

– SECTION C –

STUDENT CODE OF CONDUCT

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

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

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

PHILOSOPHY OF STUDENT BEHAVIOR AND DISCIPLINE

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

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

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

SUPERVISORS OF STUDENT CONDUCT

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

RESPONSIBILITIES OF SCHOOL COMMUNITY MEMBERS

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

Student Responsibility and District Expectations

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

Students are expected to:

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

9. Participate in assigned academic activities, such as
 - attending all classes.
 - bringing supplies as required for classroom work.
 - talking when it is appropriate.
 - following instructions.
 - doing all assignments.
10. Assume responsibility for maintaining the learning environment, such as
 - coming to school well groomed and dressed appropriately.
 - walking quietly in the school hallways.
 - staying in the classroom seat as required.
11. Take care of the school, such as
 - helping keep it clean.
 - keeping it free from destruction.
 - cooperating with school staff on vandalism cases.
 - helping keep the school a safe place to be.

Parent and/or Guardian Responsibility

Parents have the responsibility to:

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

Teacher Responsibility

Teachers have the responsibility to:

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

15. Encourage work habits that will lead to the accomplishment of both short-term and long-term goals.

Administrator Responsibility

Administrators have the responsibility to:

1. Establish a climate for learning that is conducive to good teacher performance and maximum student growth.
2. Provide appropriate support for teachers in dealing with students who are sent to the office for behaving inappropriately.
3. Implement a flexible curriculum within the limits provided by the district and the state to meet the needs of all students.
4. Promote effective training and discipline based upon fair and impartial treatment of all students using the Student Code of Conduct as a reference point.
5. Encourage parents to keep in regular communication with the school and encourage parental participation in required parent-teacher conferences.
6. Develop a cooperative working relationship among staff and students.
7. Assist students by providing appropriate assistance in learning self-discipline.
8. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
9. Ensure students' safety through maintenance of the school grounds.
10. Work to assure that the physical surroundings are conducive to a learning environment.
11. Manage human and physical resources in a manner that supports the overall goals of the educational program.
12. Appear at school in a well-groomed and appropriately dressed manner.

RULES FOR BEHAVIOR

General Information

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

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

CATEGORIES OF OFFENSES

Category I

1. In accordance with Texas Education Code Section 37.007, a student SHALL BE expelled from school if the student, on school property, on school property of another district, at any district facility, at any school- sponsored or school-related activity on or off of school property, or on a school bus:
 - a. uses, exhibits, or possesses:
 - (1) a firearm (In accordance with federal law, a student who brings a firearm (as defined in 18 U.S.C. Section 921) to school **SHALL BE** expelled from the student's regular campus for a period of at least **one calendar year**);
 - (2) an illegal knife:
 - a. a knife with a blade over five and one-half inches;
 - b. a hand instrument designed to cut or stab by being thrown;
 - c. a dagger, including a dirk, stiletto, or poniard;
 - d. a Bowie knife, sword, or spear;
 - e. a crossbow, bow and arrow, blowgun, Chinese Star, or ice pick;
 - f. a razor carried, designed, made or adapted for use as a weapon.
 - g. a lock-blade knife or fixed blade knife carried for use as a weapon.
 - (3) a club - an instrument designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, such as a blackjack, nightstick, mace, or a tomahawk;
 - (4) a prohibited weapon:
 - a. an explosive weapon;
 - b. a machine-gun;
 - c. a short-barrel firearm;
 - d. a firearm silencer;

- e. a switchblade knife;
 - f. knuckles;
 - g. armor-piercing ammunition;
 - h. a chemical dispensing device;
 - i. a zip gun.
- b. engages in conduct that contains the elements of the offense of:
- (1) aggravated assault, sexual assault, or aggravated sexual assault;
 - (2) arson;
 - (3) murder, capital murder, or criminal attempt to commit murder or capital murder;
 - (4) indecency with a child;
 - (5) aggravated kidnapping;
 - (6) aggravated robbery;
 - (7) manslaughter; or
 - (8) criminally negligent homicide.
- c. sells, gives, delivers to another person or possesses or uses or is under the influence of:
- (1) marijuana if the conduct is punishable as a felony;
 - (2) a controlled substance if the conduct is punishable as a felony; or
 - (3) a dangerous drug if the conduct is punishable as a felony.
- d. sells, gives or delivers an alcoholic beverage to another person if the conduct is punishable as a felony.
- e. commits a serious act or offense while under the influence of alcohol if the conduct is punishable as a felony.
- f. possesses, uses, or is under the influence of an alcoholic beverage if the conduct is punishable as a felony.
2. A student SHALL BE expelled if the student engages in conduct that contains the elements of any offense listed above against any district employee or volunteer in retaliation for or as a result of the person's employment or association with the district, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off of school property.

Note: A student who is younger than 10 years of age shall be removed from class and placed in a discipline alternative education program for engaging in conduct listed above except for firearm offenses. In accordance with federal law, a student who brings a firearm to school will be expelled regardless of age. Due to the seriousness of Category I offenses, assignments to discipline alternative education programs for violations in this category of offenses will be longer in duration than in other categories.

Category II

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

1. while placed in a discipline alternative education program for disciplinary reasons, continues to engage in serious or persistent misbehavior that violates the District's Student Code of Conduct;
2. engages in conduct that contains the elements of the offense of criminal mischief if the conduct is punishable as a felony without regard to whether the conduct occurs on or off of school property;
3. engages in conduct that contains the elements of the offense of assault (intentionally, knowingly, or recklessly causes bodily injury) against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school district without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property;
4. engages in conduct involving a public school that contains the elements of the offense of false alarm or report;
5. engages in conduct involving a public school that contains the elements of the offense of terroristic threat;
6. engages in conduct that contains the elements of the offense of aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student regardless of where the offense occurs;
7. while on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:
 - a. sells, gives or delivers to another person or possesses, uses or is under the influence of any amount of:

- (1) marijuana or a controlled substance;
 - (2) a dangerous drug; or
 - (3) an alcoholic beverage;
- b. engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or an abusable volatile chemical;
- c. engages in conduct that contains the elements of an offense of assault (intentionally, knowingly, or recklessly causes bodily injury to another) against a school district employee or volunteer;
- d. engages in conduct that contains the elements of the offense of deadly conduct;
8. while within 300 feet of school property, as measured from any point on the school's real property boundary line:
- (1) uses, exhibits, or possesses:
 - (a) a firearm;
 - (b) an illegal knife;
 - (c) a club; or
 - (d) a prohibited weapon;
 - (2) engages in conduct that contains the elements of the offense of:
 - (a) aggravated assault;
 - (b) aggravated sexual assault;
 - (c) sexual assault;
 - (d) arson;
 - (e) murder;
 - (f) capital murder;
 - (g) criminal attempt to commit murder or capital murder;
 - (h) indecency with a child;
 - (i) aggravated kidnapping;
 - (j) aggravated robbery;
 - (k) manslaughter; or
 - (l) criminally negligent homicide.
9. engages in conduct that contains the elements of a Title V Penal Code offense, as defined in TEC 37.0081, regardless of where the offense occurs, and the board or the board's designee determines that the student's presence in the regular classroom: threatens the safety of other students or teachers; will be detrimental to the education process; or is not in the best interests of the district's students.
- A student expelled for this offense is subject to placement until:
- a. the student graduates from high school;
 - b. the charges are dismissed or reduced to a misdemeanor offense; or
 - c. the student completes the term of placement or is assigned to another program.
10. is a registered sex offender under court supervision, including probation, community supervision, or parole in which case placement shall be for a minimum of a complete semester.

Category III

1. A student SHALL BE placed in a discipline alternative education program if the student, while on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:
 - a. engages in conduct punishable as a felony;
 - b. engages in conduct that contains the elements of the offense of assault (intentionally, knowingly, or recklessly causes bodily injury to another individual);
 - c. commits a serious act or offense while under the influence of alcohol;
 - d. engages in conduct that contains the elements of the offense of public lewdness or indecent exposure.
2. A student SHALL BE placed in a discipline alternative education program if the student engages in conduct on or off of school property that contains the elements of the offense of retaliation against any school employee.
3. A student SHALL BE placed in a discipline alternative education program based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:
 - a. the student receives deferred prosecution for conduct defined as a felony offense in Title 5, Texas Penal Code;
 - b. a court or jury finds that the student has engaged in delinquent conduct under Section 54.02, Texas Family Code, for conduct defined as a felony offense in Title 5, Texas Penal Code; or
 - c. the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in a conduct defined as a felony offense in Title 5, Texas Penal Code.

Category IV

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

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

DEFINITIONS AND TERMINOLOGY

Aggravated Assault

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

Aggravated Kidnapping

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

Aggravated Sexual Assault

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

Arson

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

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

Students who commit arson may be subject to expulsion.

Assault

Assault is defined as:

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

Bias Motivated Code Violations

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

Bodily Injury

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

Bullying

"Bullying" means engaging in written or verbal expression or physical conduct that a school district board of trustees or the board's designee determines will have the effect of physically harming a student, damaging student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property, or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive education environment for a student.

Capital Murder

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

Chemical Dispensing Device

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

Criminal Attempt

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

Criminal Mischief

1. A person commits a criminal mischief offense if, without the effective consent of the owner one intentionally or knowingly damages or destroys the tangible property of the owner. or one intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person, or makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner, including graffiti on a school building.
2. An offense under this section is a felony if the amount of pecuniary loss is \$1500.00 or more, or the damage or destruction is inflicted on a place of worship or human burial, a public monument, or a community center that provides educational programs and there is any amount of pecuniary loss to real or to tangible personal property, or 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

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

Deadly Weapon

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

Deliver

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

Disruption of Classes

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

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

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

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

Disruptive Activities

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

Disruptive activity is:

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

Drugs

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

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

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

Evasion

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

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

Extortion/Shakedown

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

Fighting

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

Fireworks

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

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

Gambling

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

Gangs or Crews

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

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

Gang Graffiti

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

Gang Law Violations

1. A person commits an offense if the person is a member of, pledges to become a member of, joins or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang.
2. The district may place in a discipline alternative education program 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.

Gang Prohibitions

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

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

Gives

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

Harassment

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

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

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

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

Hazing

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

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

“Hit List”

“Hit list” means a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Indecency with a Child

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

Indecent Exposure

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

Intoxication

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

Lockers/Desks

Lockers/desks remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers/desks. Students have full responsibility for the security of lockers and will make certain they are locked and that the combination is not given to others, if applicable. Searches of lockers/desks may be conducted at any time whether or not students are present.

Loitering

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

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

Minor Offense

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

Murder

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

Nuisance Items

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

Obscenity

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

Organization Hazing

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

Persistent Misbehavior

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

Pornography

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

Possession

Possession means actual care, custody, control, or management. Possession does not require that the person have the object being possessed on his/her person; having an object in one's automobile, locker, bookbag or other area where one 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 in retaliation for or on account of the service of another as a public servant, witness, prospective witness, informant, or a person who has reported the occurrence of a crime.

Search

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

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

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

Students who leave campus without authorization and return are subject to an administrative search. A vehicle that is used to transport students on or off campus without authorization

is subject to an administrative search. Students who are observed in an unauthorized area during school hours are subject to an administrative search.

Self Defense

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

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

Sells

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

Serious Bodily Injury

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

Sexual Assault

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

Sexual Harassment

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

Telecommunications Devices

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

Students having cellular phones or paging devices must keep the devices turned off and not visible during the regular school day. The District shall not be responsible for any damage, theft, or loss of a cellular phone or paging device that a parent voluntarily provides for a student. 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. If a student commits a third violation to this policy in a school year, the privilege of possessing a cellular phone or paging device shall be revoked for the remainder of the school year.

Parents shall be notified within two school days after the cellular telephone or paging device is confiscated. Notification shall also be made to the paging company whose name and address appear on the device. Confiscated cellular telephones or paging devices shall be held by the district for a period of 30 days after notification has been made. Confiscated cellular phones or paging devices shall not be released to students. After the 30-day period has expired, the district may dispose of the cellular telephone or paging device.

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

No cell phones are allowed at the District's Discipline Alternative Education Programs.

Terroristic Threat

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

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

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

Theft

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

Tobacco Usage

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

Trespassing

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

Under the Influence

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

Use

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

Vandalism (Destruction of or Damage to Property)

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their vehicles and will be subject to disciplinary action. Searches of vehicles may be conducted at any time, with or without the presence of the student.

