility and that medication should only be taken under the direction of a physician and only when medically necessary.

A STRONG MEDICATION POLICY IS A STRONG DRUG POLICY

SCHOOL HEALTH SCREENING PROGRAMS

Students are screened according to the Texas State Board of Education Rules and the school health programs mandated by the Texas Department of State Health Services.

Acanthosis Nigricans Screening: All third and fifth grade students will be screened for a skin marker around the neck that signals high insulin levels in the body. High insulin levels create a potential risk for the development of Type 2 Diabetes in the future. Students who have the skin marker will also be weighed and have their blood pressure taken. The school nurse will contact and send a letter of referral to the parents/guardians if medical evaluation is recommended.

Vision and Hearing Screening: All pre-kindergarten, kindergarten, first, third, and fifth graders, all new students entering school from out-of-state, and all students who are referred for special education programs will be screened by the school nurse for vision and hearing abnormalities. The school nurse will contact and send a letter of referral to the parents/guardians if any abnormality is noted.

Spinal Screening: All fifth grade students will be screened for spinal curves. The school nurse will contact and send a letter of referral to the parents/guardians if any abnormality is noted.

Dental Screening: A visual dental screening is conducted each year in February for third grade students. The screening is coordinated by the NEISD Dental Advisory Committee and is conducted by volunteer dentists from the community. A Parent Dental Screening Report with the results of the screening will be sent home with your student.

Growth Assessment: All students are weighed and measured annually at the beginning of the school year.

In each screening program, parents/guardians who receive a referral letter are asked to schedule an appointment with their physician/specialist. The referral letter should be completed and signed by the physician/specialist and returned to the school nurse. If assistance is needed from community agencies or other resources, please contact the school nurse.

Maturation/Human Sexuality/Abstinence Education Program: The school nurse serves as a resource for teachers in health and safety instruction. The school nurse presents the Maturation Programs for fourth and fifth grade students. Topics discussed in both grades include physical and emotional development, puberty, hygiene, and nutrition. In fifth grade, diseases transmitted by bloodborne pathogens and other body fluids are presented. Parents/ Guardians are encouraged to attend the parent information sessions presented by the school nurse prior to the classroom presentations for the students. Written permission from a parent/guardian is required for student participation in the program. Parents/Guardians are encouraged to contact the school nurse if they have questions about the program.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC) - The NEISD School Health Advisory Council was established to assist the district in ensuring that local community values are reflected in the district's health education curriculum and instruction. The council is appointed each year by the Superintendent and includes parents, administrators, teachers, school nurses, PTA representatives, and consultants from the district; a physician and clergyperson from the community; and community representatives. The Council met seven times during the 2005-2006 school year.

BACTERIAL MENINGITIS

WHAT IS MENINGITIS?

Meningitis is an infection of the fluid surrounding the brain and spinal cord. It is usually caused by viruses, bacteria, parasites, and fungi. Viral meningitis is the most common and least serious. Most people completely recover from viral meningitis. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical treatment.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill but not everyone with meningitis will have the same symptoms. The illness may develop over one or two days but it can also progress very rapidly in a matter of hours. Children (over one year old) and adults with meningitis may have a severe headache, high temperature, nausea, vomiting, sensitivity to bright lights, neck stiffness or joint pain, drowsiness, or confusion. In both children and adults, there may be a rash or tiny red-purple spots that can occur on any part of the body.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

The diagnosis of bacterial meningitis is based on a combination of clinical symptoms and the results of laboratory tests.

HOW SERIOUS IS BACTERIAL MENINGITIS?

Bacterial meningitis is a very serious disease. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. Even with prompt treatment, some cases may result in permanent disabilities such as loss of hearing, loss of vision, mental retardation, paralysis, or limb amputations. Bacterial meningitis can also be fatal.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases such as the common cold or flu. They are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs that cause meningitis 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, eating 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. Being a carrier helps stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system to cause meningitis or serious illnesses.

HOW CAN MENINGITIS BE PREVENTED?

Bacterial meningitis can be prevented by limiting the number of people you kiss and by not sharing food, drinks, utensils, toothbrushes, or cigarettes.

Vaccines that help prevent meningitis are required for young children, if there is a meningitis outbreak in the community, and for people traveling to foreign countries where there is a high risk of getting the disease. A vaccine that can prevent meningitis in adolescents and young adults is strongly recommended between the ages of 11-12 years, at high school entry, or for college freshmen living in dormitories or residence halls. The vaccine is safe and effective (85%-90%). It can cause mild side effects such as redness and discomfort at the injection site lasting up to two days.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek medical attention immediately.

FOR MORE INFORMATION

Your school nurse, family doctor, and the staff at your local or regional Texas Department of State Health Services office are excellent sources of information on all communicable diseases and vaccines. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and at the Texas Department of State Health Services: www.dshs.state.tx.us.

Internet/Network Acceptable Use Guidelines

**Letter for Parents about Student Use of
NEISD Electronic Communications System**

Dear Parents:

The North East Independent School District has established a District-wide electronic communications system to facilitate the educational process and administrative services. This system also allows access to the Internet. The Internet is a global network that contains databases, reference materials, and resources. This global resource can extend students' educational experiences far beyond those currently available through other means.

Along with the use of this resource come certain responsibilities. Although the District provided training in the use of the District's telecommunications network that emphasizes the ethical use of the resource, it is possible your child may access some material you may find objectionable. While the District will take reasonable steps to preclude access to such material through electronic filtering and classroom management, it is not possible for the District to guarantee that it can completely prevent such access.

Please take a few minutes to speak with your child regarding the Student Acceptable Use Policy (AUP). Although District teachers and administrators will continue to emphasize proper behavior, your help in emphasizing the importance of the guidelines will go a long way toward ensuring compliance. I ask that you read the Student Acceptable Use Policy and sign the permission form to indicate your preferences for your child's interaction with the NEISD electronic communications system.

Sincerely,



Richard A. Middleton

Student Acceptable Use Policy (AUP) for the Electronic Communications System

You are being given access to the District's electronic communications system. It will be your responsibility to follow the rules for appropriate use. Any violation of the Student Acceptable Use Policy will result in consequences as prescribed by the Student Code of Conduct found in the NEISD Student-Parent Handbook.

