



John C. Holmgreen Center

Northside Independent School District

Updated: July 25, 2024

Student Handbook

Introduction

Welcome to John C. Holmgreen Center! We are the Dolphins and are happy you are here. Our goal is to help you find success: academically, behaviorally, emotionally and socially. We serve a diverse population of students that represent campuses throughout the Northside Independent School District. Holmgreen is a Positive Behavior Intervention and Supports(PBIS) campus. We have school-wide positive behavior support to improve and maintain the social, emotional, and academic success for all students.

Vision *Every student transforms academically, socially, and developmentally.*

Mission

Provide a positive and encouraging environment with innovative programming

CORE BELIEFS

- Each student deserves a quality education which honors their voice and prepares them to engage, contribute, and succeed.**
- Students' health, safety, engagement, challenge, and support is directly linked to their academic achievement and future success.**
- Meaningful relationships among students, families, educators, and the community are vital to student success.**
- Classroom teachers have the most impact on student achievement followed by campus principals.**
- Public schools are essential to foster community and develop engaged citizens.**
- We meet our students where they are at and provide them with the confidence and support to move to their next steps.**
- Resilience is a teachable skill that is critical to student success.**
- Every student matters.**

Our goal at Holmgreen is to ensure that all students are given an opportunity to learn, grow, and achieve academically and behaviorally. Holmgreen has a behavior management system in place to help students succeed by providing appropriate educational tasks, positive reinforcers for meeting expectations, appropriate staff interventions, and the teaching of coping skills as well as socially acceptable and responsible behaviors.

Student Code of Conduct

This student handbook does not replace the NISD Student Handbook and Code of Conduct issued and updated by the NISD annually. Holmgreen's handbook addresses the unique needs of the campus. This is a self-contained, highly structured campus. In order to maintain a positive and productive culture and environment the expectations specific to Holmgreen are addressed.

ENROLLMENT

All students enrolled at Holmgreen are enrolled by the recommendation and decision of their ARD committee who determines the student's Individualized Education Plan (IEP). The committee determined that to best meet their education needs (social, emotional, behavioral etc..) the student would benefit from a structured, educational environment. Reintegration and placement back to a student's home campus is an ARD committee decision and will be determined by their measurable progress in the areas of academics and behavior.

Holmgreen Center Contact Information

<https://www.nisd.net/holmgreen>

8580 Ewing Halsell, San Antonio, Tx 78229

210-397-5460 holmgreen@nisd.net

Campus Operating Hours: 8 - 4:30 / Campus opens at 8:30

Principal Frank Johnson frank.johnson@nisd.net	Associate Principal Cheryl Parra cheryl.parra@nisd.net
Counselor Camille Gutierrez camille.gutierrez@nisd.net	Special Education Coordinator Yvette Benavidez yvette.benavidez-winger@nisd.net
Program Coordinator Sabrina Stewart sabrina.stewart@nisd.net	Rhonda George NISD Social Worker (Housed on campus) rhonda.george@nisd.net
School Psychologist Dr. Rebecca Goodney rebecca.goodney@nisd.net	

ENTRY & REGISTRATION

All students enrolled at Holmgreen are placed by an ARD committee. Parents and students will visit the campus and meet and greet with the Holmgreen team. A child matrix will be completed by the team to help better understand and see additional support needed to help students.

Parents and guardians are required to update an Emergency Card, as well as, a Health History Form when a student enrolls at Holmgreen. Only the person(s) listed as guardian or an emergency contact will be permitted to pick a student up from school.

WITHDRAWAL

Students that are withdrawing from school should make arrangements with the Holmgreen registrar.

Returning to Home Campus

The team at Holmgreen will continuously monitor and document student progress towards their academic, social, and behavioral goals. When those individualized goals are met, sustained, and the student demonstrates they are able to transfer the necessary skills for reintegration, a committee will convene to review the data. Based on the committee's recommendation, an IEP meeting will be requested to explore reintegration to the home campus.

ATTENDANCE

School Hours are from 8:40 a.m.-3:55 p.m. Punctuality is expected. If a student is going to be absent, notify attendance at (210) 397-5460.

VERIFICATION OF ENROLLMENT

Students seeking a driver's license are eligible for a Verification of Enrollment (VOE). A student must be enrolled at Holmgreen at the time of request. The student may not have excessive absences (more than 9 absences in a semester in each class).

PARENT-TEACHER CONFERENCES

All conferences with teachers are scheduled. Please call (210) 394-5460 to schedule an appointment. No visitors are allowed on campus without prior administrator approval.

TEXTBOOKS & CHROMEBOOKS

Students use textbook or Chromebook class sets in most of their classes. Students who want to check out textbooks must complete a form. Students are financially responsible for any lost or damaged books or materials.

ESCORTS

Due to the structure of Holmgreen, student movement throughout the building is monitored.

- **Halls**
 - Students are escorted while in the hallways.
- **Restrooms**
 - Restrooms will remain locked
 - Students are escorted to restrooms
 - Only one student at a time in restrooms are permitted.
 - Staff will check the restroom before and after student use.

NURSE'S CLINIC

The clinic is to be used by students who are ill or who need medical attention. Students will not be permitted to frequent the clinic to sleep or avoid classroom tasks and expectations. Students may request to see the nurse or be escorted to the clinic with prior nurse approval.

Medication Policy

NISD allows school nurses and designated employees to administer medication to students during school hours. NISD Policy states the following:

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.

3. Prescription medication must be in the original container, properly labeled with the child's name, name of medication, and directions for time and dosage.
4. **All medication must be brought to the nurse by a parent/guardian. Students are not permitted to carry medication to or from school. Students found in possession of medication are subject to disciplinary and /or legal action.**

NISD Policy. 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.

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.

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.

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.

COUNSELING

The counseling team serves as a resource for students, parents, teachers, and administrators. The primary goal is to provide students with the assistance they need to develop socially appropriate skills to manage their emotions, behaviors, and relationships. Our counselor provides:

- Individual counseling
- Group counseling
- Parent conferences
- Testing

Students have access to psychological services according to their individualized education programs.

CAFETERIA

Breakfast and lunch are provided by NISD Nutrition Services. Participating in breakfast or lunch, in an unassigned area, is a privilege. Disruptive students may be assigned lunch detention due to their behavior. Students in lunch detention are prohibited from

interacting with their peers and must sit in a designated area. They are to remain quiet.

TRANSPORTATION

Transportation is provided as a service. Students are expected to demonstrate safe and respectful behaviors. The drivers set the expectations for their buses. Students who choose not to comply with driver expectations and directions or who create an unsafe environment on the bus will receive disciplinary action, which could include suspension from the bus.

HOLMGREEN - MONITORED CAMPUS

CAMERAS AT HOLMGREEN

Holmgreen is a monitored campus.

As required by Texas Education Code §29.022, this serves as notice that our campus has received a request to install and operate video and audio recording equipment in all classrooms at Holmgreen.

Parent/Guardian you are receiving this notice as a parent of a student receiving special education services, or engaging in school activities, in the classroom(s) described above. The video/audio camera will be operated at all times during the instructional day for the current school year. Regular or continual monitoring of these recordings is prohibited. The District will maintain the footage from these recordings for at least three months, as required by law.

In accordance with Texas Education Code 29.022, the video/audio equipment in your child's classroom will not continue beyond the current school year, unless a new request is made by a person eligible to make a request under TEC 29.022.

Please visit with the Holmgreen Administration for questions regarding cameras in the classroom.

Video cameras on buses: 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.

HOLMGREEN - CLOSED CAMPUS

Holmgreen is a closed campus

- Once students arrive on campus, they may not leave without being signed out by a parent or guardian.
- If a student leaves campus without permission, parents will be notified immediately.

Elopement

- Students who have elopement issues will be managed according to their behavior intervention plan.
- If a student's elopement presents a risk of harm to the student or others, the Holmgreen team will attempt to reduce the risk. Physical intervention will be used if verbal intervention strategies do not adequately reduce the risk.

VISITORS

All visitors must report to the office and sign in at the front desk. Every visitor must have a valid ID. Students are not permitted unauthorized visitors during the school day.

STUDENT AND STAFF SAFETY

The mental, emotional, and physical safety of all students and staff is Holmgreen's utmost priority. Campus staff members are trained in crisis prevention through the Safety Care Program. The techniques used in Safety Care promote strategies that consider care, welfare, safety, and security of both students and staff. Appropriate techniques will be used to intervene when a student's behavior impacts their or others safety and well-being.

Holmgreen is a locked school. All school internal and external doors are locked. To minimize the likelihood of high risk behaviors, students and visitors are escorted throughout the building.

SEARCH AND SEIZURE

All students and their belongings are subject to searches as outlined in the NISD Student Handbook. Due to the nature of our campus, all students at Holmgreen are subject to search. All personal items must be turned in during entry to the school.

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, **Holmgreen is not responsible for lost or stolen items.** The District recommends that valuable items such as cameras, jewelry, money, expensive clothing, etc., be left at home.

CELL PHONES AND PERSONAL BELONGINGS

NISD provides Chromebooks as well as other technology devices on campus. All supplies needed to engage in learning will be provided by the campus.

Due to the availability of technology, students are not permitted to bring cell phones, smart watches, or any other device that may interrupt the learning environment. If a student chooses to bring these items, they will be checked in at the front office. This includes but is not limited to back-packs, purses, satchels and lunchboxes. All personal items will be turned in during check-in.

Students may bring their own headphones to use. Students can bring personal water bottles, however they must be empty upon arrival. Students will be able to use water fountains to fill their water bottles. If students bring store bought water bottles, it must be sealed and will be checked during check-in, or it will be turned in.

CHECK-IN PROCEDURES

- Students will arrive and check in one at a time in the Holmgreen foyer area.
- Each student will enter at the check in station.
- Students will be required to check any personal items in.
- Student dress code will be checked.
- A student who is out of dress code will be given an opportunity to correct the error. If a student refuses they may be subject to discipline consequences, to include parent notification, until compliant.
- Once students have cleared check-in they will be escorted to the cafeteria to retrieve their breakfast.
- After that they will be escorted to their assigned 1st period.
- Late arrivals will be checked in the front office.

CHECK-OUT PROCEDURES

- Students will check out in the foyer area unless being signed out by a parent or guardian prior to the end of the school day.
- If a student brings in any electronic device, students will retrieve their personal items at the end of the school day.
- Students will then get on the bus or leave with their parents/guardian to go home.

CURRICULUM

Holmgreen implements the district developed curriculum in the student's required classes. Electives are limited. The curriculum is accommodated or modified to meet the needs of the student decided by the student's IEP.

STUDENT EXPECTATIONS

DRESS CODE

Research has indicated that student behavior is influenced by student dress and grooming. Therefore, student grooming shall be monitored by school administrators and teachers. In order to help promote acceptable student behavior, it is necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear.

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

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

1. Shorts of mid-thigh length may be worn at all school levels. Suggestive and/or indecent shorts will be prohibited.
2. Mid-thigh length skirts, skorts, and dresses may be worn at all levels. There should not be a cut or slit in the clothing that extends above the mid-thigh. Suggestive and/or indecent styles will be prohibited. These requirements also apply to school uniforms.
3. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited.
4. Hair must be neat and clean. Unconventional hairstyles that distract from teaching and learning will be prohibited.
5. Any clothes that are suggestive or indecent or which cause a distraction will be prohibited. Specifically, oversized clothing, tank tops, muscle shirts, halter/crop tops, spaghetti straps, exposed backs or midriffs, and see-through garments are prohibited.
6. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited. Undergarments must not be visible.
7. All pants are to be worn at the waist (no "sagging") Tight fitting pants (e.g. tights, spandex, bicycle pants, etc.) are also prohibited. Frays or holes above the knees are prohibited.

8. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry. Any piercing that distracts the teaching and learning environment will be prohibited.

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

This policy can be found at <https://www.nisd.net/schools/handbooks/district>

PHYSICAL AGGRESSION

Students are prohibited from using physical aggression towards themselves or other students or staff. Assaultive behaviors will be managed using techniques from Safety Care training. If a student's behavior requires physical intervention to maintain safety, parents will be notified by both phone and email.

VERBAL AGGRESSION

Students are prohibited from using verbal aggression towards other students or staff. Verbal de-escalation strategies will be used to help the student gain control to improve communication. Students who do not respond to the de-escalation strategies will be assigned appropriate consequences.

AGGRESSION TOWARDS PROPERTY

Students are responsible for replacing school property or materials they damage or destroy. They are also held accountable for covering the costs related to damaging or destroying the property of others, both students and staff. Any outstanding restitution will be added to the student's fees/fines should/when they return to their home campus or when they complete NISD graduation requirements.

TOKEN ECONOMY

A token economy is a systematic reinforcement reward system in which the student earns tokens by engaging in a targeted behavior. "Dolphin Dollars" are given contingent on performance of the desired behavior, which can be exchanged for reinforcers within a predetermined economy system. These dollars are kept by the

student and used for positive reinforcement. (Earned activities, privileges and school store items) The data on these behavioral objectives are reviewed daily with students.

REINTEGRATION TO HOME CAMPUS

Reintegration to the students home campus depends on achieving and maintaining behavioral goals and objectives as outlined in the student's IEP as set by the ARD committee. Student's academic progress and attendance is also taken into consideration for transition.

SPECIALLY DESIGNED ROOMS

MOTOR ROOM

The motor room will be accessible to all students at Holmgreen Center. It provides a variety of equipment for students to engage in sensorimotor activities. These activities may include bouncing balls, crash pads, a white board, light wall, battle ropes, and tactile centers. Research has shown that routine opportunities to relationally participate in these activities (not just alone but actively engaged with other students or staff) may help students calm and focus themselves so they are better prepared for learning and interacting with others.

PEACE ROOM

This is an area for students who are not in crisis. This is a safe space for students. The peace room can be accessible to all students at Holmgreen Center. Students in a calm state may ask to finish assignments or take a break in the Peace Room. This room may also be used to move calm students from their classroom in the event that another student's behavior is in an escalated state.

RECOVERY/ONBOARDING ROOM:

The Recovery room is designed to provide maximum safety for a student after a crisis. When a student goes into the Recovery Room, a Holmgreen Team Member will remain with the student to ensure: the student remains under control and ready to be reengaged, discipline is assessed, and a conference is held with the appropriate staff member. Students will complete a social-emotional lesson and/or restorative discipline activity in order to return to class. This is not a discipline placement. It is a

space where students can regain control and process through situations, with the expectation they will return to class.

However, at times, the room will be used as a discipline placement in accordance with NISD Discipline Policy of In School Suspension (ISS) when the room is not being utilized by the onboarding process.

Onboarding room utilization. All new students to Holmgreen will be required to participate in one week of an onboarding process. The onboarding process is for new students to get acclimated and integrated to the Holmgreen school environment. During this time new students will meet with teaching staff, administrators, counseling, special ed and behavior support specialists. All new students will receive instruction in the on boarding room. Towards the end of the integration period, new students will be introduced to their peers and will be able to move about the campus.

TRANQUILITY ROOM

The Tranquility room is designed to provide a cooling period for students once they are in crisis. This room is designed to provide maximum safety for the student during crisis situations. Once the student is able to gain control they will be escorted to the recovery room.



Thank you for your support. Together we can make a difference in students' lives.

*If you have any questions regarding the information in this booklet, please contact
Holmgreen administration at 210-397-5460.*

ACKNOWLEDGEMENT DATE

--- -- --

*Parent and Student certifies that they have read and understood all of the information
contained in this handbook.*

Student: _____

Parent/Guardian: _____

Holmgreen Administrator: _____