Weapons

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

1. Armor-piercing ammunition means handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used principally in pistols and revolvers.
2. Chemical dispensing device means a device, other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.
3. Chinese Star or Chinese Throwing Star means a hand instrument, typically in a star shape with sharp points, designed to cut or stab another by being thrown.
4. Club means an instrument that is specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to mace, a blackjack, nightstick, or tomahawk. Numchucks, boekens, and boomerangs are also examples of clubs.
5. Destructive device means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explo-

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

Other weapons prohibited by law and/or by Northside School District Policies are listed below.

1. BB guns
2. Pellet guns
3. CO2 and air powered guns
4. Guns using gunpowder to expel a projectile.
5. Explosives
6. Razors

7. Fixed blade or lockblade knives
8. Stun guns
9. Chemical dispensers sold commercially for personal protection which are not covered by the [Texas Penal Code](#) (example: Mace, pepper spray, etc.)
10. Sling shots
11. Pen/pocket knives
12. Tranquilizer guns
13. Laser guns
14. Laser pens or pointers
15. Chains
16. Fireworks of any kind.
17. Any other object used in a way that threatens or inflicts bodily injury on another person.

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

AUTHORITY TO EXPEL/REMOVE

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

A decision regarding suspension, removal to a disciplinary alternative education program, or expulsion may take into consideration the following elements:

- (A) self-defense;
- (B) intent or lack of intent at the time the student engaged in the conduct; intent shall not be a factor in determining if a student has engaged in an offense for which a student may be suspended, removed to a disciplinary alternative education program, or expelled. Intent may be considered in determining location and duration of placement.
- (C) a student's disciplinary history; or
- (D) a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

SANCTIONS

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

WITHDRAWN PRIOR TO HEARING

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

EXPULSION

Responsibilities of Authorized Persons

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

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

Before a student may be expelled under [Texas Education Code](#) Section 37.007, the board or the board's designee must provide the student a hearing at which the student is afforded appropriate due process and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent

or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. If the school district makes a good-faith effort to inform the student and the student's parent or guardian at the time and place of the hearing, the district may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. If the decision to expel a student is made by the board's designee, the decision may be appealed to an administrative committee and that decision may be appealed to the board. The decision of the board may be appealed by trial de novo to a district court of the county in which the school district's central administrative office is located.

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

NOTE: A disabled student may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the Admission, Review and Dismissal committee determines that the misconduct is not a manifestation of the handicapping condition.

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

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

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

Appeal of an Expulsion to an Administrative Committee

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

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

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

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

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

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

Appeal of an Expulsion to the Board of Trustees

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

Appeal of Board's Decision

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

COURT INVOLVEMENT

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

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

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

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

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

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

1. If the student is placed on probation under Section 54.05, Texas Family Code, order the student to attend the juvenile justice discipline alternative education program (Juvenile Justice Academy) from the date of disposition as a condition of probation, unless the

child is placed in a post-adjudication treatment facility.

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

DISCIPLINE ALTERNATIVE EDUCATION PROGRAMS

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

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

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

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

It should be noted that the Texas Education Code does not require the district's discipline alternative education program to provide courses necessary to fulfill a student's high school graduation requirements other than the courses specified above.

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

Northside Discipline Elementary Alternative School

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

The removal to this program requires a hearing before the board's designee.

Northside Discipline Alternative Middle Schools

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

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

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

Students are assigned to the alternative program through a hearing before the board's designee. The board's designee establishes the length of assignment to the alternative program.

Criteria for return to a regular campus will be based on successful days while assigned to the discipline alternative education program.

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

Northside Discipline Alternative High School

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

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

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

The removal to this program requires a hearing before the board's designee.

PLACEMENT OF SENIORS PRIOR TO GRADUATION CEREMONIES IN DAEP

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

PLACEMENT OF CERTAIN STUDENTS IN DISCIPLINARY ALTERNATIVE EDUCATION PROGRAMS

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

1. the student:
 - a. has received deferred prosecution under Section 53.03, Texas Family Code, for conduct defined as a felony offense in Title 5, Texas Penal Code; or
 - b. has been found by a court or jury to have engaged in delinquent conduct under Section 54.03, Texas Family Code, for conduct defined as a felony offense in Title 5, Texas Penal Code; and
2. the board or the board's designee determines that the student's presence in the regular classroom:

- a. threatens the safety of other students or teachers;
- b. will be detrimental to the educational process; or
- c. is not in the interest of the district's students.

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

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

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

The board of trustees or the board's designee may order placement for any period considered necessary by the board or the board's designee. A student placed in a disciplinary alternative education program is entitled to periodic review.

REMOVALS

Teacher Removals

Office Referral by Teacher

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

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

Discretionary Removal by a Teacher

A teacher may **remove from class** a student:

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

Mandatory Removal by a Teacher

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

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

Notification of Student Code of Conduct Violation

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

Interim Placement Pending Conference

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

NOTICE TO STAFF OF SERIOUS OFFENSE

A principal or a principal's designee shall inform each educator who has the responsibility for, or is under the direction and supervision of an educator who has the responsibility for, the instruction of a student who has engaged in any violation listed under Categories I, II, or III of the Student Code of Conduct, including pertinent information contained in the contents of the placement order, if any. Each educator shall keep the information received under this subsection confidential from any person not entitled to the information under this subsection, except that the educator may share the information with the student's parent or guardian as provided for by state or federal law. This section also includes conduct of the student in a previous school district.

SCHOOL RELATED MISCONDUCT

A student shall be removed from class and placed in a discipline alternative education program if the student, 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 school property commits any Category III offense listed on page C-3.

CONDUCT UNRELATED TO SCHOOL

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

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

Permissive Removal

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

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

Reasonable Belief

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

Not Guilty/Insufficient Evidence/Charges Dropped

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

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

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

Appeal to Placement in DAEP for Conduct Unrelated to School

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

The student may not be returned to the regular classroom pending the appeal to the commissioner.

REQUIRED CONFERENCE

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

TERM OF PLACEMENT

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

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

BEYOND END OF SCHOOL YEAR

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

1. The student's presence in the regular classroom or at the student's regular campus poses a danger of physical harm to the student or another individual;
2. The student has engaged in serious or persistent misbehavior that violated the district's Student Code of Conduct.

120 Day + Review of Status

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

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

No Appeal

Any decision made by a Pupil Personnel hearing officer to remove a student to a discipline alternative education program is final and may not be appealed.

NOTIFICATION REQUIREMENTS

1. If a student placed in a discipline alternative education program enrolls in another school district before the expiration of the period of placement, the board of trustees of the district requiring the placement shall provide to the district in which the student enrolls, at the same time other records of the student are provided, a copy of the

placement order. The district in which the student enrolls may continue the discipline alternative education program placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement.

2. The board or the board's designee shall deliver to the student and the student's parent or guardian a copy of the order placing the student in a discipline alternative education program or expelling the student.

PLACEMENT OF STUDENTS WITH DISABILITIES

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

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

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

USE OF CONFINEMENT

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

SUSPENSIONS

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

A suspension may not exceed three days per offense.

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

IN-SCHOOL SUSPENSIONS

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

DETENTION

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

Notice of Assignment to Detention

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

EMERGENCY PLACEMENT AND EMERGENCY EXPULSION

The principal or the principal's designee may order the immediate placement of a student in an alternative placement if the principal or the principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a

teacher's ability to communicate effectively with the students in a class, with the ability of students to learn or with the operation of school or a school-sponsored activity.

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

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

DISCIPLINE MANAGEMENT TECHNIQUES & PROCEDURES

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

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

When imposing discipline, district personnel shall adhere to the following general guidelines: discipline will be administered when necessary to protect students, school employees, or property and maintain essential order and discipline; students shall be treated fairly and equitably; discipline shall be based on a careful assessment of the circumstances of each case; factors to consider shall include the seriousness of the offense, the student's age, the frequency of the misconduct, the student's attitude, the potential effect of the misconduct on the school environment, other pertinent factors such as self-defense, and requirements of State law and the Student Code of Conduct.

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

QUESTIONING STUDENTS

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

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

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

VIDEO SURVEILLANCE DATA

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

PARENT NOTIFICATION

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

PARENTAL LIABILITY FOR SCHOOL PROPERTY

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

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

REPORTS TO LOCAL LAW ENFORCEMENT

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

NORTHSIDE POLICE DEPARTMENT

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

USE OF TRAINED DOGS

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

– SECTION D –

DISTRICT POLICIES AND PROCEDURES

ADMISSION REQUIREMENTS

General Eligibility

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

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

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

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

- a. Power of Attorney;
 - b. Notarized letter or sworn affidavit from parent, guardian, or the adult responsible for the minor child;
 - c. Assignment letter from the Department of Human Services;
 - d. Juvenile Probation, or other agencies;
 - e. Death certificate of natural parent(s);
 - f. Proof of receipt of federal assistance; or
 - g. Other documentation deemed appropriate by the superintendent or superintendent's designee.
5. The person is a homeless child [See also FDC]
- a. A child is "homeless," under the McKinney-Vento Homeless Education Act, if the child lacks a fixed, regular, and adequate nighttime residence. This includes:
 - (1.) Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - (2.) Children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and Migratory children living in circumstances described above.

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

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

Minor Living Apart

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

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

Proof of Admission Eligibility

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

Acceptable documents for verifying address include current utility bills, sales or lease agreements, or other legal documents other than a driver's license which does not require a verified address.

On occasions where a family cannot meet district requirements for proof of residency (i.e., when a family has recently moved in with another family), the resident must show proof of residence and the parent/guardian and resident must complete an Affidavit of Residence.

Withdrawal – Minor Students

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

Withdrawn for Non-Residence

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

High School Equivalency Certificate

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

Substitute for Parent or Guardian

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

Students in Foster Care

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

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

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

Transfers from Other States

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

Texas Youth Commission

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

Military Dependents

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

Court-Ordered Student

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

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

Students in Alternative Education Programs

When a student who was placed in an alternative education program in another school district enrolls in the district before the expiration of that AEP placement, the district may continue the AEP placement or may allow the student to attend regular classes without completing the period of placement.

Expelled from Another District

If a student has been expelled from another school district, the expelling district shall provide to the district a copy of the expulsion order and the referral to the authorized officer of the juvenile court. The district may continue the expulsion under the terms of the order, place the student in an alternative education program for the period specified by the expulsion order, or allow the student to attend regular classes without completing the period of expulsion.

Enrollment

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

Legal Surname

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

Required Documentation

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

1. The child's birth certificate or another document suitable as proof of the child's identity as defined by the commissioner of education in the Student Attendance Accounting Handbook.
2. A copy of the child's records from the school the child most recently attended if he or she was previously enrolled in a school in Texas or in another state; students shall not be denied enrollment or be removed solely because they fail to provide the required documentation in items 1 and 2, above.
3. A record showing that the child has the immunizations required by Texas Education Code Section 38.001, proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission.

Child in DPRS Possession

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

Inconsistent Documentation

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

Missing Documentation

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

Students Under Eleven

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

1. Request from the person enrolling the child the name of each previous school attended by the child;
2. Request from each school identified in Item #1 the school records for the child and,

if the person enrolling the child provides copies of previous school records, request verification from the school of the child's name, address, date, and grades and dates attended; and

3. Notify the person enrolling the student that not later than the thirtieth day after enrollment, or the ninetieth day if the child was not born in the United States, the person must provide:
 - a. A certified copy of the child's birth certificate; or
 - b. Other reliable proof of the child's identity and age and a signed statement explaining the person's inability to produce a copy of the child's birth certificate.

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

False Information

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

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

Exceptions to Age and Residency Requirements

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

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

Residency Review for Extracurricular Activities

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

Grievance Procedure

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

ATTENDANCE - All Levels

Compulsory Attendance Law

Students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their 18th birthday shall attend school for the entire period the program is offered, unless exempted as indicated below. Students enrolled in pre-kindergarten or kindergarten shall attend school.

A person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday shall attend school each school day for the entire period the program of instruction is offered. The district may revoke for the remainder of the school year the enroll-

ment of a person who has more than five unexcused absences in a semester. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds.

Accelerated/Compensatory Programs

A student must also attend:

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

Exemptions

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

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

an appointment with a health care professional shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the District.

Temporary Absence

A student may be excused for temporary absences resulting from any cause acceptable to the teacher, principal, or superintendent. Examples of acceptable reasons include: 1) personal illness, 2) death in the family, 3) family emergency, or 4) any unusual or extenuating circumstance acceptable to the principal or his/her designee.