Safety of Self and Others:

- System users will report to their teachers or district/campus administrator any message received that is inappropriate or makes them feel uncomfortable.
- System users will not reveal personal information about themselves or others, such as: phone number, address, password, or username.
- System users will follow appropriate etiquette for both the NEISD network and the Internet to include, but not limited to, the following:
 - Will not agree to meet with someone they met online, without parent/guardian knowledge or participation, while using NEISD equipment or during school related functions.
 - Will not use the system to harm the reputation, harass, or threaten others.
 - Will use appropriate language and images for the educational environment and for the educational activity in which they are currently involved (no swearing, vulgarity, ethnic or racial slurs, or any other inflammatory or threatening language).
 - Will not transmit (send or receive) obscene pictures or messages.

Access and Uses:

- System users will use the NEISD system, primarily, for educational purposes.
- System users will not send messages under a false identity.
- System users will not access personal email accounts.
- System users will not access email of other users.
- System users will not access files and/or documents of other users without permission.
- System users will not use the Internet for financial gain or for political or commercial activity.
- System users will not use the system for purchasing products or services.
- System users will not access inappropriate content for any purposes.
- System users will not use proxy servers to by pass district network security and filters.

Copyright Laws:

- System users will not download and/or install illegally obtained software, including, but not limited to, freeware, shareware, games, demos, hack ware, etc.
- System users will strictly adhere to copyright laws, including Fair Use Guidelines <http://www.copyright.gov/fls/fl102.html>.
- It is the system user's responsibility to obtain and maintain, prior to use or publication, any necessary written permission granting the authority to publish any copyrighted materials, including but not limited to: photographs, images, cartoons, logos, digital sound, and music files.

Illegal Activities:

- System users will not use the system for illegal purposes or any other activity prohibited by the District.
- System users will not download and/or install illegal or illegally obtained software, or personally owned software to include, but not limited to: freeware, shareware, hack ware, etc. on NEISD equipment.

System Security:

- System users will not attempt to harm, vandalize, or destroy equipment or materials.
- System users will not attempt to delete or modify system data or software.
- System users bear the responsibility to ensure that all files brought into the NEISD system are virus free.
- System users bear the responsibility to immediately notify the appropriate NEISD employee of any virus or other disruptive software detected on any NEISD equipment.
- System users will not intentionally infect a computer or network with a virus.

- System users will not engage in activities that disrupt the performance of the network.
- System users will not disclose passwords.
- System users will always immediately report any known violations of the NEISD Acceptable Use Guidelines to a teacher or administrator.
- System users will not access remote systems outside the NEISD network to include but not limited to: ftp, personal websites, personal remote email accounts, etc.
- System users will not gain unauthorized access to system passwords in an attempt to obtain District resources and/or information.
- System users will not attempt to circumvent NEISD network security including but not limited to: hack ware, freeware, and unauthorized shareware.

Respect for System Limitations:

- System users will not download large files from outside the NEISD network without permission from the teacher or district/campus administrator.

NOTE: The District has a large technology infrastructure that exists to support the educational process. Any attempt to damage, disable, gain unauthorized access to data or equipment or illegally copy software is a violation of district policy and applicable Federal laws. The District reserves the right to refer offenders to the appropriate agency(s) for prosecution of said applicable laws.

Students who misuse computers or violate the District's Acceptable Use Policy are subject to disciplinary consequences, which may include, but not limited to, suspension and alternative education placement and/or a loss of computer privileges.

**NEISD Electronic Communications System
Student Acceptable Use Policy (AUP) Permission Form**

I have read the attached NEISD Student Acceptable Use Policy for the Electronic Communications System.

ARENT:

I hereby release the NEISD, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature from my child's use of or inability to use the District system. I will instruct my child regarding the restrictions against accessing materials that violate the district Student Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission for my child to access the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for my child's work to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for photographs of my child to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for videos of my child to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for my child's first name to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
I give permission for my child's first <u>and</u> last name to be displayed by NEISD on the Internet.	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If one or more of the above items have been marked "no", the District will take appropriate steps to comply with your wishes. For more information, contact your school for a copy of Regulation CQ, "Electronic Communication and Data Management.")

STUDENT:

I have reviewed the District Student Acceptable Use Policy for the Electronic Communications System. I also understand that should I violate District policy, my access to District computers may be revoked and/or school disciplinary action may be taken. I understand that this agreement will be considered valid for future years until such time as I notify the school in writing that this agreement is revoked or modified.

Student Name (print) _____ Signature _____ Date _____

Parent (Guardian) Name (print) _____ Signature _____ Date _____

DRESS CODE

PHILOSOPHY AND GENERAL STATEMENT TO PARENTS/GUARDIANS

NEISD believes that school performance and future success are enhanced by appropriate dress and good grooming. Parents/Guardians are strongly urged to work closely with the school to insure their child's adherence to these standards. Parents/Guardians are encouraged to enforce moderate hairstyles and high standards of dress for their students, which at some campuses include standard attire such as uniforms. Parents/Guardians will be serving the welfare of our students and helping us as educators by emphasizing standards of neatness, cleanliness, safety, and decency in dress and grooming.

The Dress Code is in effect for students while attending school functions or school sponsored activities on or off school property. The following rules are to be followed:

1. Hair must be neat and clean. Unconventional hairstyles that are considered to be distracting and/or disruptive to the educational environment are prohibited.
2. Halter tops, exposed midriiffs, strapless and/or low cut tops, exposed backs, spaghetti straps, see-through clothing, and tank shirts are not permitted. Underwear shall not be visible or exposed.
3. Clothing with inappropriate advertising or statements that are offensive or inflammatory (alcoholic beverage, sex, tobacco, drugs, gang, satanic, promoting violence, etc.) is prohibited.
4. Appropriate footwear is required. Footwear that has toes and/or soles reinforced with steel, hard plastic or similar materials is prohibited.
5. Shorts will be permitted provided that the shorts are neatly hemmed and conservative and modest in appearance. However, the shorts must not be higher than mid-thigh. Cutoffs, frayed-hem shorts, bicycle shorts, gym shorts, form fitting and skin-tight shorts or pants of Lycra, spandex, or other similar materials are prohibited.
6. Pants shall be worn securely at the waist. Excessively worn, torn, sagging and/or frayed pants are not permitted.
7. Dresses, skirts, skorts and split-skirts will be permitted provided that they are neatly hemmed, conservative, and modest in appearance. These articles of clothing will not be shorter than mid-thigh in length. Excessively high slits in skirts will not be permitted.
8. Shirts and blouses shall be tucked-in at all times. The principal or designee determines exceptions to this rule.
9. Body piercing ornaments and other similar ornaments will be worn on the ear only.
10. Displaying tattoos and similar body painting(s) that promote violence, reflect gang activity, and that are considered to be offensive and inflammatory are prohibited.
11. Hats, caps, or other head apparel are not permitted.
12. Any wearing apparel or attire that is considered to be distracting and/or disruptive to the educational environment is prohibited. (ex. pajamas, house shoes)

A review of dress and grooming policies will be made periodically and changes will be made as needed.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress and grooming, the final determination will be made by the building principal. Any student who does not comply with the dress code will be removed from the regular school setting until the student complies with this code.