Reason for Absence

A student absent from school shall provide a note that describes the reason for absence. The note shall be signed by the student's parent or guardian. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian.

Permission to Leave School

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

Parent Contributing to Truancy

Parents must ensure that their child attend school each school day for the entire period the program of instruction is provided. If the parent has been warned in writing that the child has failed to attend school for the amount of time required by law, the attendance officer shall file a complaint against the parent(s) in an appropriate court.

Warning Notice

The district shall notify a student's parent if the student has been absent without excuse on three days or parts of days within a four week period.

The notice must:

1. Inform the parent that:
 - a. It is the parent's duty to monitor the student's school attendance and require the student to attend school, and
 - b. The parent is subject to prosecution under Texas Education Code 25.093; and
2. Request a conference between school officials and the parent to discuss the absences.

The student's parent is subject to prosecution if the parent fails to:

1. require the student to attend school,
2. monitor the student's attendance,
3. attend school conferences to discuss attendance problems,
4. ensure the student does not miss any instructional time.

Exception

Notice to the parent described above is not required if the student is a party to a juvenile court proceeding for conduct indicating a need for supervision.

Defense

Parents are notified in writing by issuance of a "Warning Notice" when attendance becomes a problem. Usually, the parents will also receive a handout of "Suggestions to Parents of Student's with Attendance Problems" and a listing of the student's absences. The fact that a parent did not receive the notice or suggestions does not establish a defense to prosecution.

Students Failure to Attend School

A student who is required to attend school under the compulsory attendance laws and fails to attend school for the amount of time specified without an excuse may be prosecuted for truancy in:

1. a justice court in any precinct in the county in which the individual resides or in which is the school is located.
2. a municipal court in the municipality in which the individual resides or in which the school is located.

Conduct in Need of Supervision

Conduct indicating a need for supervision includes the unexcused voluntary absence of a child on ten or more days or parts of days within a six month period in the same school year, or three or more days or parts of days within a four-week period without the consent of the child's parents. For purposes of a determination that a child is in need of supervision by the juvenile court, "child" does not include a person who is married, divorced, or widowed.

Referral to Attendance Officer

Students in violation of the compulsory attendance law shall be reported to the district attendance officer, who may institute court action as provided by law.

Students in Home Schooling

When the district becomes aware that a student is being or will be home-schooled, the superintendent or designee may request in writing a letter of notification from the parents of their intention to home-school using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

If the parents refuse to submit the letter of notification or if the district has evidence that the school-age child is not being home-schooled within legal requirements, the district may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

Tardiness/Early Pick-ups/Class Period Cuts

If a student misses instruction due to tardiness or early pick-ups, it will be considered a partial day absence and is a violation of the compulsory attendance law. Excessive tardiness can lead to judicial action against the parent and/or student. The student will be disciplined according to campus procedures.

Effects of Absenteeism

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

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

Enforcement of Attendance Policies

Excessive absences from school shall be investigated by school officials. If the problem cannot be resolved between the principal and the parents, the case shall be referred to a district attendance officer who will further investigate the reasons for the absences. Violation of the compulsory attendance law will result in judicial action.

Make-up Work

Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.

Exceptions to Attendance Rules

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

1. The student is participating in a board-approved extracurricular activity or public performance, which is under the direction of a member of the District's professional staff or an adjunct staff member.
2. The student is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program.
3. The student is Medicaid-eligible and participating in the Early and Periodic Screening, Diagnosis, and Treatment Program.
4. The student is observing holy days, including days of travel to or from a site where the

student will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the district.

5. The student has a documented appointment with a health care professional during regular school hours, if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. A student whose absence is excused for an appointment with a health care professional shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the district.

Excused Absences

The following will receive excused absences when all conditions are met:

1. A student who has been referred to a juvenile court for delinquent conduct or conduct indicating a need for supervision shall be excused when:
 - a. The assigned juvenile judge or probation officer has detained the student or required the student to participate in activities related to the student's referral;
 - b. Detention or participation in such activities resulted in absence from class;
 - c. The probation officer communicates the cause of the absence in writing to district personnel; and
 - d. The student successfully completes all missed assignments.
2. A student who has been referred to the Texas Department of Human Services or a county or local welfare unit on the basis that he or she has been abused or is neglected shall be excused when:
 - a. The student's caseworker has required the student to participate in activities related to the student's referral;
 - b. Participation in such activities resulted in the student's absence from class;
 - c. The caseworker communicates the reason for the absence to the district personnel; and
 - d. The student successfully completes all missed assignments.
3. In addition, a student may be excused for temporary absences resulting from any cause acceptable to the teacher, principal, or superintendent. Examples of acceptable reasons include: 1) personal illness, 2) death in the family, 3) family emergency, or 4) any unusual or extenuating circumstance acceptable to the principal or his/her designee.

Extra-curricular and Co-curricular Activities

Students who are participating in an extra-curricular activity approved by the board and under the direction of a professional staff member shall not be counted absent from school. Absences in excess of those permitted will not be considered as extenuating circumstances; consequently, students with unexcused absences because of participation in extra-curricular activities in excess of those limits may not receive credit for work missed during those absences. Students should miss no more than ten days per year (or more than eight days in one semester) for extra-curricular activities.

ATTENDANCE FOR CREDIT

A student shall be given credit for a class only if the student has been in attendance 90 percent of the days the class is offered, unless an attendance committee appointed by the board gives the student credit because there were extenuating circumstances for the absences. The board shall establish guidelines for determining what constitutes extenuating circumstances and shall adopt policies that establish alternative ways for students to make up work or regain credit lost because of absences for extenuating circumstances. The board may establish alternative ways for students with unexcused absences to make up work or regain credit. The alternative ways must include at least one option that does not require a student to pay a fee, but the option must be substantially the same as the availability of the educational program for which the district may charge a fee. This policy does not affect a student's right to excused absence to observe religious holy days.

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days

the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may submit a written petition to the appropriate attendance committee requesting award of credit. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit.

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

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

Attendance Committees

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

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

Attendance Committee Hearing

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

Personal Illness

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

Unexcused Absences

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

Extenuating Circumstances

The board has established the following as extenuating circumstances:

1. Board-approved extracurricular activity or public performance subject to limitations.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent.
5. Juvenile court proceeding documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.

Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered days of attendance for computing the required percentage of days of attendance.

Regaining Credit

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

1. Complete additional assignments, as specified by the committee.
2. Satisfy time-on-task requirements before and/or after school.
3. Attend tutorial sessions as scheduled.
4. Perform community services or campus duties.

5. Maintain the attendance standards for the rest of the semester.
6. Attend an alternative education program.
7. Attend evening high school.
8. Take an examination to earn credit.
9. Attend Saturday school.

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

Grades

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

Appeal of Attendance Committee's Decision

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

Withdrawal for Non-Attendance

The district may initiate withdrawal of a student for nonattendance under the following conditions:

1. The student has been absent 20 consecutive school days.
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

ATTENDANCE BOUNDARIES

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

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

INTRADISTRICT TRANSFERS

Parents may request an intradistrict transfer for their child. Such a request will be considered if it does not affect the assignment or reassignment of another student. Students who live in an attendance zone, or who are moving into an attendance zone, will be allocated slots at the requested school over students petitioning for transfers. The district will not reassign students who live in, or are moving into, an attendance zone to another school in order to accommodate students who request transfers. A transfer approved for an individual student does not in any way create an agreement to transfer siblings of the student.

Transfers will be processed annually during the Spring and Summer months prior to the transfer to avoid disruption of a student's educational placement. If there are mitigating circumstances that necessitate such a disruption during the school year, an intradistrict transfer may be considered on an individual basis. An Intradistrict Administrative Transfer Request may be completed and submitted to the Office of Pupil Personnel with any documentation in support of the request.

Due to the rapid growth experienced annually by the District, many transfer requests will be unable to be granted due to space constraint.

Categories of Intradistrict Transfer

Program Transfer – A student may apply to attend another district school in order to attend a specific Career & Technology Education Program, if the program is not offered at the school to which the student is assigned. A request for a program transfer must be submitted to the school counselor. Such requests are dependent upon the student being admitted to the specific program and require continuous enrollment to remain in effect. The student requesting a program transfer must demonstrate interest, aptitude and ability to benefit from the program. A program transfer may be disapproved for lack of space, absence of needed program or support facilities, low grades, discipline or safety issues, excessive tardiness or absences, or untimeliness of request. A student approved for a program transfer shall be transferred as a full-time student to the school offering the program. Fulfillment of require-

ments includes regular and punctual attendance, good conduct and continued enrollment in the program. Generally, program transfer applications may be submitted in March. Priority consideration shall be given to requests received by April 16, 2010. Requests received after this date shall be processed as parental choice transfers unless the student is new to the district. Confer with your child's counselor to determine dates and times for application to specific programs.

Anticipated Move Transfer – The purpose of the Northside ISD Anticipated Move procedure is to avoid multiple changes of a student's school assignment during a school year. An Anticipated Move Contract permits a family to enroll a child at the school (or the cluster campus, if in elementary school) in the attendance area in which the family will be moving during the school year. That enrollment becomes effective on or after the first day of school so that the child will not be required to change schools at the time of the move during the school year.

Anticipated Move transfer requests must be submitted to the Office of Pupil Personnel. A valid sales or lease contract, signed by all parties, and a document showing the closing or occupancy date must be included at the time the request is submitted.

A student who lives outside Northside boundaries may apply for an Anticipated Move Contract subject to payment of tuition after 30 school days.

May I use an Anticipated Move Contract during the summer months to secure a space for my child?

No, Children who live in a school's attendance area before the beginning of the school year shall receive enrollment priority over students who are moving into the attendance area after the beginning of the school year.

If the child is in secondary school, space will be available and the child shall be enrolled unless an enrollment cap has been established. If the address of the anticipated move is located in an area that is capped to another school, the student shall enroll at the capped school.

If the child is in elementary school, the child's name will be placed on a list in the order that the anticipated move form was received. If space is available, the child's registration will be processed and the child will be placed on a class list the week prior to the beginning of school. If space is not available, the child may enroll at the cluster campus.

If I move from one attendance area to another over the summer, do I need an Anticipated Move Contract?

No. If you have moved into a school's attendance area over the summer, you need only show that proof of residence to the school at your earliest opportunity in order to enroll the child.

Parental Choice Transfer – Parents may request assignment of their child to a different school. Parental choice transfer requests may be denied on the basis of the student's record (e.g., excessive absences or tardies, poor conduct), for lack of timeliness in filing the request, for lack of space, or for the absence of needed program services or support facilities. Spaces available for parental choice transfers may be calculated based upon facility capacity, class size, projected enrollment, and growth; slots may be filled by lottery. Requests to exercise the grandfather provision of the boundary change policy, requests for continued enrollment, and requests for other categories of intradistrict transfers shall be given priority consideration. Due to space constraints, elementary cluster campuses are restricted to transfers from their own sending campuses only. Parental Choice Transfer requests to a school relieved by a boundary change will not be accepted for two school years.

A parent may submit a parental choice transfer request to the Office of Pupil Personnel immediately following Spring Break until the first day of the subsequent school year. However, requests received by April 16, 2010 shall receive priority consideration. Requests submitted between April 16, 2010 and the first day of the subsequent school year shall be placed on a waiting list ordered by date and time received and will be considered if space becomes available after the beginning of the school year.

Cap/Transfer Cluster School

Because of growing enrollment, state-mandated class size requirements, and not enough classrooms, some schools lack space. When the maximum number of student per grade level is reached and if the campus has a vacant classroom, a new teacher may be added. However, because of the disruption of classes the decision may be made to close a campus and not add classes for the remainder of the year. When this decision is made, newly enrolling students will be transferred to a nearby Cluster School, Northside provides student

transportation to Cluster schools. It is therefore important that currently enrolled students re-register for the following year by the deadline determined by the school. Transfers usually affect only new students not returning students unless, the returning students do not return pre-registration materials by the April deadline or unless the returning students do not attend the first day of school of the new fall term. As enrollment stabilizes during the first week of school and vacancies occur, transferred students have the option to return to their home campus. Transfer date determines priority for return.

Administrative Transfer – A transfer may be initiated administratively to assign a student to a different school for reasons including, but not limited to concerns related to discipline, safety, sexual assault, bullying, or extraordinary conditions affecting the family or the school. It must be initiated by the home campus principal or Assistant Superintendent or Executive Director for Elementary or Secondary Administration only if one or more of the conditions described above exist.