The Principal or designee has the responsibility of determining if a student's attire is disruptive and/or distracting to the educational environment of the school.

Schools adopting a school uniform may have standards that exceed the District's dress code stated above. In addition, the dress code rules and regulations will be more restrictive in an alternative educational program.

UNIFORM EXEMPTION/TRANSFER PROCEDURE - Parents/Guardians with a bona fide religious or philosophical objection to their child(ren) wearing a uniform may apply for an exemption/transfer. Applications are available in the school office. The application is to be returned to the school. The District Uniform Review Committee will review the application and make a recommendation to the NEISD Board of Trustees. Parents/Guardians will be notified of the Board's decision.

SCHOOL BUS

**STANDARDS
OF
SAFETY
AND
CONDUCT**

A school bus is an extension of the classroom and transportation is a privilege for all students who live two miles or more from the school that the student attends. In addition, students who live in areas that have been designated as hazardous also receive bus service. Special education students who have transportation written into their IEP also receive bus service. North East ISD adheres to transportation eligibility policies as defined in the Texas Education Code.

Rights and Responsibilities of the Student

All eligible students who ride school buses have a right to do so free of abuse or harassment, either verbal or physical. Bus riding privileges are conditional based upon appropriate student behavior in accordance with the Student Code of Conduct and the School Bus Rules of Safety and Conduct. All students who ride on a district school bus have a responsibility to:

- Be familiar with and obedient to the School Bus Rules of Safety and Conduct.
- Be familiar with the assigned bus number, schedule, and route.
- Be at the bus stop at least five minutes before the scheduled pickup time.
- Conduct themselves in accordance with the provisions of the Student Code of Conduct while proceeding to and from the bus stops and while waiting at the bus stops. This Code prohibits loitering, littering, trespassing, or creating a nuisance for residents of the community.
- Get on and off the bus at the appropriate stop unless written authorization from a school official permits otherwise.
- Respect the personal and property rights of others.
- Cooperate in investigations of disciplinary cases, and help by volunteering information.

Rights and Responsibilities of the Parent/Guardian

Parents/Guardians can rely on the personnel of the Transportation Department to transport their son or daughter safely. Their son or daughter will be treated with firm, fair, and consistent discipline in an effort to make his/her ride safe. It is also important that the parent/guardian assume certain responsibilities. The parent/guardian has the responsibility to:

- Discuss with the student the importance of being a safe bus rider and explain why it is important to cooperate with the bus driver.
- Explain to the student the safety reasons for standing six feet from the curb or loading point.
- Make sure that the student(s) is at the designated bus stop at least five minutes before the scheduled pickup time.
- Supervise students at the bus stop.
- Read and understand the N.E.I.S.D. Behavior Management Plan for Student Transportation.
- Explain all parts of the plan to the student.
- Make sure that the student does not leave home with play items or other things that may lead to a rule violation.
- Provide written authorization to the school administrators when a student is to be picked up and/or dropped off at another stop on the regular bus route or when the student has a legitimate reason to ride another school bus. Authorizations that have been approved will be delivered to the bus driver.
- Be legally liable for property damage caused by the student.
- Observe loading and no parking zones posted at the school. Extra vehicles, other than buses, pose a threat to the safety of students.
- Fill out cards and other information completely and return to the driver within three days.
- Report to the transportation supervisors any unsafe or unlawful incidents performed by school bus drivers. Also report to the supervisors when the bus driver has been conscientiously performing his/her duties.
- Refrain from boarding or detaining the bus to discuss student, bus, or driver issues with the driver. The route schedule does not permit the time for any unnecessary delay and parental concern/inquiries should be referred to a transportation supervisor. Failure to comply with this directive may result in a misdemeanor fine for disruption of transportation, as authorized by Texas Education Code 37.125.

Rights and Responsibilities of School Administrators

The school bus is an extension of the classroom and discipline will be administered by the school administrators with assistance from bus drivers and transportation staff. School administrators have the responsibility to:

- Provide appropriate support for bus drivers in dealing with student behavior.
- Assist in developing a cooperative working relationship among bus drivers, parents/guardians, and students.
- Ensure student safety in loading and unloading areas by assigning qualified faculty bus monitors.
- Orient students to bus assignments, routes, safety procedures, and appropriate behavior.

- Review and approve parental written authorization when a student is to be picked up and/or dropped off at another stop on a regular bus route or when a student has a legitimate reason to ride another bus. Authorizations that have been approved will be delivered to the bus driver. Extended time periods concerning unique and/or hardship situations must be coordinated with the Transportation Department before granting approval. Additionally, requests for transportation services involving non-eligible students must be coordinated with and approved by the Transportation Department.
- Suspend bus rider privileges for persistent or severe misbehavior (see student misbehavior on the bus).
- Provide assistance to students helping them become more mature and self-disciplined.

Rights and Responsibilities of Faculty Bus Monitors

Faculty bus monitors serve an important part in the safe and expedient loading and unloading of students on the school grounds. Faculty bus monitors can expect bus drivers to follow the established loading and unloading procedures. They can also expect the cooperation of students and drivers. Faculty bus monitors have the responsibility to:

- Become familiar with the Transportation Behavior Management Plan.
- Maintain control over the students in loading and unloading zones.
- Be on duty before the first bus arrives. Remain in the loading and unloading areas to supervise students during bus arrivals and departures.
- Assist the bus driver when a student displays any inappropriate behavior on the bus while on campus during bus arrival and before it departs. This includes authority to remove students from the bus **prior to departure**.
- Make sure that the loading and unloading of students is safe and expedient. This will enable the drivers to maintain their schedules.
- Inform the Transportation Dispatcher when buses have not arrived as scheduled.
- Assist in keeping all unauthorized vehicles out of the bus loading and unloading zones. This is very important especially during PTA meetings, parent days, voting days, and other extracurricular activity days.