Transportation – Except as otherwise provided by state law, district policy, or board action, transportation for a transfer student is the responsibility of the student and family.

Conditions – An intradistrict transfer may be revoked if the student fails to maintain an acceptable record or fails to meet specific program requirements. Once granted, an intradistrict transfer continues in effect as long as the student remains at that level of schooling or until the student becomes ineligible under the transfer guidelines, or the transfer is revoked.

CONTINUED ENROLLMENT

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

Conditions

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

Limited Term

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

Transportation

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

Out of District Move

Students who move out of the district during the school year and ask for a continued enrollment at the campus they've been attending are permitted to remain subject to the conditions described without tuition for the remainder of the grading period. To maintain enrollment for the remainder of the school year, the family must arrange tuition payment through the Office of Pupil Personnel.

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

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

CHANGE OF ADDRESS

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

DRESS AND GROOMING

Research has indicated that student behavior is influenced by student dress and grooming. Consequently, student grooming is the proper concern of school administrators and teachers. In order to help insure proper and acceptable behavior on the part of the student,

it becomes necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear.

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

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

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

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

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

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

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

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

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

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

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

CLOSED CAMPUS

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

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

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

Pledges of Allegiance and Moment of Silence or Silent Activity

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

CAFETERIA

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

Students buying their lunch are responsible for having their money.

Elementary Schools

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

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

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

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

Secondary Schools

Charges are NOT allowed at Middle or High School levels except for Middle and High School A.L.E., L.C.C.E. students or other special education students.

FREE AND REDUCED PRICE MEALS

All households must apply for the lunch program every school year.

All students registering for school within the district will be provided with an application for the Free/Reduced priced meals. The application contains information regarding family size and income level as it relates to Free/Reduced priced meals. Parents must file one application per family. All children living in the household and registered with the district must be included on one application. One application is required per each foster student.

The completed application will be reviewed within ten working days from the date received in the Child Nutrition Department and the parent will then be notified by mail.

New students entering the district will be provided with an application when they register or call 397-4517 to request an application.

STUDENT HEALTH

School Nurse

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

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

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

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

Special Health/Medical Problems

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

1. Permanent or Extended Health/Medical Problems. Parents should complete the Medical Release and Emergency Information Form at the beginning of each school year, or when registering during the year. This information will be kept on file in the nurse's office. Be sure to provide all information requested and to sign the card. The nurse will provide information, as appropriate, to other school personnel.
2. Special Health/Medical Problems Occurring During the School Year.
Students with medical problems for which the family physician feels it is necessary to restrict the student's activity at school should promptly provide the school nurse with a note from the doctor specifying any restrictions and limitations and the time period for which they are expected to apply.
The school nurse will notify the appropriate school personnel and will return a copy of the note to the student/parent to be retained as a record.
3. Temporary/Minor Medical Conditions (e.g. cold, sore throat).
Students may be excused from strenuous activities and/or outdoor play for 1-3 days upon written request from a parent/guardian. A doctor's note is not generally required for such temporary restrictions.

Screening

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

Scoliosis Screening

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

If the screening indicates the student may have an abnormal spinal curvature, the principal

shall send the original of the screening report to the student's parent, managing conservator, or guardian along with a letter advising of the parent's responsibility to select an appropriate health practitioner for an examination.

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

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

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

Vision and Hearing Screening

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

Immunization Requirements for 2009-2010

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

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

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

Measles Two doses of MMR vaccine are required for entry into Kindergarten. Two doses of Measles vaccine are required for students in 1st – 12th grades. First dose shall be administered on or after the first birthday. **Second dose by age 5 or entry into kindergarten.** Physician confirmation of illness is not acceptable, only serological (blood test) confirmation.

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

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

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

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

Hepatitis

Type A Two doses of Hepatitis A required for Pre-kindergarten and Kindergarten. Second dose is required six months after the administration of the first dose.

Type B Three doses required for the following grades: 2009-2010 K-12.

Menactra Meningococcal Conjugate Vaccine protects students 11 years of age and older from Meningitis. One dose is required for students entering 7th grade.

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

Exclusions

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

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

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

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

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

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

Consent to Medical Treatment

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

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

Form of Consent

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

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

Minor's Consent to Treatment

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

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

Administering Medication

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

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

By Volunteer Professionals

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

Civil Liability Immunity

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

Medications

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

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

1. All medications should be taken directly to the school office by the parent. No medication may be kept in the classroom nor may students administer their own medication. If it is necessary to send medication via the child, the parent is encouraged to notify the school office by phone the same day. (Parents are reminded that they are responsible for the medication until it is delivered to a school district employee).
2. Prescription medication must be taken to school in a properly labeled prescription container. Short-term medication (up to two weeks) may be administered upon written request by the parent. Long term medication may be administered only if the physician completes the school's Special Health Form.
3. The administration of non-prescription medication is normally not permitted, but may be authorized by the principal under either of the following conditions:
 - a. If ordered by the child's physician, accompanied by a written request from the parent and brought in the original manufacturer's package.
 - b. If the child is experiencing pain due to causes such as post surgical procedures, injury or dental procedures. In such cases, pain relief medication such as Tylenol, Advil, etc., may be administered if accompanied by a written request from the parent and brought in the manufacturer's package for a period of three days.Any other non-prescription medications cannot be dispensed to, or carried by, a student at school – this includes cold medications, cough syrups, cough drops, throat lozenges, vitamins, and herbal remedies.
4. Parents must pick up leftover medication. Students may take home only empty medication containers. If medicine remains, parents will be informed and medicine will be disposed of two weeks after notification.
5. Prescription medications may well fall under the definition of "controlled substance" or "dangerous drugs." Students will be subject to disciplinary action if they do not adhere to the rules regarding prescription medications.
6. Team physicians, coaches, and trainers may be allowed to administer medications to athletes after receiving signed permission forms from the student's parent or guardian.

Self-Administration of Prescription Asthma Medicine by Students

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

1. prescription label on the medication;
2. the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. a parent of the student provides to the school:
 - a. a written authorization, signed by the parent, for the student to self-administer prescription asthma medicine while on school property or at a school-related event or

activity; and

- b. a written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:
 - i. that the student has asthma and is capable of self-administering the prescription asthma medicine;
 - ii. the name and purpose of the medication;
 - iii. the prescribed dosage for the medicine;
 - iv. the time at which or circumstances under which the medicine may be administered; and
 - v. the period for which the medicine is prescribed.
- c. The physician's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.

Food Allergies

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

DIABETES MANAGEMENT AND TREATMENT PLAN SEC. 168.002

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

BACTERIAL MENINGITIS

What is Meningitis?

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

What are the Symptoms?

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

How serious is Bacterial Meningitis?

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

How is Bacterial Meningitis spread?

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

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

How can Bacterial Meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a

vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

FOR MORE INFORMATION

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

ASBESTOS MANAGEMENT PLAN AVAILABLE

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

USE OF PESTICIDES

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

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

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

ATHLETIC CODE OF CONDUCT

Northside provides a comprehensive athletic program for the benefit of NISD students. The underlying belief exists that participation in a competitive athletic program can provide students an opportunity to learn responsibility, dedication, leadership, hard work, respect for rules, respect for authority and many other positive qualities. Regulations are established to promote these qualities and to help build and maintain a strong athletic program. **It is recognized that some of the expectations for athletes exceed the expectations for the general student body.** Athletes are expected to follow the district policies and all athletic procedures set by the district and the school. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be taken into consideration when determining consequences for rule violations.

It is the desire of Northside district and campus athletic staff to educate and counsel our young athletes on the serious harmful effects of substance abuse and the potential consequences inflicted upon themselves, their families, and their respective teammates should they choose to breach the Athletic Code of Conduct. It is also the intent of the Athletic Code of Conduct to provide a clearly defined course for our student athletes to follow and instill a belief that a one time infraction need not result in a permanent pattern in life.

The use, possession or distribution of illegal substances or an athlete's involvement in theft

on the campus will be addressed accordingly. The athlete will be provided a hearing and investigation. The hearing process will be established by the principal and athletic coordinator on his/her campus. Any athlete found to be in violation of any of the aforementioned infractions will face disciplinary action.

Once guilt has been determined, the General Guidelines for Student Discipline as outlined in NISD Board Policy FO(Local) will be used when possible and applied to all cases concerning the campus athletic code of conduct. The following penalties will be administered throughout the district when infractions occur.

Tobacco

No athlete shall, while on or off school premises, use, possess, distribute or be under the influence of tobacco.

A first offense will result in 2-week suspension of the athlete from game competition. If there are not 2 weeks remaining in that particular sport season, the balance will be fulfilled in the subsequent sport season. A contract will be required.*

A second offense will result in dismissal of the athlete from the athletic program for the remainder of the school year in which the infraction occurred. Another contract will be required.

A third offense will result in dismissal of the athlete from middle school or high school athletics.

Alcohol

No athlete shall, while on or off campus, sell, give, deliver, use, possess or be under the influence of alcohol.

The first offense will result in a 4-week suspension of the athlete from game competition. If there are not 4 weeks remaining in that particular sport season, the balance will be fulfilled in the subsequent sport season. A contract will be required.*

The second offense will result in dismissal of the athlete from athletics for the remainder of the school year. Another contract will be required.

The third offense will result in dismissal of the athlete from middle school or high school athletics.

Illegal Substances

No athlete shall, while on or off campus, sell, give, deliver, use, possess, or be under the influence of illegal substances.

A first offense will result in a 6 week suspension of the athlete from game competition. If there are not 6 weeks remaining in that particular sport season, the balance will be fulfilled in the subsequent sport season. A contract will be required.*

A second offense will result in dismissal of the athlete from middle school or high school athletics.

Theft (on campus)

Any athlete guilty of theft on campus will face the following consequences:

A first offense will result in a 3-6 week suspension of the athlete from game competition determined by the value and circumstances involved in the theft. If there are not 3-6 weeks left in that particular sport season, the balance will be fulfilled in the subsequent sport season. A contract will be required.*

A second offense will result in dismissal of the athlete from athletics for the remainder of the school year. Another contract will be required.

A third offense will result in dismissal of the athlete from middle school or high school athletics.

Behaviors that are identified by the Texas Education Code, Section 37.007, may also result in suspension or dismissal of the athlete from the athletic program. These behaviors are identified in the Student-Parent Handbook and are listed as Category Offenses I, II, III and IV of the Student Code of Conduct and will apply to athletes while on or off the campus. Athletes must remain aware that being a part of an extracurricular activity is considered an honor and a privilege and not a right. Therefore, it requires observance of all discipline policies whether or not an athlete is at school or school-related activities.

The discipline consequences for violation of the Athletic Code of Conduct may include

suspension or dismissal of the athlete from the athletic program. Such actions, if any, shall be taken by head coaches only after consultation with the campus athletic coordinator and school administration. A behavioral contract may also be used following various infractions. Consequences for some rule violations may be addressed by coaches through discipline within the student's athletic program (short term suspensions, reduced playing time, role or position reassignment, contracts, etc.) Additional disciplinary consequences can also be imposed by the appropriate school officials for conduct or behavior that violates the District's Student Code of Conduct.

Note: If the offense occurs during the summer, the suspension will begin with the first week of game competition.

If the offense occurs during the season, the suspension will begin with the next game competition.

If the offense occurs at the end of the season, the remaining suspension games will carry over to the next sport season, starting with the first contest of the next season.

***Contracts**

Upon verification of a first offense of the Athletic Code of Conduct, the athlete will be required to attend a conference in which she/he will be presented a contract among the athlete, parent(s) or guardian(s), campus administrator, and his/her coach and athletic coordinator. The contract will reflect an understanding of the expectations of his/her particular campus and consequences for future rule violations. The contract must be signed by the athlete and his/her parent(s) or guardian(s) prior to his/her reinstatement on the team for competition.

STUDENT INSURANCE

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

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

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

Accident Insurance

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

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

ORGANIZATIONS

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

Membership in these clubs, subject to scholastic qualifications, is open to all students. State law prohibits secret or semi-secret clubs (fraternities). A public school fraternity, sorority, or secret society is hereby defined as: any organization which seeks to perpetuate itself by taking in additional members from the pupils enrolled in such school on the basis of the

decision of its membership, rather than upon the free choice of any student in the school who is qualified by the rules of the school to fill the special aims of the organization.

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

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

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

Athletics - Secondary

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

The athletic program is comprehensive and includes activities sponsored by the U.I.L. Students who are interested in trying out for a sport should contact the head coach for that sport. Eligible students who wish to participate in athletics must first secure their parent(s)' permission and doctor's approval. Blank forms for these permissions and approvals may be obtained from the coach. After the proper signatures are recorded, their properly executed forms are to be returned to the coach.

On occasion, a serious medical problem such as heart arrhythmia may go undetected with catastrophic consequences for a student athlete. Parents and students may wish to discuss with their family physician the advisability of arranging an ECG or other tests not included as a part of the routine preseason athletic physical exam.

Extra-Curricular - Secondary Eligibility for Beginning of School Year

In order to be eligible, a student must be enrolled in the equivalent of two and one-half credits per semester. These credits can be a combination of both state approved and local courses; however, a student must have accrued the designated number of credits in state approved courses in order to be eligible the first six weeks of the school year.

Students in grades 7-12 may participate in extra-curricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses:

1. If a student is beginning the seventh grade year, she/he must have passed from the sixth grade to the seventh.
2. If a student is beginning the eighth grade year, she/he must have passed all but one of the courses required for the seventh grade year.
3. If a student is beginning the ninth grade year, she/he must have completed all courses required for the seventh grade year and have passed all but one of the courses required for the eighth grade year.
4. If a student is beginning his/her second year of high school (grades 9-12), she/he must have earned 5 credits.
5. If a student is beginning his/her third year of high school, she/he must have earned 10 credits, or during the preceding twelve months she/he must have earned 5 credits.
6. If a student is beginning his/her fourth year of high school, she/he must have earned 15 credits to be eligible, or during the preceding twelve months she/he must have earned 5 credits.

Eligibility During the Year

1. A student who is enrolled in a school district in this state or who participates in a University Interscholastic League competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension continues for at least three weeks and is not removed during the school year until the conditions of Section 2 are met. A suspension does not last beyond the end of a school year. For purposes of this section, "grade evaluation period" means:
 - a. the six-week grade reporting period; or
 - b. the first six weeks of a semester and each grade reporting period thereafter, in the case of a school with a grade reporting period longer than six weeks.
2. Until the suspension is removed or the school year ends, a school district shall review the grades of a student suspended at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class, other than an identified honors or advanced class, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall make the determination concerning the student's grades.
3. A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.
4. Suspension from participation in extracurricular competition or other public performance becomes effective seven days after the last day of the six weeks or grading period during which the grade lower than 70 was earned. The seven day interim period begins with the close of school on the last day of the six weeks or grading period and ends seven days later. For example, if the six weeks ends at 3:45 p.m. on April 23, the suspension would take effect at 3:45 p.m. on April 30.
5. Students should not drop a course in order to retain or regain eligibility.

Magnet Schools

Students who attend a NISD Magnet School will represent only their respective magnet campus in school extracurricular activities.

Eligibility Questions

Will changing a student's grade earned the preceding grading period from failing to passing allow the student to regain eligibility for participation in extracurricular activities?

Answer: The only occasions which would permit a student to regain eligibility after receiving a failing grade would be if an error were made in computing the grade average or if an error were made in marking the report card.

Students who have not completed required work prior to the end of the grading period due to an excused absence for illness or other acceptable reason should not be given an F. Instead, they should receive an "incomplete" and be allowed a reasonable time to complete the work.

When does a student with an incomplete become ineligible?

Answer: Seven days after the end of the previous grading period if the "I" is still on the record.

When does a student with an incomplete become eligible?

Answer: Students with an incomplete in a course regain their eligibility when the "I" is replaced with a passing grade. Local district policy dictates the amount of time students have to make up work after a grading period has ended.

Can a student's eligibility be regained if the teacher accepts late work from the previous grading period and averages the student's grade and finds it to be passing?

Answer: The student remains ineligible. The grade earned at the end of the grading period determines a student's eligibility. However, while a student must remain ineligible for a three week period, that does not necessarily preclude the changed grade from being appropri-

ately averaged with other grades used in determining the semester average.

If a student decides to return to a home attendance area school or go to another magnet school after enrolling in a magnet school, is she/he eligible for UIL varsity athletic participation?

No, the student would not be eligible for varsity athletic competition for at least one calendar year.

FIELD TRIPS - COMPETITIVE ACTIVITIES

Any student who intends to be a participant or spectator at an event for which the school provides transportation will be expected to follow the guidelines listed below:

1. Conduct, language and attitude on the bus and at the site of event will reflect the courtesy and proper conduct in keeping with the type of event.
2. School songs and cheers are welcome when the occasion is appropriate.
3. Students will be assigned to buses. A student who rides to an event on a school bus will ride the same bus back to school.
4. Dress on the bus will be the same, as that required at school unless the principal should direct otherwise.

Students who are absent from school the day of the event will not be allowed to participate. The principal must approve exceptions. Sponsors will provide students and parents with a written agenda of the trip which shall include: (1) place, date, and time of departure and return; (2) method of transportation; (3) name, address, and phone number of overnight accommodation if the event involves more than one day; (4) list of items which will be needed by the student while on the trip; (5) schedule of events students will attend or participate in while on the trip. Sponsors shall verify that each student has submitted a permission form signed by the parent or guardian prior to leaving on the trip. If the parent refuses to give permission, the student does not participate. Sponsors and chaperons shall support and enforce the rules and regulations as outlined in the student handbook.

Any student who is a participant or spectator in any competition or who performs a program as a representative of a Northside school or the district (including practice, competition, travel to and from the event, or other related activities) who displays conduct which is disruptive or detrimental to the program including but not limited to being in possession of or under the influence of alcohol, marijuana, hallucinogenic drugs or other prohibited substances of any kind, or attempting to sell, to distribute, or use said prohibited items while at school, at a school facility, at a school-sponsored activity, or on the school bus will be subject to immediate withdrawal from the program for the remainder of the school year and removal to an alternative education program or expulsion from school (Northside Board Policies FNCF (Local), FNC (Local) and EFD (Local)).

TITLE IX

The Northside School District constantly strives to provide a quality educational program to all students by preparing individuals to develop their fullest potential for living in our society.

Instructional programs are provided to help meet the physical, intellectual, and emotional needs of students, and to provide opportunities that will give students a mastery of the basic skill of learning, thinking, and problem solving. All students' needs shall be met without discrimination on the basis of sex.

Students, parents, or any person who believes that a violation of Title IX prohibitions against discrimination and/or harassment on the basis of sex may have occurred will report such allegations to the principal for resolution. Complaints not resolved at the school level may be appealed to the Title IX Coordinator Ray Galindo (elementary school complaints, 210-397-8640) and Stephen Daniel (secondary school complaints 210-397-8639).

SECTION 504

No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district service, program, or activity. 42 U.S.C. 12132;29 U.S.C. 794;34 CFR 104.4(a)

The district designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended, regarding student matters:

Name:	Dr. Don Moecker
Position:	Director
Address:	5651 Grissom, Road, San Antonio, TX 78238
Office Telephone:	(210) 397-8754

THE DISTRICT HAS A SYSTEM OF PROCEDURAL SAFEGUARDS THAT INCLUDE NOTICE, AN OPPORTUNITY FOR THE STUDENTS' PARENT(S) OR GUARDIAN(S) TO EXAMINE RELEVANT RECORDS, AN IMPARTIAL HEARING WITH THE OPPORTUNITY FOR PARTICIPATION BY THE PARENT(S) OR GUARDIAN(S) AND REPRESENTATION BY COUNSEL, AND A REVIEW PROCEDURE.

SIGN LANGUAGE INTERPRETER

NISD in compliance with Section 504 and the Americans with Disabilities Act will provide qualified sign language interpreters for all Deaf and Hard of Hearing individuals who require these services in connection with district activities. Contact your local campus.

SOCIAL EVENTS

All social events scheduled in the Northside schools shall be approved by the school principal. These functions must have adults in attendance. Students who fail to conduct themselves properly at any social function will be asked to leave and will be subject to disciplinary action by the principal. All extracurricular activities (sponsored by or held in the school) are considered to be learning experiences and must be controlled by school personnel.

Parents of seniors should be aware that NISD does not approve, support, or publicize any post-graduation activities other than the Project Graduation one night drug and alcohol free party. Parents are urged to use caution and to carefully investigate advertised graduation trips or cruises sponsored by various companies or organizations.

FIRE DRILLS

Fire drills are conducted for two purposes: (1) to train students to leave the building in an orderly manner and quickly in case of an emergency alarm; and (2) to teach self-control in times of emergency in later life. These aims can be accomplished with student cooperation. When an alarm is sounded, all students should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the students reach the safety zone, they should turn and face the building while remaining in line.

In case of an obstructed fire drill in which an exit is blocked, the students should then proceed to an alternate exit. In doing so, care should be taken to stay in line.

Students will be instructed at their campus as to what signals indicate a fire alarm.

TORNADO/DISASTER DRILLS

1. Most tornadoes in Texas occur in the months of April, May and June.
2. Most tornadoes occur from 12 noon through midnight, and 85% of them occur between the hours of 4:00 p.m. and 6:00 p.m.
3. Approaching tornadoes sound like a continuous rumbling of thunder.
4. Strict discipline will be enforced.
5. During drills, students are to go to designated areas away from windows and doors. Specifically, they should avoid portable buildings with large span beams such as gymnasiums and cafeterias. Students who are outside should go to designated areas.
6. The proper position for students after reaching the designated areas is as follows: kneel on the floor, lean forward and touch the forehead to the floor, then clasp the hands together behind the back of head.

LOCK-DOWN DRILLS

Lock-down drills may be conducted to prepare schools for emergency situations when students and staff may be in imminent danger of serious bodily injury. Each campus has a lock-down procedure specific to that campus. This procedure is communicated to appropriate personnel at each campus.

STUDENT TRANSPORTATION

High school students may be permitted to drive vehicles to school and to park on campus subject to guidelines and regulations published by the school. This privilege may be suspended or terminated by the school administration if it is abused.

Racing cars, go-carts, and motor bikes or similar vehicles are prohibited and may not be driven on District property at any time.

TRANSPORTATION POLICIES

General: The Northside Independent School District, as permitted by the State Board of Education, provides transportation for the normal school day to eligible students. Regular students are qualified for bus transportation who live more than two (2) miles away from their school, or for which there is a certified hazardous situation noted in compliance with Texas Education Code (TEC) Section 42.155(d). Transportation for students requiring special needs transportation is authorized in accordance with Title 34 CFR 300.16.

In order to provide adequate, equitable services to eligible students based on the above guidelines, certain criteria have been established to determine where authorized bus stops will be located on regular routes within the district boundaries. Regular bus stops are designed to ensure optimum route efficiency and resource utilization based on district-wide driver and bus availability. Basic bus stop criteria apply as follows:

1. Regular Routes: The typical walk-to-bus distances are for Pre-Kinder/Elementary is .1 mile and Middle/High School(s) is .2 mile.
2. Special Needs Routes: The Admission, Review and Dismissal (ARD) committee in conjunction with parental/guardian input will determine special needs transportation requirements based on the respective student's needs.

Route Management: Certain criteria are used to determine the use of various locations for bus stops within district boundaries. These stops must be synchronized to ensure optimum route efficiency for all eligible students and resource utilization (driver crew/vehicle availability), district wide. Therefore, each route has its unique composition and certain walk-to-bus distances as provided below are used to facilitate a timely and an effective route system.

Category	Walk-to-Bus Stop Distance
Pre-Kinder/Elementary	.1 mile
Middle/High School	.2 mile

Students Walking to Bus Stops: Parents must assume the responsibility for their students traveling back and forth from home to the bus stop. Additionally, students should be at the designated bus stop for the AM run (pick-up) at least five (5) minutes before the designated pick-up time.

Video Camera on Bus: Northside ISD installs video cameras on buses (assigned/rotational basis) to enhance student safety, pursuant to Texas Education Code 26.009(b), which permits schools to videotape students without parent permission for purposes of maintaining order and discipline. The videos assist drivers, station managers, and school administrators in monitoring student activity. Student awareness of this program provides an incentive to exhibit appropriate behavior, which in turn, results in a much safer environment while traveling on the bus.

However, under FERPA, the parent may only view the video if his or her child is the only student in the video. Typically, the video would reveal the behavior of other students who cannot be viewed by any parent.