General Safety Procedures

1. Students should obey the instructions of the bus driver. At no time will a student act toward, or address comments to, a bus driver in a disrespectful manner or refuse to cooperate with the driver. Unnecessary conversations or talking back to the bus driver or assistant is prohibited.
2. The driver will assign a seat to any student as necessary.
3. Students will board and leave the bus at their assigned designated stops only.
4. It is the responsibility of the parent/guardian to provide transportation to or from school if a child misses the bus.
5. Parents/Guardians will not board the bus to discuss student problems with the driver on the bus. The route schedule will not permit the time to do so. Failure to comply may result in a Disruption of Transportation (\$500 fine). The school administrator or the Transportation Department should be called for assistance.

Procedures for Waiting for the Bus

1. Students will be at their designated bus stop five minutes before scheduled pick-up time. Drivers will not wait or honk. Certain courtesies may be given during inclement weather.
2. Students will stand on the sidewalk or back from the roadway at least 6 ft. while waiting for the bus.
3. When the bus approaches, students will form a line and be prepared to load immediately in an orderly method.
4. Students will stand clear of the bus until it comes to a complete stop.
5. If a student misses the bus, there will be no attempt to stop the bus, nor will the student run after it as it pulls away from the bus stop.
6. Parents/Guardians will instruct their children on what procedures to follow if the bus is missed.

Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Go immediately to the seat. The bus will not move until all students are seated.
4. Students must be ready to depart the school campus no later than 10 minutes after dismissal time. Students will not be permitted to board the bus after the monitor or administrator at the campus has signaled the bus to depart or after the bus has started to move away from the school loading area.

Conduct on the Bus

1. A student will not refuse to sit in his/her assigned seat or deny another student a place to sit.
2. **State Law mandates that all students must be seated while the bus is in motion.** Each student should remain properly seated for the duration of the trip until the bus door opens to unload.
3. To provide maximum protection from injury in the event of an accident, students must be properly seated. Students will face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the aisle. Students are not allowed to put their feet and legs on the seat, lie down in the seat, or to be out of the seat.
4. Normal conversation is permitted. Any loud noises, such as but not limited to, yelling, loud whistling, unsupervised singing or other sounds that may distract the driver and create an unsafe condition, are prohibited.
5. Verbal abuse directed to other persons, or the use of obscene, vulgar or profane language and gestures are forbidden.
6. Students are not permitted to throw objects inside or out of the bus.
7. Students are not permitted to mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
8. The emergency doors, emergency windows, hatches and exit controls should be used by pupils only during supervised drills or actual emergencies.
9. Students will not attempt to operate the passenger door or other driver controls except in cases of extreme emergency or as directed by the drivers.
10. Scuffling, fighting, and other physical contact between students is prohibited on the school bus.
11. Spitting in the bus or out the window is prohibited.

Note: Violations of the underlined rules and procedures are serious violations and will result in the immediate suspension of school bus transportation services as determined by the school administrator.

Unloading Procedures

1. Students will stay seated until the bus is completely stopped.
2. Students will use the handrail and take one step at a time when leaving the bus.
3. Students will wait for their turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident or injury.
4. Students must get on/off the bus at their designated bus stop. To get on/off at a different bus stop, a student must have a signed note from a parent/guardian and school administrator. The note must be given to the driver when boarding the bus.
5. Students will immediately move away after getting off of the bus. Students will not chase or hang onto the bus at any time.
6. If any article drops or rolls near or under the bus, the student will not go after it but instead should ask the driver for help or wait for the bus to depart to retrieve the item.

Crossing the Street or Highway after Getting Off the Bus

1. All students who must cross the roadway must cross, as directed by the driver, in front of the school bus. Students will never cross behind the school bus.
2. All students who must cross the roadway will exit the bus and move to a point at least 15 feet ahead of the right front fender of the school bus and wait for the driver to signal that it is safe to cross.
3. Upon seeing a signal from the bus driver, students will look in both directions and walk directly across the road. Students will **STOP** if the driver sounds the horn while they are in front of the bus. This may prevent students from being hit by a vehicle that is not stopping for the bus loading lights.

Prohibited Items on the Bus

1. Any tobacco products
2. Alcoholic beverages
3. Weapons, explosive devices, drugs, or chemicals
4. Matches or cigarette lighters
5. Glass containers
6. Open food or drinks (no eating or drinking on the bus is permitted).
7. Dead or live animals, birds, or reptiles are not permitted on the school bus without written permission from the school authorities.
8. Any item prohibited on campus is prohibited on the school bus; i.e. radios, tape and CD players, video games. (See Prohibited Items.)
9. All telecommunication devices must be on a non-audible tone and used appropriately.

Band instruments or bulky items for class projects must be held in the student's lap, placed on the floor between the student's legs or under the seat. The items must not take up space required to seat another student. Parents/Guardians will be required to transport student and/or instrument items if it creates a problem.

Violation of some of the above rules will result in immediate suspension of school bus transportation services.

Accidents or Emergencies on the Bus

1. Students are required to follow the driver's instructions.
2. In most cases, students will remain on the bus, seated quietly until directed by the driver to do otherwise.
3. If students must leave the bus, the following procedures must be used for evacuating the bus in emergency situations:
 - A. The student (door assistant) nearest the emergency door will open the door and hold it open.
 - B. Students will leave the bus quietly, calmly, quickly, and in single file.
 - C. All books, bags, instruments, and other loose items will be left in the bus.
 - D. Evacuation will start with the seat closest to the emergency exit.
 - E. Once outside the bus, students will stay in a group and follow the driver's instructions completely.
4. Drivers are required to conduct periodic emergency evacuation drills to familiarize students with emergency procedures. This may occur up to three times per school year for regular bus routes.

Extracurricular Trips on the School Bus

1. Bus rider rules apply to all school sponsored events.
2. Discipline will be the responsibility of the school administrators and/or the trip sponsor.
3. The bus should be free of litter upon completion of the trip and returned to the Transportation Department.

Student Misbehavior on the School Bus

The bus driver shall address minor misbehaviors occurring on the school bus. Drivers will use the following techniques:

- Redirection of behavior
- Verbal and/or written warning
- Call student by name or ask student to correct behavior
- Move student to front seat
- Separate students causing problems
- Place student causing problems in silence
- Driver conference with supervisor
- Assign student or students permanent seats
- Have student sit close to the window next to him/or her
- Have student change topic of conversation
- Use other appropriate alternative behavior management techniques.

The driver will keep a daily journal of misbehavior and corrective actions taken.

If a student's behavior is characterized as persistent misbehavior or serious misbehavior, the driver will complete a bus misconduct form which will be reviewed by the bus driver supervisor prior to submitting it to the campus administrator.

The campus administrator will address the reported misbehavior with the student and parent/guardian. **Serious misconduct, as underlined above, will result in immediate removal from the bus for a period of time to be determined by the school administrator.** For other misbehaviors, a warning shall be given to the student and parent/guardian. A second referral to the administrator will result in a removal from the bus for three days. A third referral will result in a five-day bus removal. A fourth referral will result in a 10 day removal. Any further referral will result in a removal from the bus for the remainder of the semester or year with a minimum removal of ten days.

An administrator addressing a bus referral which is also a violation of the Student Code of Conduct may take additional actions consistent with this document for the specific type of infraction.

The same behavior expectations and disciplinary actions will be taken with special education students unless an ARD committee has developed alternative standards and consequences for the individual student.

ADDENDUM FOR STUDENTS--REQUIRING SPECIAL TRANSPORTATION

A Special Education student may be suspended from bus transportation or receive other discipline for the same reasons as non-disabled student. If the student is receiving Special Needs transportation as recommended by the ARD committee, the days of bus suspension and/or related discipline (if applicable) will be counted into the cumulative ten day total which will require that an ARD committee consider whether the behavior is a manifestation of the disability. If the student's IEP does not specify Special Needs transportation, then the days of bus suspension do not count toward the cumulative ten-day total.

VIDEO CAMERAS ARE USED IN BUSES ON A RANDOM BASIS TO PROMOTE SAFETY BASED ON DISTRICT GUIDELINES

RIDER DATA COLLECTION NOTE: Three times a year, the state requires the District to collect data regarding the number of student riders. Schools will be informed of these days in advance and students may experience up to a 15 minute delay in returning home from school.

District Transportation Department contact numbers:

Central Terminal Department of Transportation 10333 Broadway San Antonio, Texas 78217	Executive Office	657-8808 657-8812 (Fax)
	Operations Manager	657-8814
	Dispatcher	657-8816
	Supervisors	657-8802 and 657-8835
	Routing	657-8805 657-8935 (Fax)
	Special Needs	657-8815 657-8835 (Fax)
	Training	657-8817 657-8835 (Fax)\
	BAC Terminal 12002 Jones-Maltsberger San Antonio, TX 78216	Dispatcher
	Supervisor	491-9982

EMERGENCY PROCEDURES

Fire Drills

Fire drills are held in accordance with the San Antonio Fire Department guidelines and in cooperation with the state organization for fire prevention. The drills are a precautionary measure for the safety of the students. Students will leave the building in the manner prescribed for each classroom. Instructions are posted in each room. All teachers and students should know the procedures for leaving each room and the regulations that help them provide for the safety of everyone. Students are to move quickly in an orderly manner, to refrain from conversation, and to walk independently of others during fire drills. The signal for a fire drill is three bells. The signal to halt is one bell, and the signal to return to class is two bells. If the school is equipped with an automatic fire alarm system the alarm may not use the format listed above.

Tornado Drills

An administrator gives the regular signal for each individual school for a tornado drill over the public address system. Students are to follow directions given by the administrator. They must remain quiet until the all-clear signal is given over the public address system.

Civil Defense/Emergency Drills

The signal for evacuation under the Civil Defense Act is a continuous series of short alarms on the fire signal. The District has established emergency response plans to address any situations that might include, but are not limited to evacuations in order to ensure student safety.

SCHOOL CHOICE GUIDELINES

The NEISD complies with the *Texas Education Code Chapter 25, Admission, Transfer, and Attendance and Chapter 26, Parental Rights and Responsibilities*.

Annually, the Office of Planning will establish caps for all schools based on the projected enrollment, the core and classroom capacity, District and State mandated staffing ratios, the growth rate for each school, and other critical factors that may arise such as construction or above average growth potential.

Parents/Guardians desiring to transfer their child must request the transfer on a School Choice Transfer form obtained at the home campus. Applications for School Choice transfers for the following school year shall be available the first business day of February through the last business day of May of the current school year. A student who completes his or her 11th grade year on a school transfer will be allowed to remain there for his or her senior year, provided a transfer request is granted by the principal. Students who received transfers the previous year will be given priority, but parents/guardians must reapply every year. Each form will be stamped with the date and time it was received by the District. Selection for first-time transfers will be on a “first come-first-serve” basis. No provisions are made for siblings. Each student may file for only one School Choice transfer per year.

Parents/Guardians will be notified when their request has been approved or denied.

Parents/Guardians, whose students are currently in a clustered program, such as the bilingual program, should consider applying for a School Choice transfer, during the timeline outlined above, in anticipation of exit notification (being sent back to their home campus).

Transportation will not be provided and is the responsibility of the parents/guardians for students on School Choice transfers.

A student may have the School Choice transfer revoked by the principal if the student does not follow the rules and regulations of the school. The following reasons are justification for rescinding the School Choice transfers:

1. Excessive tardiness/absences
2. Excessive discipline problems
3. Major violations of the Student Code of Conduct
4. Failing grades for the semester
5. Parent/Guardian requests that the transfer be rescinded
6. Lack of parents/guardians parent cooperation with school policies or procedures

DEFINITIONS
AND
TERMINOLOGY

The following list of definitions is not comprehensive or all-inclusive. These definitions are provided as guidelines only and may be expanded or clarified to address specific situations.

Aggravated Assault

A person commits an offense if the person commits assault as defined in this section and the person:

1. causes serious bodily injury to another; or
2. uses or exhibits a deadly weapon during the commission of the assault.

Aggravated Kidnapping

A person commits an offense if the person intentionally or knowingly abducts another person.

Aggravated Sexual Assault

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

Arson

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

Assault

Assault is defined as:

1. intentionally, knowingly, or recklessly causing bodily injury to another
2. intentionally or knowingly threatening another with imminent bodily injury
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.

Bodily Injury

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

Bullying

Bullying is verbal, written, or physical behaviors, such as but not limited to, intimidating and/or threatening, (ie. having the effect of physically or psychologically harassing a student or placing a student in reasonable fear of harm to his/her person or property), that are initiated by one or more students against a victim. In addition to direct attacks, bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion.