The Texas Attorney General has addressed this issue and determined that videotapes made on school buses, on which the driver addresses some students by name and which "show the faces, bodies, and behavior of students of the district" are education records under FERPA and are exempted from disclosure (Texas Attorney General ORD 95-821 (1975)).

Student Behavioral Management: Students who ride buses to and from school will be expected to conduct themselves in a courteous/proper manner. Any student who cannot abide by the transportation rules of conduct and the Student Code of Conduct in Section C of this handbook will be subject to disciplinary action that could result in loss of bus riding privileges.

The following rules (non-inclusive) are provided to ensure a safe trip for all riders on the bus.

1. Cooperate with the transportation staff at all times.
2. Be on time at the bus stop, since the bus cannot wait for those who are tardy. Students should be present at their stop at least five (5) minutes prior to the designated pick-up time.
3. Wait a sufficient distance from the pavement to allow the bus to pull off the road onto the shoulder. Never stand in the roadway while waiting for the bus.
4. Wait in orderly line before boarding the bus.
5. Board and leave the bus carefully and courteously with no shoving or pushing.
6. Cooperate if assigned a seat on the bus.

7. Remain seated in a safe manner at all times while the bus is in motion.
8. Keep arms, head, and/or other parts of the body out of the bus windows. Clothing or other articles should not be extended through the bus windows.
9. Get on and off the bus at the designated bus stop nearest your residence.
10. Bring a signed note from the parent/guardian for permission to get off the bus at a stop other than that previously designated as the regular stop. A school official must authorize this note with a signature, initial, etc. The note must be presented for authorization on the morning of the requested day to allow sufficient time for parent verification.
11. Ride the route to which assigned. In genuine hardship (emergency) situations, i.e., hospitalization of a single parent, the school administrator may approve a temporary assignment of an eligible student to a different route until the family can make other arrangements. Such assignments may not exceed five (5) school days.
12. Do not throw, pitch, or shoot articles within the bus, out of the bus windows, or at any other vehicle.
13. Do not carry harmful or dangerous articles. Explosives, fireworks, knives, weapons, mace, tear gas, etc., are prohibited.
14. Refrain from making excessive noise such as loud talking, screaming, whistling, etc.
15. Do not possess or consume intoxicating beverages, or illegal drugs aboard a bus. This includes, but is not limited to, marijuana and the hallucinatory drugs.
16. Do not use tobacco products on the bus.
17. Do not fight on the bus or at the bus stop.
18. Do not eat, drink, or chew gum on the bus.
19. Do not bring animals on the bus unless authorized by the transportation department.
20. Do not board or leave the bus through the emergency door unless there is an emergency.
21. Do not take or handle any emergency equipment inside the bus.
22. Do not write upon, disfigure or destroy any part of the inside or outside of the bus. (Students who damage school district property will be charged for such damage and disciplinary action(s) that may include loss of bus privileges.
23. Do not use unacceptable language, gestures, or actions.
24. Do not play radios, tape players, or other similar equipment on the bus.
25. Do not behave in any manner that may jeopardize the safe operation of the bus.
26. Band instruments should not be placed in the aisles, in front of the bus or blocking emergency exits. Due to limited space, instruments should be placed on the students' laps, unless there is a vacant seat available.

Consequences For Violation Of School Bus Rules And Regulations

First Offense: (Verbal Warning)

The bus driver/assistant will warn the student(s) verbally for the first incident of misconduct. (Exception: See Major Offense, below.)

Second Offense: (1st Written Offense)

The bus driver/assistant will submit a Bus Safety Report (written report) to the school principal or designee. The document signifies the second warning of misconduct. The administrator will take appropriate action, which may include removal of bus privileges. Copies of the Bus Safety Report will be sent to parents and the Transportation Department to provide information for imposed corrective action.

Subsequent Offenses:

Subsequent Offenses may result in extended or permanent removal of transportation privileges.

Major Offense:

Regardless of sequence, any offense considered major will result in a written report (Bus Safety Report) by the driver and/or immediate removal of bus privileges by the school administrator at his/her discretion as well as discipline sanctions.

Removal Of Transportation Privileges

Students removed from bus service for any offense shall not be allowed to ride another school bus for transportation to and from school during the removal period. The student may also be denied transportation on special trips during this time.

PETS

Animals may not be brought on the school grounds unless a teacher makes a specific request. The teacher must receive approval from the administration and the animal must be properly trained.

SELLING OF ITEMS BY INDIVIDUALS

The selling of items within the school is restricted to clubs or by special permission from the principal. Specifically, the selling of craft items produced at home is prohibited.

VALUABLES/PERSONAL PROPERTY

Students are responsible for the care and custody of personal items. The District will try to provide safe repositories for students' belongings while at school. However, it cannot assume responsibility for lost or stolen items. The District recommends that valuable items such as cameras, jewelry, money, expensive clothing, etc., be left at home.

COMPLAINT RESOLUTION PROCEDURE

1. Complaints shall be discussed initially with the appropriate administrator within 15 calendar days of the event or action that is subject of the complaint.
2. If the complaint is not resolved at one level, the complainant (student, parent, or patron) may address the complaint to the next level within seven calendar days after receipt of a response.
3. A complainant who fails to make a reasonable effort to comply with the time lines for complaint resolution thereby waives his or her right to advance the complaint.

In Levels I-III complaints and response may be either oral or written, as appropriate. However, once either the complaint or the response is presented in writing all future responses or appeals must be in writing.

LEVEL I - CAMPUS LEVEL: Complaints originating at the school level shall first be directed to the building principal. The principal shall hear, or read, the complaint and shall take whatever steps deemed appropriate to attempt to resolve the complaint. Such steps may include a review of relevant information and conferences with the parties directly involved, either jointly or separately.

LEVEL II - PROGRAM LEVEL: Complaints not resolved at the campus level and those more reasonably addressed at the district level may be presented to the appropriate program administrator. Specific programs that have directors to whom complaints should be addressed include special education, transportation, and athletics. All other curricular or instructional issues should be addressed to the Executive Director for Elementary Instruction or the Executive Director for Secondary Education and Career and Technology Education, as appropriate. All other matters should be addressed to the Assistant Superintendent for Elementary Administration or the Assistant Superintendent for Secondary Administration, as appropriate. The Executive Director or Assistant Superintendent may refer the matter to a more appropriate administrator or involve them in the discussion and attempted resolution as she/he determines best.

LEVEL III - SENIOR STAFF LEVEL: Any complaint not resolved at the program level may be appealed to the appropriate deputy superintendent. The Deputy Superintendent involved may hear the complaint, review relevant information, and conduct any investigation or conferences necessary to attempt to resolve the matter; or, at his/her discretion, the deputy superintendent may appoint an impartial panel of 3-5 members to hear the complaint and recommend a ruling.

LEVEL IV - BOARD LEVEL: Complaints that should properly be heard at the board level and those which have not been resolved at Level III may be presented to the Board.

Appeals to the board shall be submitted to the Superintendent in writing and shall include: a statement of the problem and related circumstances; a proposal or recommendation offered as a possible solution; and copies of written responses and summaries of oral responses received at Levels I-III. Upon receipt of an appeal to the board, the Superintendent shall review the case and take additional steps to resolve the complaint or make the necessary arrangements for the complaints to be presented to the board in a timely manner.

RESOURCES AVAILABLE WITHIN THE DISTRICT

The following individuals/programs are available in the district to assist you and your child. You may call the appropriate telephone number for assistance in each area of concern.

Assistant Superintendent for Elementary Administration.....	397-8640
Problems relating to the elementary school operations and administration	
Assistant Superintendent for Secondary Administration.....	397-8639
Problems relating to the secondary school operations and administration	
Attendance Officers.....	397-8180
Questions on home visits, proof of residence, non-attendance, home schooling	
Bilingual/ESL.....	397-8173
Questions regarding difficulties in language other than English that may be spoken	
Excel Academy.....	397-8120
Programs for overage students who are unable to meet the graduation requirements of their home school	
Community Education.....	397-8100
Questions relating to continuing education, GED programs, adult education	
Compensatory Programs.....	397-8555
Programs to assist students at risk of not achieving	
Connections.....	397-0530
Questions regarding families that are homeless	
Director of Guidance and Counseling.....	397-1257
Counseling services	
Director of Pupil Personnel.....	397-8695
Problems relating to student discipline, administrative, parental choice, and career technology transfers, attendance, admissions	
Director of Transportation.....	397-0900
Information regarding bus transportation	
Drug Abuse Specialist.....	397-1265
Chemical dependency problems or concerns	
Evening High School.....	397-7060
Course offerings for high school students	
Executive Director of Elementary Administration.....	397-8819
Executive Director of Secondary Administration.....	397-8819
Executive Director for Elementary Instruction.....	397-8644
Problems related to elementary curriculum and instruction issues	
Executive Director for Secondary Instruction.....	397-8637
Problems related to secondary curriculum and instruction issues	
Director of Special Education.....	397-8742
Problems/programs relating to emotionally or physically disabled students and homebound services	
Health Services.....	397-3551
Questions regarding immunizations, medications, and other health concerns	
Northside Independent School District Police.....	397-5600
Security, safety, criminal mischief, or vandalism information or concerns	
Section 504 Coordinator.....	397-8754
Problems/programs relating to disabled students under Section 504	
Teen Parenting.....	397-8111
Program to assist pregnant and parenting students	

- Section E -

ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

• NORTHSIDE ISD POLICY CQ (LEGAL) • NORTHSIDE ISD POLICY CQ (LOCAL) • NORTHSIDE ISD ADMINISTRATIVE REGULATION FOR ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

NORTHSIDE ISD POLICY CQ (LEGAL)

PEIMS

The District shall participate in the Public Education Information Management System (PEIMS) and through that system shall provide information required for the administration of the Foundation School Program and of other appropriate provisions of the Education Code. The PEIMS data standards, established by the Commissioner of Education, shall be used by the District to submit information. *Education Code 42.006; 19 TAC 61.1025*

CHILDREN'S INTERNET PROTECTION ACT

Under the Children's Internet Protection Act (CIPA), the District must, as a prerequisite to receiving universal service discount rates, implement certain Internet safety measures and submit certification to the Federal Communications Commission (FCC). *47 U.S.C. 254* [See UNIVERSAL SERVICE DISCOUNTS, below, for details]

Districts that do not receive universal service discounts but do receive certain federal funding under the Elementary and Secondary Education Act (ESEA) must, as a prerequisite to receiving these funds, implement certain Internet safety measures and submit certification to the Department of Education (DOE). *20 U.S.C. 7001* [See ESEA FUNDING, below, for details]

DEFINITIONS

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

47 U.S.C. 254(h)(7)(G); 20 U.S.C. 6777(e)(6)

"Technology protection measure" means a specific technology that blocks or filters Internet access. *47 U.S.C. 254(h)(7)*

UNIVERSAL SERVICE DISCOUNTS

An elementary or secondary school having computers with Internet access may not receive universal service discount rates unless the District implements an Internet safety policy, submits certifications to the FCC, and ensures the use of computers with Internet access in accordance with the certifications. *47 U.S.C. 254(h)(5)(A), (I); 47 CFR 54.520*

"Universal service" means telecommunications services including Internet access, Internet services, and internal connection services and other services that are identified by the FCC as eligible for federal universal service mechanisms. *47 U.S.C. 254(c)(3), (h)(5)(A)(ii)*

INTERNET SAFETY POLICY

The District shall adopt and implement an Internet safety policy that addresses:

1. Access by minors to inappropriate matter on the Internet and the World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking," and other unlawful activities by minors on-line;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and

5. Measures designed to restrict minors' access to materials harmful to minors. *47 U.S.C. 254(I)*

PUBLIC HEARING

The District shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy. *47 U.S.C. 254(h)(5)(A), (I)(1)*

INAPPROPRIATE FOR MINORS

A determination regarding what matter is inappropriate for minors shall be made by the Board or designee. *47 U.S.C. 254(I)(2)*

TECHNOLOGY PROTECTION MEASURE

In accordance with the appropriate certification, the District shall operate a technology protection measure that protects minors against access to visual depictions that are obscene, child pornography, or harmful to minors; and protects adults against access to visual depictions that are obscene or child pornography. *47 U.S.C. 254(h)(5)(B), (C)*

MONITORED USE

In accordance with the appropriate certification, the District shall monitor the on-line activities of minors. *47 U.S.C. 254(h)(5)(B)*

CERTIFICATIONS TO THE FCC

To be eligible for universal service discount rates, the District shall certify to the FCC, in the manner prescribed at *47 CFR 54.520*, that:

1. An Internet safety policy has been adopted and implemented.
2. With respect to use by minors, the District is enforcing the Internet safety policy and operating a technology protection measure during any use of the computers.
3. With respect to use by adults, the District is enforcing an Internet safety policy and operating a technology protection measure during any use of the computers, except that an administrator, supervisor, or other person authorized by the District may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

47 U.S.C. 254(h)(5); 47 CFR 54.520

ESEA FUNDING

Federal funds made available under Title II, Part D of the ESEA for an elementary or secondary school that does not receive universal service discount rates may not be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet unless the District:

1. Has in place a policy of Internet safety for minors that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and enforces the operation of the technology protection measure during any use by minors of its computers with Internet access; and
2. Has in place a policy of Internet safety that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene or child pornography; and enforces the operation of the technology protection measure during any use of its computers with Internet access. The District may disable the technology protection measure to enable access to bona fide research or for another lawful purpose.