Chemical Dispensing Device

Chemical dispensing device means a device other than a small chemical dispenser sold commercially for personal protection, which 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 Mischief

1. A person commits a criminal mischief offense if, without the effective consent of the owner:
 - a. one intentionally or knowingly damages or destroys the tangible property of the owner; or
 - b. 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
 - c. one intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner, including graffiti on a school building or school property.
2. An offense under this section is a felony if:
 - a. the amount of pecuniary loss is \$1500.00 or more; or
 - b. 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 there is any amount of pecuniary loss to real or to tangible personal property or;
 - c. one intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner, including graffiti on a school building.

Deadly Conduct

A person commits an offense if the person engages in conduct that places another in imminent danger of serious bodily injury.

Deadly Weapon

Deadly weapon means:

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

Deliver/Delivery

Deliver is defined as, but not limited to, transfer, attempt to transfer or in the process of transferring to another a controlled substance, counterfeit substance, drug paraphernalia, or any other item.

Disruption of Classes

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

Disrupting the conduct of classes or other school activities includes, but is not limited to:

- emitting noise of an intensity that prevents or hinders classroom instruction; enticing or attempting to entice a student away from a class or other school activity that the student is required to attend;
- preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend;
- 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, disrupting class activities.
- Public property includes a street, highway, alley, public park, or sidewalk.
- School property includes public school campus or school grounds on which a public school is located and any grounds or buildings used by a school for an assembly or other school-sponsored activity.

Disruptive Activities

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

Disruptive activity is:

1. obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of the school
2. seizing control of a building or portion of a building to interfere with an administrative, educational, research, or other authorized activity
3. preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur
4. disrupting by force or violence or the threat of force or violence a lawful assembly in progress
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

In addition to other illegal drugs (such as LSD, cocaine, marijuana, etc.), many prescription drugs are classified as dangerous drugs or controlled substances. Unauthorized possession or distribution of such substances may result in a mandatory expulsion or mandatory assignment to an alternative education program. Examples include, but are not limited to: Ritalin, Adderall, Klonopin, Codeine, Xanax, Valium and Activan. Abusing one's own prescription drug, giving a prescription drug to another student, or being under the influence of another person's prescription drug may result in a mandatory assignment to an alternate education program or expulsion.

The definition of drugs also includes over-the-counter drugs/medications, steroids, homeopathic remedies, dietary supplements, herbs, vitamins, etc. Abusing an over-the-counter drug, giving or delivering an over-the-counter drug to another student or becoming impaired due to abuse of an over-the-counter drug may result in disciplinary action.

Evasion

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

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

Extortion

A student who obtains from another person anything of value through the use of threats, intimidation, or coercion is guilty of a serious breach of discipline and will be subject to disciplinary action and possible arrest.

Fighting

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

Fireworks

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

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

Gambling

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

Gangs or Crews

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

North East Independent School District believes the presence of gangs and/or gang activities can cause a substantial disruption of, or material interference with school and school activities.

Gives

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

Graffiti

Graffiti includes, but is not limited to, any inscription, slogan, drawing or painting on any surface, which is not part of a teacher approved curriculum or school sponsored activity.

Harassment

Threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Hazing

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

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity

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

Hit List

A list of people targeted to be harmed, using a firearm, a knife, and/or any other object to be used with intent to cause bodily harm.

Indecency with a Child

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

Indecent Exposure

A person commits an act of indecent exposure if the person engages in conduct described in Section 21.08 of the Texas Penal Code or inappropriate display of private body parts through such acts as, but not limited to, 'mooning' or 'flashing'.

Intoxication

Intoxication means any impairment of the normal mental or physical faculties. If the substance causing the impairment is marijuana, a controlled substance, dangerous drug or alcoholic beverage, it is subject to a mandatory or discretionary expulsion or mandatory assignment to an alternative education program. If the substance is unknown, it is subject to a discretionary assignment to an alternative education program pending identification.

Loitering

Loitering is the act of lingering idly or aimlessly about a place, wasting time or dawdling. School property includes the grounds of any public school and any grounds or building used for school sponsored assemblies or activities.

Medication

Medication is defined as any product, natural or synthetic, which may affect a person's health. Such products include prescription drugs, over-the-counter products, homeopathic products, vitamins, herbs, dietary supplements, etc.

Minor Offense

A minor offense is a behavior that is disruptive to the educational process or environment without rising to the level of Category I, II, III or IV offenses (e.g., chewing gum, talking without permission, tardies, etc.).

Nuisance Items

Certain items, considered nuisances by the principal, are not permitted on school premises. Nuisance items include, but are not limited to, radios, tape recorders, and cat-eye contacts. (Tape recorders may be brought to school for academic use with prior approval of the teacher and administration.) Students bringing nuisance items on campus are subject to disciplinary action.

Obscenity/ Pornography/Profanity

Obscenity is defined as a verbal expression or any material depicting or describing sexual conduct, nudity or other matters in an offensive manner. Materials include, but are not limited to, pictures, magazines, books, films, computer discs and inappropriate web sites.

Persistent Misbehavior

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

Possession

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

Public Lewdness

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

Retaliation

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

Search

Search is defined as looking through, inspecting, or exploring carefully and thoroughly.

When principals or their designee have reliable information establishing "reasonable suspicion" that a student, school locker, vehicle or other repository contains, but not limited to, illegal and/or dangerous items, prohibited items or controlled substances, the principals or designee have the right to search that student, desk, locker, vehicle, or repository. Such searches may include, but are not limited to, any book bag, gym basket, vehicle, purse, supply packets, or anything that contains the student's personal effects.

Self Defense

The student must seek to detach himself/herself from the situation and/or obtain help from school personnel. Self-defense is not an acceptable reason for misconduct that seriously disrupts the educational environment, endangers or seriously affects other students.

Sell

Sell is defined as the process of giving up, delivering, or exchanging (property, goods, services, etc.) for money or anything of value.

Serious Bodily Injury

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

Sexual Assault

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

Sexual Harassment

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

Telecommunications Devices

Students having cellular phones or paging devices must keep the devices turned off and not visible during the regular school day. Students who violate this policy shall be subject to established disciplinary measures. District employees shall confiscate any cellular phones or paging devices from students who violate this policy.

Terroristic Threat

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

1. cause a reaction of any type to the person's threat by an official or volunteer agency organized to deal with emergencies
2. place any person in fear of imminent serious bodily injury

3. prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place
4. cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service.

Theft

Theft is defined as taking or possessing of any article of value that belongs to another person without his/her knowledge and/or permission.

Threat

A verbal/written/or physical expression that indicates any type of danger or harm to another individual is a threat. Threats include, but are not limited to, intimidation, coercion, embarrassment, spreading false information, and any intention to injure or hurt a person. Threats will be determined by the Principal or designee and appropriate action will be taken regarding the objectionable behavior.

Tobacco

Students are prohibited from smoking, using or possessing tobacco products on school property, at any school related or sanctioned activity, or in a school vehicle.

Trespassing

Trespassing is defined as entering or remaining on school property, without consent or having knowledge that entry was forbidden.

Schools have the right to eject any person without legitimate business and/or a person who commits an offense or creates a disturbance while on the campus property. In these circumstances, a trespass warning can be requested by an administrator through our North East Police Department (NEPD). An individual who returns to the property after the warning can be arrested or filed on "at large" by the NEPD. A trespass warning is in effect for two (2) years.

Under the Influence

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

Use

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance.

Vandalism (Destruction of or Damage to Property)

Vandalism is the damage or destruction of buildings, security cameras, grounds, vehicles, and/or equipment owned or contracted for by the District will. Vandalism includes graffiti and damage to buses used to transport students to and from school and school-sponsored activities. Students and their parent/guardian will be held financially accountable when a student commits vandalism. In addition, students are subject to disciplinary and legal action.

Offenses to Property

Students are encouraged to take pride in the appearance of their school, including the buildings, the furniture, and the surrounding property. Students are also encouraged to respect the property of others. These attitudes will be evident by clean, well-preserved buildings and a loyal and thoughtful student body.

1. Students are prohibited from vandalizing or otherwise damaging or defacing any property belonging to, rented by, or used by the District or district personnel. Students may be subject to felony criminal penalties if damage exceeds \$1500.00. (Texas Penal Code 28.03)
2. No student shall take, steal, or borrow, any property that does not belong to him or her, without the consent of the person to whom the property belongs. A person shall not, without the consent of the owner, damage or destroy property of the owner (Texas Penal Code 28.04). Students shall be responsible for the care and return of state owned textbooks and may be charged for damages to textbooks or for the replacement of lost textbooks.

Vehicles on Campus

Vehicles parked on school district property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicion exists to do so, with or without the presence or consent of the student. Students are responsible for securing their vehicles and shall not give the keys to others. Students are responsible for any prohibited items found in their vehicles, such as, but not limited to, alcohol, drugs, and weapons, and are subject to disciplinary action. Students are not permitted to remain in or with their vehicle or in the parking area after arriving at the campus. Upon dismissal, students leaving in a vehicle must do so in a timely and safe manner.

Weapons

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

1. Armor-piercing ammunition means handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used principally in pistols and revolvers.
2. Chemical dispensing device means a device, other than a small chemical dispenser sold commercially for personal protection that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.
3. Chinese Star or Chinese Throwing Star means a hand instrument, typically in a star shape with sharp points, designed to cut or stab another by being thrown.
4. Club means an instrument that is specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to the following:
 - a. blackjack
 - b. nightstick
 - c. mace
 - d. tomahawk

NOTE: Numchucks, boekens, and boomerangs are examples of clubs.
5. Destructive device means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled.
6. Explosive weapon means any explosive or incendiary bomb, grenade, rocket, or mine, that is designated, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.
7. Firearm means any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily converted for that use.
 - a. any weapon (including a starter gun), which will or is designed to or which may readily be converted to expel a projectile by the action of the explosive
 - b. the frame or receiver of any such weapon
 - c. any firearm muffler or firearm silencer
 - d. any destructive device.
8. Firearm silencer means any device designed, made, or adapted to muffle the report of a firearm.
9. Handgun means any firearm that is designed, made, or adapted to be fired with one hand.
10. Hoax bomb means a device that:
 - a. reasonably appears to be an explosive or incendiary device
 - b. by its design causes alarm or reaction of any type by an official of a public safety agency or a volunteer agency organized to deal with emergencies.
11. Knife means any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument, including but not limited to, items such as pocket knives.
12. Illegal knife means a:
 - a. knife with a blade over five and one-half inches
 - b. a hand instrument designed to cut or stab another by being thrown
 - c. dagger, including but not limited to a dirk, stiletto, and poniard
 - d. Bowie knife, sword, or spear
 - e. crossbow, bow and arrow, blow gun, Chinese Star and ice pick
 - f. razor carried, designed, made, or adapted to use as a weapon.

13. Prohibited knife includes:
A switchblade knife that has a blade that folds, closes, or retracts into the handle or sheath, and that:
 - a. opens automatically by pressure applied to a button or other device located on the handle
 - b. opens or releases a blade from the handle or sheath by the force of gravity or by the application of centrifugal force (example: a butterfly knife)
14. Knuckles mean any instrument that consists of finger rings or guards made of a hard substance and that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.
15. Machine gun means any firearm that is capable of shooting more than two shots automatically, without manual reloading by a single function of the trigger.
16. Short-barrel firearm means a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a shotgun or rifle if, as altered, it has an overall length of less than 26 inches.
17. Zip gun means a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifle-bore barrel by using the energy generated by an explosion or burning substance.

Other weapons prohibited by law and/or by North East School District Policies include, but are not limited to, the list below:

- BB guns
- Pellet guns
- CO2 and air powered guns
- Guns using gunpowder to expel a projectile.
- Explosives
- Razors
- Fixed blade or lock blade knives
- Stun guns
- Chemical dispensers sold commercially for personal protection which are not covered by the Texas Penal Code (example: Mace, pepper spray, etc.)
- Sling shots
- Pen/pocket knives/any bladed instrument
- Tranquilizer guns
- Paintball guns
- Chains
- Any weapons or instruments, which may be considered dangerous to self or others.