CERTIFICATION TO DOE

The District shall certify its compliance with these requirements to the Department of Education as part of the annual application process for each program funding year under the ESEA.

20 U.S.C. 6777

STATE FUNDING

A public school that provides a computer used to access the Internet is not eligible for a loan or grant under Subchapter C, Chapter 57, Utilities Code (Telecommunications Infrastructure Fund), unless the school adopts and implements an Internet safety policy under Chapter 32, Subchapter D, of the Education Code or under the federal Children's Internet Protection Act (CIPA). *Education Code 32.152*

"Internet safety policy" in Chapter 32, Subchapter D, of the Education Code means a policy that addresses:

1. Measures designed to restrict access by minors to obscene material on the Internet;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access and other unlawful activities by minors online; and
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

"Obscene" has the meaning assigned by Section 43.21 of the Penal Code.

Education Code 32.151

TRANSFER OF EQUIPMENT TO STUDENTS

The District may transfer to a student enrolled in the District:

1. Any data processing equipment donated to the District, including equipment donated by a private donor, a state eleemosynary institution, or a state agency under Government Code 2175.126;
2. Any equipment purchased by the District; and
3. Any surplus or salvage equipment owned by the District.

Education Code 32.102(a)

Before transferring data processing equipment to a student, the District must:

1. Adopt rules governing transfers, including provisions for technical assistance to the student by the District;
2. Determine that the transfer serves a public purpose and benefits the District; and
3. Remove from the equipment any offensive, confidential, or proprietary information, as determined by the District.

Education Code 32.104

DONATIONS

The District may accept:

1. Donations of data processing equipment for transfer to students; and
2. Gifts, grants, or donations of money or services to purchase, refurbish, or repair data processing equipment.

Education Code 32.102(b)

USE OF PUBLIC FUNDS

The District may spend public funds to:

1. Purchase, refurbish, or repair any data processing equipment transferred to a student; and
2. Store, transport, or transfer data processing equipment under this policy.

Education Code 32.105

ELIGIBILITY

A student is eligible to receive data processing equipment under this policy only if the student does not otherwise have home access to data processing equipment, as determined by the District. The District shall give preference to educationally disadvantaged students. *Education Code 32.103*

RETURN OF EQUIPMENT

Except as provided below, a student who receives data processing equipment from the District under this policy shall return the equipment to the District not later than the earliest of:

1. Five years after the date the student receives the equipment;
2. The date the student graduates;

3. The date the student transfers to another district; or

4. The date the student withdraws from school.

If, at the time the student is required to return the equipment, the District determines that the equipment has no marketable value, the student is not required to return the equipment.

Education Code 32.106

UNIFORM ELECTRONIC TRANSACTIONS ACT

The District may agree with other parties to conduct transactions by electronic means. Any such agreement or transaction must be done in accordance with the Uniform Electronic Transactions Act. *Business and Commerce Code 43.*

NORTHSIDE ISD POLICY CQ (LOCAL)

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

AVAILABILITY OF ACCESS

Access to the District's Electronic Communications System, computers, the Internet, and other computer resources shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

USE BY MEMBERS OF THE PUBLIC

When possible and available and in accordance with the District's administrative regulations, members of the District community may use the District's Electronic Communications Systems, computers, the Internet, other computer resources and software for education or District-related activities, as long as the use:

1. Does not hamper the primary mission of technology for students and staff; and
2. Imposes no measurable cost on the District; and
3. Does not unduly burden the District's computer or network resources.

The equipment, software, and network resources provided through the District are and remain the property of the District. Users of District equipment shall comply with all policies, procedures, and guidelines of the District and access may be denied to any student, employee, or community member who fails to comply with those policies, procedures, and guidelines.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to District's Electronic Communications System, computers, the Internet, and other computer resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all policies and administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with these policies, regulations, and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

PERSONAL SOFTWARE

Personal software may not be loaded on District computers.

DISTRICT SOFTWARE

All software used in District computers must be legally licensed. Proper documentation must be maintained.

INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

MONITORED USE

Electronic mail transmissions and other use of the Electronic Communications System by students and employees shall not be considered private. The District reserves the right to monitor access to and use of e-mail, the Internet, or other network or computer-related activity, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to requests for public records, or disclose messages, data, or files to law enforcement authorities. Monitoring shall occur at any time to ensure appropriate use and it shall be restricted to individuals specifically designated by the Superintendent.

INTELLECTUAL PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's Electronic Communications System.

As agents of the District, employees shall have limited rights to work they create using the District's Electronic Communications System. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

ELECTRONIC COPYRIGHT LAW

The electronic transmission, distribution, or use of copyrighted materials through the District's Electronic Communications System beyond Fair Use without required citation or written permission by the author is prohibited.

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

This presentation of your District's policy is a representation of TASB's record of the District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (Local) for further information.]

NORTHSIDE ISD ADMINISTRATIVE REGULATION FOR ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

The Superintendent or designee will oversee the District's Electronic Communications System.

The Electronic Communications System is defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, e-mail, online class activities and any other technology designated for use by the District for users.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical and safe use of this resource.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ(EXHIBIT E)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ(EXHIBIT F) and policies at FL]

FILTERING

The Superintendent will appoint an Internet Safety committee, to be co-chaired by the Assistant Superintendent and the Executive Director of Technology Services, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school District.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

REQUESTS TO DISABLE FILTER

The Internet Safety committee will approve and disapprove requests from users who wish to use a blocked site for bona fide research or other lawful purposes. Appeals shall be made to the Superintendent or designee.

SYSTEM ACCESS

Access to the District's Electronic Communications System will be governed as follows:

1. Students in all grades will be granted access to the District system, as appropriate.
2. District employees will be granted access to the District's system as appropriate and with the approval of the immediate supervisor.
3. A teacher with any class account(s) will be ultimately responsible for use of that account.
4. The District will require that all passwords be changed every 120 days with a strong recommendation for every 90 days. Refer to Administrative Regulation TEC-02 for additional password requirements.
5. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
6. All users will be required to sign or electronically acknowledge a user agreement annually for issuance or renewal of an account.

TECHNOLOGY SUPERVISION RESPONSIBILITIES

The Superintendent or designees will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
2. Ensure that all users of the District's system annually complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office and/or online if acknowledgment of receipt was made online.
3. Ensure that employees supervise Internet activity of students who use the District's Electronic Communications System.
4. Ensure that employees provide training to students who use the District's system on the appropriate and safe use of this resource.
5. Ensure that all software loaded on computers in the District is consistent with

District standards and is properly licensed.

6. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student on-line safety and proper use of the Electronic Communications System.
7. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Internet Safety committee co-chairs.
8. Be authorized to establish and enforce a retention schedule for messages on the District e-mail system.
9. Be authorized to establish and enforce a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
10. Set and enforce limits for data storage within the District's system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's Electronic Communications Systems:

CONDUCT ON THE SYSTEM:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use. Passwords and other information related to system and network access are restricted to that individual and must never be shared with anyone else.
2. System users may not use another person's system account without written permission from a supervising administrator and approved by the Executive Director of Information and Infrastructure Services, or designee.
3. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
4. System users may not disable, bypass, or attempt to disable or bypass a filtering device on the District's Electronic Communications System.
5. Communications may not be encrypted so as to avoid security review or monitoring by system administrators.
6. System users may not gain unauthorized access to resources or information.
7. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
8. Students may not distribute personal information about themselves or others by means of the Electronic Communications System; this includes, but is not limited to, personal addresses, telephone numbers, or unauthorized pictures.
9. Students should never make appointments to meet people whom they meet on-line and if they receive such requests, students must immediately report it to a teacher or an administrator.
10. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders or loading data from unprotected computers.
12. System users may not send, forward, or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not send, forward, or post chain e-mail. Users may not send, forward, or post any messages that are for personal profit use.
14. System users may not auto-forward District-related e-mail to his or her personal non-District e-mail account. Likewise, non-District related e-mail may not be auto-forwarded to the District e-mail system. When outside of the District, users may access their District-related e-mail through the District provided webmail system.
15. System users may not waste District Electronic Communication System

resources (e.g. e-mail spamming, distribution of videos or photos, listening to web radio, etc.).

16. System users may not make non-District long-distance phone calls without the approval of their supervisor.
17. System users may not send text messages from a District-provided cell phone for non-District purposes.
18. System users must manage electronic mail in accordance with e-mail regulations and established retention guidelines.
19. System users should be mindful that use of school-related electronic mail addresses and fax transmissions might cause some recipients or other readers of that communication to assume they represent the District or school, whether or not that was the user's intention.
20. District-wide e-mail broadcasts must be approved by the Executive Director of Communications.
21. Campus/site-wide e-mail broadcasts must be approved by the campus Principal/Site Administrator.
22. System users may not disconnect or move District computer workstation(s) without first obtaining approval from their campus administrator/department chair/Director. If the District computer workstation(s) require a reconnect to the network and/or configuring, then Technology Services must be contacted. At no time shall users reconfigure District equipment.
23. System users may not connect non-District purchased technology equipment to the Electronic Communications System. Personal laptops are permitted for use by all staff and students at specified campuses. These personal laptops should only be connected to the District's public wireless network called NISD WiFi.
24. Only District evaluated and approved technology may be purchased and used on the Electronic Communications System. Refer to Administrative Regulation TEC-04 for additional requirements.
25. In order to maintain confidentiality of data when using District online applications, users must log out of the application and close the Internet browser of the computer they are using when done.
26. In order to maintain confidentiality of data when using any District applications, in or out of the District, users must take extra precautions to restrict disclosure, access, or viewing of data from people who do not have a need to know (e.g. employees, family, friends).
27. All users with personal wireless laptops must use the District provided wireless which is filtered according to the Children's Internet Protection Act (CIPA) requirements. Users are not to use non-District wireless service providers while on District property.
28. Personal wireless laptops are not to be plugged into the wired network. They are only authorized for wireless connectivity.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading, downloading, or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages and/or signatures is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other Electronic Communications Systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

PARTICIPATION IN CHAT ROOMS AND NEWSGROUPS

Limited to educational and District related activities only, participation in chat rooms and newsgroups accessed on the Internet is permissible for students, under appropriate supervision, and for employees.

DISTRICT WEBSITE

The District will maintain a District Website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Website must be directed to the designated Webmaster. The Executive Director of Communications in collaboration with Technology Services will establish guidelines for the development and format of Web pages controlled by the District. Campus web pages will be linked to the District website by the District Webmaster.

No personally identifiable information regarding a student will be published on a Website controlled by the District without written permission from the student's parent.

No commercial advertising will be permitted on a Website controlled by the District.

SCHOOL OR CLASS WEB PAGES

Schools or classes may publish Web pages that present information about the school or class activities to the District web server upon approval from the campus principal or designee (campus webmaster). The campus principal will designate the staff member responsible for managing the campus' web page. Teachers will be responsible for compliance with the District's Acceptable Use policies and the Web Publishing Guidelines in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

STUDENT WEB PAGES

With the approval of the campus principal or designee, students may submit individual Web pages linked to a campus Web page. All material presented on a student's Web page must be related to the student's educational activities and be in compliance with the District's Acceptable Use policies and Web Publishing Guidelines. Student Web pages must include the following notice: *"This is a student Web page. Opinions expressed on this page shall not be attributed to the District."* Any links from a student's Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

EXTRA-CURRICULAR ORGANIZATION WEB PAGES

With the approval of the campus principal, campus extracurricular organizations may submit Web pages linked to a campus Web site. All material presented on the Web page must relate specifically to organization activities and include only staff or student-produced material. The web page must be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines. The sponsor of the organization will be responsible for compliance with District web development and maintenance rules. Web pages of extracurricular organizations must include the following notice: *"This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District."* Any links from the Web page of an extracurricular organization to sites outside the District's computer system must receive approval from the campus principal.

PERSONAL WEB PAGES

District employees, Trustees, and members of the public will not be permitted to publish personal Web pages using District resources.

ELECTRONIC COMMUNICATIONS ETIQUETTE

System users are expected to observe the following etiquette when using the District's Electronic Communications System (e-mail, online communication applications, etc):

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is inappropriate and prohibited.
4. Transmitting obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
7. If a chain letter or an e-mail forward is received, do not continue to forward the message through the District's e-mail system.
8. E-mails containing any discussion or exchange of information about a student's or employee's performance or behavior should not be forwarded to anyone (e.g. parents, other district staff, non-district staff) without the permission of the originator.
9. Avoid sending e-mail to colleagues or parents that contain personally identifiable information about students or colleagues. An employee shall not reveal confidential information concerning students or colleagues unless disclosure serves lawful professional purposes or is required by law.
10. District wireless equipment should only be connected to an authorized wireless access point (e.g. District, home, hotel) rather than an unauthorized access point (e.g. neighbor's access point).

TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District supervisor receives/issues notice of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's Electronic Communications System.

COMPLAINTS REGARDING COPYRIGHT COMPLIANCE

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Name: Brian Woods
Position: Deputy Superintendent for Administration
Address: 5900 Evers Road
Telephone: (210) 397-8771
E-mail: Brian.Woods@nisd.net

TRANSFER OF EQUIPMENT TO STUDENTS

The following rules will apply to all campuses and departments regarding transfer of computer equipment to students under provisions of law cited at CQ(LEGAL):

1. Proposed projects to distribute computer equipment to students must be submitted to the Assistant Superintendent for Technology Services for initial approval.
2. A student is eligible to receive computer equipment under these rules only if the student does not otherwise have home access to computer equipment, as determined by the principal and counselor.
3. In transferring computer equipment to students, the principal will give preference to educationally disadvantaged students.
4. Before transferring computer equipment to a student, the campus technology coordinator and principal must have clearly outlined:
 - a. A process to determine eligibility of students;
 - b. An application process that identifies the responsibility of the student regarding home placement, use, and ownership of the equipment;
 - c. A process to distribute and initially train students in the setup and care of the equipment;
 - d. A process to provide ongoing technical assistance for students using the equipment;
 - e. A process to determine ongoing student use of the equipment;
 - f. A process to determine any impact on student achievement the use of this equipment may provide; and
 - g. A process for retrieval of the equipment from a student, as necessary.

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Parent Information Release Authorizations

Family Educational Rights and Privacy Act (FERPA) and the Texas Public Information Act Signature Page

(This form must be returned to your child's teacher or the school office within the first 10 days of this school year.)

According to the Family Education Rights and Privacy Act (FERPA) a Federal law, and the Texas Public Information Act, certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information. If you do not want Northside Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the first 10 days of instruction. Failure to return this form will result in the release of directory information upon request.

A parent is allowed to record their objection to the release of all directory information on one or more specific category of directory information.

Northside has designated the following information as directory information:

- Student's name, address, telephone number, and date/place of birth
- Photograph, participation in officially recognized activities and sports, and weight/height of athletic team members
- Dates of attendance, grade level, enrollment status, degrees, honors, major fields of study, awards received in school, and most recent school attended

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Parent Information Release Authorizations

Family Educational Rights and Privacy Act (FERPA) and the Texas Public Information Act Signature Page

Student Name: _____ Student I.D. _____

(Last Name, First Name, Middle Initial)

School: _____ Grade Level: ___ Date: _____

Parent's Signature: _____

(I understand that any checks in the "NO" boxes below will result in the blocking of directory information in the designated categories.)

Please return this form to your child's teacher or the school office within the first 10 days of this school year. Failure to return this form will result in the release of directory information upon request.

Please check yes or no in each category below.

District Publications

Northside Independent School District **has** my permission to release directory information for district publications, selected photography companies supporting campus pictures, and positive publicity (name and picture in yearbook, newsletters, awards, honors, PTA, booster clubs, etc.) **Example: If you check the "no" box, your child's name would not appear in the district newsletter, the school yearbook if she/he won an award, or in the senior panoramic pictures.**

Yes

No

Publications Outside The District

Northside Independent School District **has** my permission to release directory information to any publication outside of Northside. **Example: If you check the "no" box, any information about your child would not be released to a newspaper or magazine.**

Yes

No

Private Requestors

Northside Independent School District **has** my permission to release directory information to any requestor in accordance with the Texas Public Information Act. **Example: If you check the "no" box, your child's directory information will not be released to vendors or others who may be soliciting products and services.**

Yes

No

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

Parent Information Release Authorizations

Family Educational Rights and Privacy Act (FERPA) and the Texas Public Information Act Signature Page

Student Name: _____ **Student I.D.** _____
(Last Name, First Name, Middle Initial)

School: _____ **Grade Level:** ___ **Date:** _____

Parent's Signature: _____

(I understand that any checks in the "NO" boxes below will result in the blocking of directory information in the designated categories.)

Please return this form to your child's teacher or the school office within the first 10 days of this school year. Failure to return this form will result in the release of directory information upon request.

Please check yes or no in each category below.

High School Student Only

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

Yes

No

Northside Independent School District has my permission to provide to an institution of higher education with the name, address, and telephone number of my secondary student.

Yes

No

NOTICE

Please Read the following and sign below:



Acknowledgment of Option for Electronic Distribution of the Student / Parent Handbook

In our continued efforts to be as efficient as possible, the Northside Website will now be the primary source for access to the **Student Parent Handbook** and the **Student Code of Conduct**. Families who do not have Internet access or prefer a hard copy can receive one at their campus on request. Please complete the requested information below and return it to your child's teacher.

My child and I have been offered the option to receive a paper copy of the Northside ISD Student/Parent Handbook or to electronically access it at <http://www.nisd.net>. **I understand that the handbook contains information that my child and I may need during the school year, including the Technology Acceptable Use Policy, the Student Code of Conduct, the laws regarding student records and information on the compulsory attendance laws.**

I have chosen to:

- Access the Student/Parent Handbook and Student Code of Conduct by visiting the Web address listed above.
- Receive a paper copy of the Student Handbook.

All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

A paper copy of the handbook will be available to you in the administrative office of your child's school.

Date: _____

Printed Name of Student: _____

Teacher / Grade Level: _____

Signature of Student: _____

Signature of Parent: _____

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



NOTICE



Please Read the following and sign below:

Acknowledgment of Option for Electronic Distribution of the Student / Parent Handbook

In our continued efforts to be as efficient as possible, the Northside Website will now be the primary source for access to the **Student Parent Handbook** and the **Student Code of Conduct**. Families who do not have Internet access or prefer a hard copy can receive one at their campus on request. Please complete the requested information below and return it to your child's teacher.

My child and I have been offered the option to receive a paper copy of the Northside ISD Student/Parent Handbook or to electronically access it at <http://www.nisd.net>. **I understand that the handbook contains information that my child and I may need during the school year, including the Technology Acceptable Use Policy, the Student Code of Conduct, the laws regarding student records and information on the compulsory attendance laws.**

I have chosen to:

- Access the Student/Parent Handbook and Student Code of Conduct by visiting the Web address listed above.
- Receive a paper copy of the Student Handbook.

All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

A paper copy of the handbook will be available to you in the administrative office of your child's school.

Date: _____

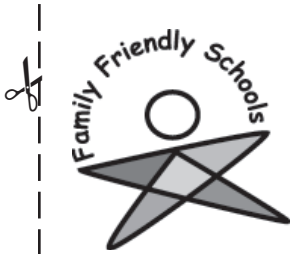
Printed Name of Student: _____

Teacher / Grade Level: _____

Signature of Student: _____

Signature of Parent: _____

PLEASE LEAVE THIS PAGE IN THE HANDBOOK



NOTICE



Please Read the following and sign below:

2009-2010 STUDENT AND PARENT AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

(Please reference Section B and Section E and initial all that apply.)

Parent: I have read the Student and Parent Agreement for the Acceptable Use of the District's Electronic Communications System in Section B and Section E, District policies and the Administrative Regulation of the Handbook. In consideration for the privilege of my child using the District's Electronic Communications System, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the District's policies and administrative regulation.

_____ I give permission for my child to participate in the District's Electronic Communications System and certify that the information contained on this form is correct.

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

_____ I do not give permission for my child to participate in the District's Electronic Communications System.

If permission is not given, your child will not be able to use networked District computers or library online services during this time.

Student: I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the Student and Parent Agreement for the Acceptable Use of the District's Electronic Communications System in Section B, and Section E, District policies, and the Administrative Regulation of the Handbook, and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's Name (Please Print)

Student I.D.#

TEACHER / GRADE LEVEL

Student's Signature

Date

Parent/Guardian Signature

Date

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



NOTICE



Please Read the following and sign below:

2009-2010 STUDENT AND PARENT AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

(Please reference Section B and Section E and initial all that apply.)

Parent: I have read the Student and Parent Agreement for the Acceptable Use of the District's Electronic Communications System in Section B and Section E, District policies and the Administrative Regulation of the Handbook. In consideration for the privilege of my child using the District's Electronic Communications System, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the District's policies and administrative regulation.

_____ I give permission for my child to participate in the District's Electronic Communications System and certify that the information contained on this form is correct.

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

_____ I do not give permission for my child to participate in the District's Electronic Communications System.

If permission is not given, your child will not be able to use networked District computers or library online services during this time.

Student: I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the Student and Parent Agreement for the Acceptable Use of the District's Electronic Communications System in Section B, and Section E, District policies, and the Administrative Regulation of the Handbook, and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's Name (Please Print)

Student I.D.#

TEACHER / GRADE LEVEL

Student's Signature

Date

Parent/Guardian Signature

Date

PLEASE LEAVE THIS PAGE IN THE HANDBOOK

- NOTES -

- NOTES -



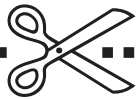
RESPONSIBILITIES OF S.A.T. (SCHOOL ADVISORY TEAM)

In school-based decision making, the primary unit of change is the individual school. To assist in shaping that change, a School Advisory Team (S.A.T.) has been established on each campus with the following responsibilities:

- 1.** Collaborate with the principal in formulating and reviewing campus improvement plans, goals, performance objectives, and major classroom instructional programs.
- 2.** Collaborate with the principal in the decision-making process in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.
- 3.** Submit a written recommendation to the Superintendent on all campus requests for waivers of district administrative regulation, district policy, state rule, or state law.

The School Advisory Team at each regular campus shall include at least four staff members, at least four parents, at least one community member, and at least one business representative. Selection procedures are documented in Board policy.

In meeting its responsibilities, the S.A.T. shall meet the requirements of the Northside Independent School District Planning Guide ("Planning for Excellence") and the District school-based decision-making plan which defines role responsibilities in specified decision making areas.



PARENT COMMUNICATION COUPON

(No expiration date. Please deliver or mail to the Principal.)

As a parent/guardian in NISD, I would like to make the following suggestion or commendation:

Signature

Phone Number

Student's Name



NORTHSIDE INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT 2008 - 2013

The Northside Independent School District is committed to the belief that children come first. The mission of the district is to encourage each student to strive for personal excellence and to ensure all students learn to function, contribute, and compete as responsible individuals in an ever-changing world.



NISD Beliefs

- The well-being and education of children are vital to the future of our society.
- Everyone shares in the responsibility for the education of children.
- Every individual has a contribution to make to society and has a responsibility to do so.
- The quality of our schools directly affects the quality of our community.
- All people can learn.
- Challenge, effort, self-discipline, and opportunity to learn are necessary for students to reach their potential.
- Learning is a lifelong process.
- People are our most important resource.
- Each individual has worth and deserves respect.
- The family unit provides the foundation for all learning.
- Parents have the responsibility and the right to be meaningfully involved with their child's education.
- The diversity of our cultural heritage enriches life.
- Individuals are responsible for their actions.
- A basic role of an educational system is the intellectual growth and development of the student.
- An educated population is necessary to sustain a democratic society.
- Learning is accomplished through challenging learning experiences provided by superior educators in partnership with parents and the community in a climate of cooperation and mutual respect.