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

SCHOOL DIRECTORY

HIGH SCHOOLS:

WINSTON CHURCHILL	12049 Blanco Road 78216	442-0800
ROBERT E. LEE	1400 Jackson Keller 78213	442-0300
CLAUDIA TAYLOR "LADY BIRD" JOHNSON	TBA	TBA
DOUGLAS MACARTHUR	2923 Bitters Road 78217	650-1100
JAMES MADISON	5005 Stahl Road 78247	637-4400
RONALD REAGAN	19000 Ronald Reagan 78258	482-2200
THEODORE ROOSEVELT	5110 Walzem Road 78218	650-1200
CENTER HIGH SCHOOL	3736 Perrin Central, Bldg. A 78217	637-4950
ACADEMY OF CREATIVE EDUCATION	10333 Broadway 78217	657-8970
ENGINEERING & TECHNOLOGIES ACADEMY	5110 Walzem Road 78218	650-1200
INT'L SCHOOL OF THE AMERICAS (ISA)	1400 Jackson-Keller 78213	442-0404
NORTH EAST SCHOOL OF THE ARTS (NESA)	1400 Jackson-Keller 78213	442-2505
DESIGN AND TECHNOLOGY ACADEMY (DATA)	5110 Walzem Road 78218	650-1200
NORTH EAST TRANSITION SCHOOL	3736 Perrin Central 78217	637-4958
STUDENT REASSIGNMENT CENTER (SRC) & ALTERNATIVE HS (AHS)	103 West Rampart 78216	442-0609

MIDDLE SCHOOLS:

OMAR N. BRADLEY	14819 Heimer Road 78232	491-8300
BARBARA BUSH	1500 Evans Road 78258	491-8450
CLARA DRISCOLL	17150 Jones-Maltsberger 78247	491-6450
DWIGHT EISENHOWER	8231 Blanco Road 78216	442-0500
JOHN NANCE GARNER	4302 Harry Wurzbach 78209	805-5100
BERNARD A. HARRIS, JR	5300 Knoll Creek 78247	657-8880
WILL W. JACKSON	4538 Vance Jackson 78230	442-0550
WALTER KRUEGER	438 Lanark Drive 78218	650-1350
JOSE M. LOPEZ	23103 Hardy Oak 78258	TBA
CHESTER NIMITZ ACADEMY	5426 Blanco Road 78216	442-0450
FRANK M. TEJEDA JR.	2909 East Evans Road 78259	482-2260
EDWARD H. WHITE	7800 Midcrown 78218	650-1400
STUDENT REASSIGNMENT CENTER (SRC) AND ALTERNATIVE MS (AMS)	103 West Rampart 78216	442-0609
ADOLESCENT INTERVENTION CENTER	3736 Perrin Central 78216	637-4958

ELEMENTARY SCHOOLS:

BULVERDE CREEK	3839 Canyon Parkway 78259	491-8325
CAMELOT	7410 Ray Bon 78218	564-1775
CANYON RIDGE	20522 Stone Oak Parkway 78258	482-2285
CASTLE HILLS	101 Honeysuckle 78213	442-0600
CLEAR SPRING	4311 Clear Spring 78217	650-1575
COKER	302 Heimer Road 78232	491-8400
COLONIAL HILLS	2627 Kerrybrook Ct. 78230	442-0725
DELLVIEW	7235 Dewhurst Road 78213	442-0775
EAST TERRELL HILLS	4415 Bloomdale 78218	564-1600
EL DORADO	12634 El Sendero 78233	650-1450
ENCINO PARK	2550 Encino Rio 78259	497-6225
FOX RUN	6111 Fox Creek 78247	564-1725
HARDY OAK	20730 Huebner Rd 78258	481-4000
HARMONY HILLS	10727 Memory Lane 78216	442-0625
HIDDEN FOREST	802 Silver Spruce 78232	491-8425
HUEBNER	16311 Huebner Road 78248	408-5525
JACKSON KELLER	1601 Jackson-Keller 78213	442-0700

LARKSPUR	11330 Bel Air Drive 78213	442-0675
LONGS CREEK	15606 O'Connor Road 78247	657-8750
MONTGOMERY	7047 Montgomery Drive 78239	564-1750
NORTHERN HILLS	13901 Higgins Road 78217	650-1475
NORTHWOOD	519 Pike Road 78209	805-5150
OAK GROVE	3250 Nacogdoches Road 78217	650-1550
OAK MEADOW	2800 Hunter's Green 78231	408-5500
OLMOS	1103 Allena Drive 78213	442-0650
REDLAND OAKS	16650 Redland Road 78247	491-8375
REGENCY PLACE	263 Bitters Road 78217	650-1525
RIDGEVIEW	8223 N. McCullough 78216	805-5200
ROAN FOREST	22710 Roan Park 78259	481-4045
ROYAL RIDGE	5933 Royal Ridge 78239	564-1650
SERNA	2569 N.E. Loop 410 78217	650-1500
STAHL	5222 Stahl Road 78247	564-1675
STEUBING RANCH	5100 Knoll Creek 78247	650-1240
STONE OAK	21045 Crescent Oaks 78258	497-6200
THOUSAND OAKS	16080 Henderson Pass 78232	491-8350
WALZEM	4618 Walzem Road 78218	564-1625
WEST AVENUE	3915 West Avenue 78213	442-0750
WETMORE	3250 Thousand Oaks 78247	481-4029
WILDERNESS OAK	21019 Wilderness Oak 78258	491-8363
WILSHIRE	6523 Cascade 78218	805-5175
WINDCREST	465 Faircrest 78239	564-1650
WOODSTONE	5602 Fountainwood 78233	564-1700
CHILDREN'S INTERVENTION CENTER	2569 N.E. Loop 410 78217	650-1513
CENTRAL ADMINISTRATION	8961 Tesoro Drive 78217	804-7000
BLOSSOM ATHLETIC CENTER	12002 Jones-Maltsberger 78216	491-6100
COMMUNITY EDUCATION	10333 Broadway 78217	657-8866
NORTH EAST POLICE DEPT.	10333 Broadway 78217	655-6859

STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT FORM

North East Independent School District officially adopted a District Behavior Management Plan including a Student Code of Conduct that promotes a positive and constructive approach to the improvement of learning situations and the overall school environment. It was developed through the commitment, cooperation, and involvement of the District's administrators, teachers, parent/guardian, and students in keeping with the guidelines of the Texas Education Code. The Student-Parent Handbook is intended to serve as a resource to students, parents, and staff. This document defines rights and responsibilities of each member of the school community and provides general information regarding District policies, practices, and procedures. The handbook is not an all-inclusive document and may be altered periodically.

Please review this information so that there is a shared understanding of the District's expectations for student behavior and resulting consequences, as well as, the general practices of the District.

Please remove this page and return the signed and completed form as instructed by your campus administration. If you have any questions relating to the Student-Parent Handbook or Code of Conduct, please contact your child's school administration.

I received a copy of the North East ISD Student-Parent Handbook. I understand that I/my child will be responsible for adhering to the rules and procedures as outlined in this document. I am aware of the responsibility for reading and understanding the contents of the document.

Student Name (please print) _____ Grade _____

School _____ Date _____

Student Signature _____

Parent/Guardian
Signature _____

PLEASE COMPLETE AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL