



**STUDENT-PARENT**

**HANDBOOK**

**SECONDARY SCHOOLS  
GRADES 6 – 12**

**NORTH EAST INDEPENDENT SCHOOL DISTRICT  
SAN ANTONIO, TEXAS  
Revised July 2020**



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Mr. Steven Magadance, Principal .....	International School of the Americas at Legacy of Educational Excellence High School
Ms. Lenida Spurlock, Director.....	North East School of Arts
Ms. Jennifer Jensen, Director.....	Science, Technology, Engineering and Mathematics Academy
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## FOREWORD TO PARENTS AND STUDENTS

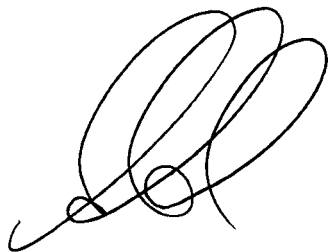
Dear Parents,

Please take a few moments to become familiar with this handbook. We ask that your children also become familiar with the information provided here. What you are about to read are the rules, policies and regulations that provide the structure, standards, practices and expectations necessary to operate safe and effective schools.

This handbook is designed exclusively for children attending middle school and high school, grades 6-12. While a printed version is available, we ask that you consider accessing the digital version at [www.neisd.net/Page/9717](http://www.neisd.net/Page/9717). Answers to many of your questions can be found in the handbook.

I look forward to our continued partnership and collaboration.

Have a great year.

A handwritten signature in black ink, consisting of several loops and a trailing flourish, representing Sean A. Maika.

Sean A. Maika, Ed. D.  
Superintendent of Schools

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# **SCHOOL ORGANIZATION**

## **PRINCIPAL**

The principal directs and manages the instructional program and supervises operations at the campus level. The principal also provides instructional leadership to ensure high standards of instructional services. The principal directs the implementation of District policies and instructional programs and manages the operations of all campus activities. The principal is the Campus Behavior Coordinator (CBC) and primarily responsible in maintaining student discipline. The principal may delegate duties required as a CBC as necessary.

## **ASSISTANT PRINCIPALS**

The assistant principal works with the principal to coordinate and administer the various programs of the school within the framework of the philosophy, goals, and policies established by the Board. The assistant principal assumes the responsibility of maintaining the best possible learning environment for all students and enforcing the District's Student Code of Conduct. The assistant principal has the responsibility of carrying out any duties assigned by the CBC. The assistant principal has the responsibility to monitor/maintain student attendance and duties as the Truancy Prevention Coordinator.

## **SCHOOL COUNSELORS**

School counselors serve an integral role in understanding and responding to the challenges facing students as they develop their academic self-concept and their feeling of competence as learners. The school counselors facilitate student acquisition of the knowledge, attitudes, and skills in the areas of academic, career, and personal/social development to serve as the foundation for future success. School counselors provide proactive leadership to engage all stakeholders in the delivery of programs and services to help students achieve school success. Parents/guardians and students are encouraged to contact their school counselor.

## **LIBRARIAN**

The librarian helps students transform information into knowledge through instruction in critical thinking and inquiry, providing resources in print and digital formats, integrating technology with curriculum, and promoting reading. Students, staff, and parents/guardians have access to the physical library during the school day and through digital access at all times.

## **ACADEMIC DEANS**

Deans on the secondary campuses are master teachers and instructional leaders. They model effective teaching/learning and provide “in-house” professional development to teachers for the implementation of research-based instructional practices. Instructional deans assist and advise parents/guardians and students about course sequences, appropriate course selections, information regarding academic interventions and successful academic supports.

## **DEPARTMENTAL CHAIRPERSON**

Each department chairperson is an experienced teacher directly responsible for the immediate supervision and operation of the respective department. Each department chairperson is responsible to the principal and assistant principals.

## **CLASSROOM TEACHERS**

Classroom teachers are specialists in the fields in which they teach and have either a major or a minor in these subject areas. They are responsible for helping students get the most from their classes. They are also responsible for helping to carry out the administrative policies established by the Board of Trustees of North East Independent School District (ISD) and any additional policies that have been established by the administrators of the school. Each teacher has a conference period. Parents/guardians are encouraged to schedule appointments to discuss their student's progress. Teachers regularly perform supervisory assignments in the cafeteria, on the parking lot, and at other places on the campus.

## **OTHER SCHOOL PERSONNEL**

Administrative Assistants  
Bus Drivers  
Cafeteria Personnel  
Custodians  
Family Specialists  
Homeless Family Liaison  
Maintenance Personnel  
Student Teachers  
Substitute Teachers  
Teacher Assistants

# **SCHOOL SERVICES AND FACILITIES**

Public use of school facilities must be reserved through the Procurement and e-Commerce Department at Central Office. School facilities are available to nonprofit and approved for profit organizations.

## **ASSEMBLIES**

Assemblies must be administratively approved and placed on the official school calendar.

## **BULLETIN BOARDS**

Any notice, poster, or sticker that is displayed on the bulletin boards or about the buildings must have prior approval of the principal or an assistant principal. Failure to obtain approval will result in the removal of the displayed article and possible disciplinary action.

## **CHECK ACCEPTANCE PROCEDURE**

For a check to be an acceptable form of payment, it must be written in **blue or black ink** and include the person's current full and accurate name, address, driver's license number, and telephone number. North East ISD **will not** accept any postdated or temporary checks. If the returned check amount is not recovered, the face value may be recovered electronically along with a state allowed recovery fee by our Check Collection Services. In the event the face amount and fee of your returned check is not recovered, checks will no longer be an acceptable form of payment for the remainder of the school year or until the check amount is recovered. Alternative forms of payment may be used instead of a check payment.

## **COMMUNITY EDUCATION**

This program reaches out to schools, businesses, agencies and organizations in order to serve the lifelong learning needs of the North East ISD community. Community Education provides the North East ISD community with an array of classes for people of all ages along with English as a Second Language and GED classes, an after school enrichment program, GED testing and volunteer and mentoring opportunities. For information call 407-0140.

## **COMMUNICATIONS**

The Communications Department manages much of the internal and external communications for the district to help North East ISD residents, parents, students and employees stay informed of district news, accomplishments and endeavors. The Communications Department also manages publicity for all campuses and departments and responds to media requests on behalf of the district and schools.

## **COPIES PRODUCED BY THE SCHOOL FOR STUDENTS**

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

## **DISTRICT FAMILY ENGAGEMENT [EHBD (Legal)]**

North East ISD provides a quality education for every student in collaboration with a strong family engagement program. Both experience and research tell us that a child succeeds when there is a positive relationship between the home, school, and community. North East ISD is dedicated to developing and maintaining partnerships with parents/guardians, school staff and community members.

North East ISD's Family Engagement Committee is comprised of parent/guardians, community members, administrators, teachers, and other staff members. The committee will meet annually to discuss the design and implementation of the Family Engagement Policy and explore ways the district and schools can encourage effective family engagement.

## **CAMPUS FAMILY ENGAGEMENT [EHBD (Legal)]**

Each Title 1A campus has its own Family Engagement Policy. All North East ISD schools are dedicated to the belief that family engagement is key to the success of each student. The parents/guardians must be actively engaged in their child's education. For this reason, parents/guardians are encouraged to participate in campus events. By working together, we can achieve success for the students and the school.

### Your involvement in this partnership may include:

1. Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
2. Ensuring that your child comes to school ready to learn every day, completes all homework assignments, and attends tutoring as needed.

3. Becoming familiar with all your child's academic programs, school activities, extracurricular activities, and special programs offered on your campus and within the district.
4. Discussing with the principal or appropriate school personnel any questions you may have about the educational opportunities available to your child.
5. Reviewing the requirements of the graduation programs and post-secondary options with your child once your child enters middle school.
6. Monitoring your child's academic progress by building a relationship with your child's teachers and by keeping in close communication with them.
7. Attending scheduled conferences and request additional conferences as needed.
8. Becoming a school volunteer or mentor on campus.
9. Participating in campus parent organizations, such as PTA. Contact the school about these organizations.
10. Serving as a parent representative on a district-level or campus-level planning committee. To volunteer, please contact the school office.
11. Attending board meetings to learn more about district operations.

### **FAMILY ACCESS**

The North East ISD Parent Access is a secure web site that gives parents/guardians more information about their student's daily performance at school. The goal of the Family Access is to create a better partnership between North East ISD parents/guardians and teachers. In order to maintain current information, teachers are directed to grade and post assignments in the electronic grade book within seven calendar days from the due date so that parents/guardians have an accurate understanding of their students' progress in each class. Through the internet, parents/guardians can access information about their students anytime, anywhere. Parents/guardians may currently use the portal to email teachers, check grades, monitor food service accounts, and view attendance and discipline records. Textbook information can be viewed at the secondary levels. Additional options may be added periodically. Parents/guardians may register by visiting the District web site at <http://www.neisd.net>, clicking on the Parent Access button, selecting "Parent Registration" and completing the information fields.

### **FOSTER CARE**

The Texas Education Agency's Division of Federal and State Education Policy maintains resources and information to advance the education of students impacted by foster care. Students who are placed into foster care are eligible to receive a variety of resources that will provide them with the stability to achieve educational success. Children and youth in foster care are categorically eligible for U.S.D.A. child nutrition programs, including free meals/milk in the National School Lunch Program (NSLP)/School Breakfast Program (SBP). Supports and resources are available to help youth transition out of foster care and pay for college, such as college scholarships, tuition and fee waivers, grants, and supportive campus-based programming. Foster parents should contact the campus school counselor with questions regarding foster care.

### **GENERAL EDUCATION HOMEBOUND PROGRAM**

Students are provided homebound instruction when they are too medically fragile to attend school due to a diagnosed medical condition. The purpose of the homebound instruction is to provide students with academic instruction at home or hospital bedside, during a **temporary** period of absence, so that they can re-engage successfully when they return to their home campus.

Students who are eligible for the General Education Homebound Program must meet the following criteria:

1. The student is expected to be **confined** at home or hospital bedside for a minimum of 4 weeks. The weeks need not be consecutive.
2. The student is confined at home or hospital bedside for medical reasons only.
3. The student's medical condition is documented by a physician licensed to practice in the United States.

The Section 504 committee works in collaboration with a designated committee to make decisions regarding the General Education Homebound placement. In making the decisions, the General Education Homebound Committee considers information from the student's licensed physician. However, documentation from the licensed physician **is not** the sole determining factor in the committee's decision-making process. Parents/guardians should contact their child's campus school counselor with questions regarding this program.

## **GENERAL MAINTENANCE INFORMATION**

### **Asbestos Management Plan**

The District works diligently to ensure the safest possible learning and working environment by documenting its continued compliance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA), which regulates the monitoring, assessment, and management of asbestos in building materials. A copy of the District's Asbestos Management Plan may be accessed on each campus. Parents/guardians having any questions or wanting to examine the District's plan in greater detail may contact the North East ISD Engineering Department office at (210) 657-8844.

### **Pest Management Plan**

Student and staff safety is also addressed via North East ISD integrated pest management (IPM) procedures. Although the district strives to use the safest and most effective methods to manage pests (including a variety of non-chemical control measures), pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified applicators. Except in cases of emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment and signage will remain posted until it is safe to enter the area. Parents/guardians seeking additional information should contact the District's IPM Coordinator at (210) 657-8624.

## **LIBRARY SERVICES**

North East ISD library programs encourage active, authentic learning through the use of electronic, print, and audiovisual resources. Students experience various opportunities to become effective problem solvers and critical thinkers when curriculum and technology are seamlessly integrated in the library program.

District Policy regarding libraries is to provide a broad selection of materials. We encourage parents/guardians to discuss their expectations of appropriate reading materials with their student. Parents/guardians are responsible for any materials checked out by their students. Student IDs are required for book check-out. If a book is lost or damaged, a replacement fee is required. All use of technology is governed by the North East ISD Acceptable Use Policy for Students, which can be found at <http://www.neisd.net/Page/10011>.

## **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT OF 2001**

Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from all District campuses or by contacting, McKinney District Liaison, 3736 Perrin Central, Bldg.1, (210) 407-0750. "Homeless children and youth" as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001:

- Means individuals who lack a fixed, regular, and adequate nighttime residence.
- Includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Parents/guardians of students in homeless situations can keep their students in their schools of origin (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the student is now residing outside the school attendance area or school district) or enroll them in any public school that students living in the same attendance area are eligible to attend. Eligibility is determined by contacting the McKinney district liaison at (210) 407-0750. Arrangement for transportation of child/youth to and from their school of origin must be at the request of the parent/guardian.

## **MENTAL HEALTH SUPPORT**

The North East ISD school counselors provide a comprehensive developmental school counseling program that encourages academic achievement and career and social/emotional development that is designed to promote positive mental health. All students receive guidance lessons that include topics on Healthy Coping Skills and Mental Health to include Self-Injury and Suicide Prevention, Healthy Relationships, Bullying, Cyber-bullying, Social Media Safety, and Healthy Life Choices that includes Drug and Alcohol Prevention. Community resources are provided to students and parents needing mental health treatment.

Students who return to school after a mental health hospitalization are referred for a 504 evaluation. Postvention is provided through the district-wide Crisis Team who are deployed to campuses with students who are experiencing grief, loss and emotional distress. They provide opportunities for grief support groups, individual counseling and safe areas for grief expression.

In addition, North East ISD offers substance abuse lessons in both 6<sup>th</sup> grade Health and high school Health courses which cover different types of drugs, alcohol, and tobacco to include the effects that they have on the body. North East ISD strives to provide up-to-date, trending information such as vaping and e-cigarettes before popularity grows to help students make knowledgeable choices. Anti-vaping initiative, #Escapethevape social media campus with accompanying website: <https://www.neisd.net/escapethevape>. Students also gain tools they need to practice refusal skills in pressure situations.

Positive behavior interventions and supports are delivered through district-wide training entitled Foundations, which include Positive Behavior Interventions and Support (PBIS), Social Emotional Learning (SEL), Trauma-informed Care and Educator Wellness. District behavior plans requirements are developed by the Behavior Oversight Committee that consists of executive leadership and campus principals. The campus behavior plans are developed in conjunction with campus Foundation teams and supported by eight Social Emotional Behavior Coaches.

Positive youth development is provided by North East ISD through multiple areas that include 30 schools with Franklin-Covey's Leader in Me. All high schools include Peer Assistant Leadership Service (PALS) in the curriculum and support positive activities around community service and mentorship.

### **OPEN RECORDS REQUESTS**

The District strives to provide its stakeholders with all requested publicly accessible information in accordance with district policy and state and federal guidelines. To ensure that your request is processed expediently, it may be submitted online by accessing the following link: <http://www.neisd.net/Page/9306>.

### **PEER MEDIATION**

The goal of the Peer Mediation program is to help students control their anger before committing a violation of the District's Student Code of Conduct which may potentially result in disciplinary action. Mediation is a voluntary process. The mediator does not judge, blame, punish, or impose solutions on disputants. Instead, with the help of the mediator, the disputants work together to reach a solution to their problem that enables each of them to walk away feeling that each student has been understood and validated. Through the use of student mediation and conflict resolution curricula, students learn lifelong communication and problem solving skills.

### **SCHOOL NUTRITION SERVICES**

The school cafeteria provides appetizing and nutritious meals for a minimum charge. Services provided by the cafeteria include breakfast, lunch and after school snacks for specific programs. All students will have a personalized account established with the Cafeteria Meal Accounting System. Meals may be prepaid at any time and for any amount by depositing money into the student's account. Prepayments can be made in cash, check or through the online credit card payment system at <https://www.neisd.net/Page/399>. Money deposited may be used for the purchase of meals or a la carte items in the cafeteria line. Cafeterias are not permitted to extend credit for meals.

Visitors are not permitted to distribute competitive foods to any student other than their own child. Competitive foods are not permitted at any time during the school day except for pre-approved school events. Competitive foods are defined as any food or beverage made available to the student that is not from the school cafeteria. This includes food items available through school stores and fundraisers.

### **SCHOOL STORE**

The school store is a location on campus where a variety of school supplies may be purchased at designated times.

### **SECTION §504**

The Rehabilitation Act of 1973, commonly referred to as "§504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that students with disabilities have access to educational opportunities and benefits equal to those provided to students without disabilities.

An eligible student under §504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment that affects a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. Additionally, the impairment must substantially limit a major life activity.

### **Eligibility:**

The purpose of this handbook is to set out the rights assured by §504 to students with disabilities who **do not** otherwise qualify under the Individuals with Disabilities Education Act (IDEA).

Consideration of disabilities and conditions for §504 fall into categories including academic, physical, health, emotional, and/or behavioral. Any student with a medical, psychological, or other condition is offered consideration for eligibility under §504. This includes students with healthcare plans filed with the campus nurse.

The regulations for §504 as set out in 34 CFR Part 104 provide parents/guardians and/or students with the following rights:

1. To be informed by the school district of student rights protected under §504.
2. To an appropriate education designed to meet the student's individual educational needs as adequately as the needs of students without disabilities are met.
3. To free educational services except for those fees which are imposed on students without disabilities or their parents/guardians. Insurers and similar third parties are not relieved from an otherwise valid obligation or pay for services provided to a student with disabilities.
4. To placement in the least restrictive environment.
5. To facilities, services, and activities that are comparable to those provided for students without disabilities.
6. To an evaluation prior to an initial §504 placement and any subsequent change in placement.
7. Testing and other evaluation procedures must conform with the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or mental health reports, grades, progress reports, parent/guardian observations, anecdotal reports, statewide assessment scores, and other educational and medical data.
8. Placement decisions must be made by a team (i.e., the §504 Committee) which includes individuals who are knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
9. To periodic re-evaluations, generally every three (3) years.
10. To notice prior to any action taken by the District in regards to identification, evaluation, or placement of the student.
11. To examine relevant records.
12. To an impartial hearing with respect to the District's actions regarding the student's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
13. To challenge the actions of the District's §504 Committee in regard to the student's identification, evaluation, or educational placement, the parent/guardian should file a written Notice of Appeals with the District's §504 Coordinator, 8961 Tesoro Drive, Suite 500, San Antonio, Texas 78217, (210) 407-0185 within 30 calendar days from the time the parent/guardian received written notice of the §504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer. The parent/guardian will be notified in writing of the date, time and location for the hearing.
14. If the parent/guardian disagrees with the decision of the impartial hearing officer, the parent/guardian has a right to a review of that decision by a court of competent jurisdiction.
15. On matters other than the student's identification, evaluation, and placement, the parent/guardian has a right to file a complaint with the District's §504 Coordinator, 8961 Tesoro Drive, Suite 500, San Antonio, Texas 78217, (210) 407-0185, who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
16. To file a complaint with the Office of Civil Rights. The address of the Regional Office for Texas is:  
Attention: Regional Civil Rights Director  
Office of Civil Rights, Region VI  
1999 Bryan Street, Suite 2600  
Dallas, Texas 75201  
(214) 880-2459



## **AIDING STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION OR SECTION 504 SERVICES**

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

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

The Texas State Library and Archives Commission's Talking Book Program provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia. North East ISD also has access to other audio book resources that include textbook and library materials. Information is available through the campus or the District Department of Special Education/Dyslexia/Section 504.

## **RESPONSE TO INTERVENTION**

The federal ESSA and IDEA direct schools to focus more on helping all children learn by identifying and addressing problems early. Both laws stress the importance of providing high quality, scientific, research-based instruction and interventions, and holding schools accountable for the progress of all children in terms of meeting grade-level standards. This approach is called response to intervention (RtI), and the goal of the process is to identify children who are at risk for not meeting grade-level standards and to intervene early.

The process for identifying children who are at risk varies from school to school. The basic elements of an academic RtI approach are: high quality, differentiated core instruction, the provision of scientific, research-based instruction and interventions for identified students who are at risk, monitoring and measurement of the child's progress in response to interventions, and use of these measures of progress to make educational decisions.

## **SPECIAL EDUCATION**

Students with disabilities are guaranteed an opportunity for a free and appropriate public education. Services are provided in the least restrictive environment appropriate to meet an individual student's needs as determined by an admission, review and dismissal (ARD) committee. Students who are ages three through twenty-one and who have one or more of the following disabilities may be eligible for special education:

- Auditory Impairment
- Autism
- Deaf-Blind
- Emotional Disturbance
- Intellectual Disability
- Multiple Disabilities
- Non-Categorical Early Childhood
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech Impairment
- Traumatic Brain Injury
- Visual Impairment

Students with visual impairments, hearing impairments, or both, may be served from birth. Students who are between the ages of three and five years who meet the specific eligibility criteria for Intellectual Disability, Emotional Disturbance, Specific Learning Disability, or Autism may meet criteria for Non-Categorical-Early Childhood.

## **SPECIAL EDUCATION REFERRALS**

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

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

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

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

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

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

Contact Person for Special Education Referrals:

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

Brenda Oates  
Executive Director of Special Education  
8961 Tesoro Drive, Suite 500  
San Antonio, TX 78217

Phone Number: (210) 407-0500

## **SECTION 504 REFERRALS**

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

Contact Person for Section 504 Referrals:

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

Jan Greer DeHaven  
Special Education Director for 504  
8961 Tesoro Drive, Suite 500  
San Antonio, TX 78217

Phone Number: (210) 407-0249

Additional Information:

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

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

The Texas Education Agency's statement can be found at,  
<https://tea.texas.gov/academics/special-student-populations/special-education>

Special Education/ Texas Education Agency

Special Education or IEP-Related Questions? Consult SPEDTex, the Texas Special Education Information Center. This is a resource backed by TEA to inform and support parents, teachers, and anyone committed to the success of children with disabilities. Phone 1-855-SPEDTEX (1-855-773-3839)

### **STUDENT FEES**

Materials that are part of the basic educational program are provided with state and local funds and with no charge to a student. Students, however, are expected to provide their own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits. Any fee or deposit required by the school may be waived if students and parents/guardians are unable to pay. A request for such a waiver must be made in writing to the Principal, and include evidence of their inability to pay.

### **STUDENT INSURANCE**

Accident insurance is available for students at a low cost for full-time coverage or school-time coverage. It is offered through a private insurance agency. Student insurance information is sent home at the beginning of the school year or may be obtained online at [www.neisd.net](http://www.neisd.net) under the "Student Link" tab. Participation in this program is voluntary. In accordance with the Texas Tort Claims Act, please be reminded the District cannot be responsible for costs of treating injuries or assume liability for any other costs associated with an injury at school or any school related functions unless the personal injury is caused by a district employee's negligent operation of a motor vehicle while performing district duties.

Before students participate in school sponsored athletics, students and parent/guardian must either purchase the student accident insurance, show proof of insurance, or sign a form rejecting the insurance offer and waiving any claim against the District for any injury.

### **VENDING MACHINES**

The District has adopted and enforces policies to ensure campuses comply with Texas Education Agency vending machine and school nutrition services guidelines for restricting student access to vending machines.

### **VIDEO SECURITY CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal and/or his/her designee will review the recording routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. Any attempt to vandalize or alter the cameras will be subject to disciplinary action.

With this technology enhancement, the District has an obligation to protect the identity of students who may be on the video. Parents/guardians requesting to review a video involving their students must comply with the Open Records Act and make their request. [See Open Records Requests]. Parents/guardians will be charged a fee to cover the costs of video reproduction/redaction. Fees/charges are subject to change from year to year.



**RESPONSIBILITIES  
OF  
THE  
SCHOOL COMMUNITY**

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

## **RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS**

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

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

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

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

Students' responsibilities for achieving a positive learning environment at school, whether in-person or in distance learning, or school related activities include, but are not limited to, the following:

- Attend school daily, except when ill, or otherwise lawfully absent.
- Attend classes on time.
- Diligently work towards mastery of the Texas Essential Knowledge and Skills (TEKS).
- Be prepared for each class with appropriate materials and assignments.
- Be aware of and follow all rules and regulations for student behavior.
- Exhibit an attitude of respect toward individuals and property. Refrain from any type of "bullying" behaviors.
- Be responsible and report any "bullying" activity at schools and/or school-related activities.
- Conduct oneself in a responsible manner.

- Avoid conduct that is likely to put other students or oneself at risk.
- Promptly report to a teacher, administrator, or school employee any threat, behavior, or safety hazard that could harm others.
- Express opinions and ideas in a respectful manner so as not to slander, offend or enrage others.
- Abide by the District dress code.
- Refrain from making profane, insulting, threatening, or inflammatory remarks, or engaging in disruptive conduct.
- Practice academic honesty.
- Cooperate with school staff investigating disciplinary cases. This includes volunteering information he/she may have relating to an offense. This includes reporting behavior that violates school rules.
- Follow changes in District and school policies and regulations in an orderly and responsible manner.
- Support the school staff in maintaining a safe, instructional school environment.
- Pay required fees and fines, except as exempt by law.

## **RIGHTS AND RESPONSIBILITIES OF TEACHERS**

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

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

## **RIGHTS AND RESPONSIBILITIES OF SCHOOL COUNSELORS**

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

- Academic support, including organizational, study, and test-taking skills.
- College and career awareness, exploration, and planning.

- Peer relationships, coping strategies, and effective social interactions.
- Individual and small group counseling.
- Individual/family/school crisis intervention.
- Consultation and collaboration.
- Transition planning.
- Academic planning.
- Multicultural/diversity awareness.
- Substance abuse education.

## **RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS**

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

- Provide appropriate support for teachers when dealing with student discipline.
- Implement a flexible curriculum to meet the needs of all students.
- Provide effective discipline management training for all teachers and staff based upon the District Behavior Management Plan.
- Treat all students in an equitable and impartial manner.
- Encourage parental/guardian communication with the school and participation in required parent/guardian/teacher conferences.
- Develop a cooperative working relationship among staff, parents/guardians and students.
- Assist students in the development of self-discipline, including proper orientation to the Behavior Management Plan.
- Provide leadership for the implementation, maintenance, and evaluation of the Behavior Management Plan.
- Maintenance and evaluation of the Behavior Management Plan.
- Ensure students' safety through maintenance of the school grounds.
- Serve as appropriate role models for the students on their campus, in accordance with the standards of the profession.
- Maintain student discipline and duties as a Campus Behavior Coordinator (CBC).
- Monitor/Maintain student attendance and duties as a Truancy Prevention Coordinator.



**2020-2021  
STUDENT CODE  
OF  
CONDUCT**

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

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

Campuses proactively employ a variety of positive behavior supports and utilize a character education program to reinforce the value of appropriate choices and to promote a positive climate for all stakeholders. Staff receive extensive training in utilizing current research-based methods, which are designed to enhance social-emotional learning, foster productive relationships and provide the requisite intervention to enable students to maintain consistent compliance with Student Code of Conduct expectations.

In North East ISD, the principal serves as the campus behavior coordinator (CBC). The principal/CBC or his/her designee will make discipline decisions based on the evidence in each situation. Consideration will be given to intent and/or self-defense in the decision-making process along with all other relevant factors. Intent or lack of intent and/or self-defense alone will not be the determining factor. In cases of misbehavior where there is no stated or implied intent to violate the Student Code of Conduct, students may be disciplined for their actions. To avoid disciplinary action by contending self-defense, students must not have been involved in provoking the situation, must seek to detach themselves from the situation and/or obtain help from school personnel. Self-defense is not an acceptable reason for misconduct that seriously disrupts the educational environment, endangers others, is used as a reaction to bullying, or hurts or seriously affects other students. Administration maintains the sole authority to determine intent and/or self-defense based on the investigation. Consideration will be given to students with an individual educational program (IEP) or Section 504 individual accommodations plan (IAP) in which the misconduct is a direct and substantial manifestation of the disability or disabilities.

The principal/CBC or his/her designee has the legal authority and responsibility to investigate violations of the Student Code of Conduct and to interview students regarding the student's own conduct or the conduct of other students without prior notice to parents/guardians or the consent of parents/guardians to do so. School officials including law enforcement officers exercise this authority to maintain the safety and security of the school environment and to prevent the disruption of instructional programs. In order to conduct an efficient and effective investigation and to avoid causing undue alarm, anxiety or giving incomplete information, parents/guardians will be notified at the discretion of the administrator conducting the investigation.

The principal/CBC or his/her designee will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity. In most cases, school officials contact their campus police officer to assist them in enforcing these provisions. Certain acts of conduct may constitute criminal offenses in addition to violations of the Student Code of Conduct. 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.

Multiple consequences are possible for a single infraction by a student. Legal actions may be taken by the law enforcement agency and the judicial system. In addition, student activity groups may have disciplinary actions taken including removal from the student organization as indicated in the organizations' constitutions.

The primary factor in any disciplinary decision is the severity of the incident. However, the student's age, maturity, prior misbehavior, status as a student who is homeless or in the conservatorship of DFPS and the factors listed above are also taken into consideration. Disciplinary actions for violations of the District's rules are subject to change due to the enactment of or revision to state law, interpretations by the Texas Education Agency, or North East ISD School Board Policy changes.

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

## **GENERAL CONDUCT EXPECTATIONS**

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

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

## **GENERAL BELIEFS**

- Students are responsible for the choices they make.
- Students can be taught behavioral expectations.

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

## **GENERAL STUDENT RULES**

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

- Cheating, copying, or representing someone's work as one's own.
- Identity theft.
- Throwing any object that can cause bodily injury or property damage, which is not included as part of a teacher approved curriculum or school-sponsored activity.
- Leaving school grounds or a school-sponsored activity or event without permission of a school official with the authority to grant permission to leave the campus.
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward students, school personnel or visitors to the District.
- Insubordination - failing to comply with directives from school personnel or violating District policies, rules, and regulations.
- Possessing matches and/or lighter(s).
- Engaging in robbery or theft.
- Damaging or vandalizing property owned by the District, other students, District employees, volunteers or visitors.
- Engaging in misconduct on school buses.
- Fighting/mutual combat.
- Committing physical abuse or threatening physical abuse.
- Bullying/cyberbullying.
- Harassment.
- Committing extortion, coercion, or blackmail defined as obtaining money or other object of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Engaging in verbal abuse, including but not limited to, name-calling, ethnic or racial slurs, or derogatory statements addressed publicly or privately to others that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
- Engaging in rude and disrespectful behavior.
- Engaging in any type of threatening, harassing or intimidating school personnel on or off school property, to include, but not limited to, expression via social media.
- Engaging in tardiness, truancy, or intentionally skipping classes or other scheduled activities.
- Causing, inciting or participating in a disturbance on school grounds, at a school function or school activity.
- Encouraging others to fight or participate in a violation of the District Student Code of Conduct.
- Possessing or using fireworks, "poppers," or explosives of any kind.
- Engaging in inappropriate physical or sexual contact/conduct that may be offensive to other students and/or disruptive to the educational environment.
- Engaging in any offensive conduct of a sexual nature, whether verbal or physical. This may include requests for sexual favors or other intimidating sexual conduct.

- Using/misusing an electronic or wireless communication device (cell phone/camera phone, iatches or the like etc.) during an unauthorized time or in an unauthorized location. Misuse includes, but is not limited to, text messaging, using the device to share educational information in violation of the Academic Honesty Policy, sexting, cyberbullying, having or sharing intimate visual pictures or using the phone as a camera during the instructional day or in any area where there is a reasonable expectation of privacy.
- Using any device that permits the recording of a voice or image of another in any way that invades the privacy of others, is made without the prior consent of the individual(s) being recorded, or disrupts the educational environment.
- Possessing, creating, or displaying graffiti of any kind.
- Violating the District's Acceptable Use of Technology Resources guidelines.
- Creating a "hit list" or any other list that targets specific individuals to be physically or psychologically harmed.
- Violating the dress code.
- Bringing items to sell at school without prior consent from the principal.
- Loitering.
- Engaging in tobacco/electronic device violations, including but not limited to, nicotine products, cartridges, oils or the like.
- Possessing drug paraphernalia of any kind.
- Carrying and/or bringing to school any bladed instruments.
- Taking invasive pictures and/or recordings of other students.
- Disclosing, posting or promoting intimate visual material.
- Disrupting virtual or distance learning by gaining unauthorized access and/or actively disturbing instruction.
- Engaging in any other conduct that disrupts the school environment or educational process.

## DISCIPLINE OPTIONS

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

The principal/CBC or his/her designee may suspend students who engage in conduct identified in the Student Code of Conduct. An out-of-school suspension may not exceed three (3) school days for a single incident.

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

1. Conduct that contains the elements of an offense related to weapons under Section 46.02 or 46.05, Penal Code;
2. Conduct that contains the elements of a violent offense under Section 22.01, 22.011, 22.02, or 22.021, Penal Code; or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of: (a) marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.; (B) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or (C) an alcoholic beverage, as defined by Section 1.04, Alcohol Beverage Code.

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

- Verbal corrections and warnings (oral or written).
- Seating changes.
- Temporary confiscation of items that disrupt the educational process.
- Special assignments or duties.
- Parent/guardians/teacher conferences.
- Behavioral contracts.

- Counseling/mediation by staff, student peers, and community leaders, outside agencies of the federal, state, or local governments.
- “Stay Away” agreement or no contact orders issued by the principal/CBC or designee.
- Withdrawal of privileges.
- Withdrawal of school activities.
- Revocation of Acceptable Use Policy (AUP), which allows use of District technology resources.
- Modified method of virtual or distance learning instruction.
- Partial or complete denial of attendance and/or participation in extracurricular activities.
- Probation.
- Demerits.
- Duty assignments.
- Detention.
- Modified day.
- Individualized behavior modification.
- Referral to the school administrator.
- Referral to outside agency.
- Overnight suspension.
- In-school alternative assignment.
- Reassignment of classes.
- Temporary removal from class.
- Temporary or permanent removal from District transportation.
- Police involvement.
- Parent conferences.
- Restitution of damages.
- In School Suspension (ISS).
- Off Campus Suspension (OCS).
- Revocation of magnet program enrollment.
- Disciplinary Alternative Educational Programs (DAEP).
- Expulsion and referral to Juvenile Justice Academy (JJA).
- Filing a criminal complaint or civil action.
- Other reasonable actions created by unforeseeable special circumstances.

## **SCHOLASTIC IMPLICATIONS DURING PERIODS OF DISCIPLINE**

Students who are suspended will be provided an alternative means of receiving coursework in the foundation curriculum during the period of suspension. The student’s absence shall not be counted against the minimum attendance as required by law if the student satisfactorily completes the assignments upon return from the period of suspension.

The home campus of expelled students will evaluate and may promote or award credit to students based upon work completed as students at the Juvenile Justice Academy. Expelled students who meet special education or 504 eligibility criteria will receive educational services as determined by the appropriate review committee (MDR/504).

## **CATEGORIES OF OFFENSES**

### **CATEGORY I OFFENSES--MANDATORY EXPULSIONS TEC 37.007**

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

1. Engages in conduct that contains the offenses under Section 46.02, Penal Code, or elements of an offense relating to weapons under Section 46.05, Penal Code.
2. Behavior containing the elements of the following offenses under the Texas Penal Code:
  - a. Aggravated assault, sexual assault, aggravated sexual assault.
  - b. Arson.

- c. Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - d. Indecency with a child.
  - e. Aggravated kidnapping.
  - f. Aggravated robbery.
  - g. Manslaughter.
  - h. Criminally negligent homicide.
  - i. Continuous sexual abuse of a young child or children.
3. Engages in conduct specified by Section 37.006 (a)(2)(C) or (D), if the conduct is punishable as a felony.
  4. Retaliation against a school employee or volunteer combined with one of the above listed offenses on or off school property or at a school-sponsored or school-related activity.

Students involved in a first time Category I offense will be expelled for a period not to exceed 90 school days except for firearm violations. Expulsion for subsequent offenses may be longer than 90 school days. Days absent do not count towards the assigned days. The District will follow the guidelines set by federal and state laws.

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

\*Note: A student who is younger than ten (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.

**STUDENTS ARE PROHIBITED FROM ATTENDING OR PARTICIPATING IN A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY ON OR OFF SCHOOL PROPERTY. STUDENTS WHO VIOLATE THIS WARNING WILL BE SUBJECT TO ARREST FOR CRIMINAL TRESPASS (TEXAS PENAL CODE, SECTION 30.05).**

#### **PROVISION FOR APPEAL OF STUDENT EXPULSIONS**

A process for appeal of student expulsions is outlined in North East ISD Board Policy FOD (Local) and affords students and parents/guardians due process. The appeal process shall meet the requirements of Board policy. The discipline placement assigned to students will remain in effect pending the outcome of an appeal. The expulsion placement of students who qualify for protection under the Individuals with Disabilities Education Act is governed by the applicable policy/law.

#### **CATEGORY II OFFENSES**

Students **SHALL BE** placed in a disciplinary alternative education placement (DAEP) or **MAY BE** expelled and referred to the Juvenile Justice Academy (JJA), if students:

1. Engage in conduct involving a public school that contains the elements of the offense of false alarm or report under the Section 42.06 Penal Code, or terroristic threat under Section 22.07, Penal Code.
2. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property for any of the following offenses:
  - a. Sells, gives, delivers to another person, possesses, uses or is under the influence of any amount of marijuana or controlled substances, dangerous drugs, or alcohol.
  - b. Engage in conduct that contains the elements of an offense relating to an abusable volatile chemical under Sections 485.031 through 485.034, Health and Safety Code.
  - c. Engage in conduct that contains the elements of an offense under Section 22.01 (a) (1) of the Penal Code, against a school district employee or a volunteer.
  - d. Engage in conduct that contains the elements of the offense of deadly conduct.
3. While off campus but within 300 feet of school property, as measured from any point on the school's property boundary line (Off Campus 300 Foot Zone):

- a. Uses, exhibits or possesses a firearm specified in Texas Education, Section 37.007 (a) (1) (A).
- b. Uses, exhibits or possesses a location-restricted knife, club, or prohibited weapon specified in Texas Education Code, Section 37.007 (a) (1) (B-D).
- c. Engages in aggravated assault, sexual assault, or aggravated sexual assault.
- d. Commits arson.
- e. Commits murder, capital murder, or criminal attempt to commit murder or capital murder.
- f. Commits indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- g. Engages in continuous sexual abuse of a young child or children.
- h. Engages in conduct specified by Section 37.006 (a)(2)(C) or (D), if the conduct is punishable as a felony.
4. Engage in the following behaviors no matter where they take place:
  - a. Conduct that contains the elements of an offense under Section 22.01 (a) (1) of the Penal Code, against a school district employee or a volunteer.
  - b. Conduct that contains the elements of the offense of breach of computer security under the Section 33.02 Penal Code.
5. Engage in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  - a. Aggravated assault, sexual assault, or aggravated sexual assault.
  - b. Murder, capital murder, or criminal attempt to commit murder or capital murder.
6. Under Texas Education Code, Section 37.006, 37.008 and 37.0081 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:
  - a. The student receives deferred prosecution under Section 53.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - b. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - c. Is charged with engaging in conduct defined as a felony offense in Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - d. Has been referred to a juvenile court for allegedly engaging in delinquent conduct under section 54.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - e. Has received probation or deferred adjudication for a felony offense under Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - f. Has been convicted of a felony offense under Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code; or
  - g. Has been arrested for or charged with a felony offense under Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code; and
  - h. The board or the board's designee determines that the student's presence in the regular classroom:
    - i. Threatens the safety of other students or teachers;
    - ii. Will be detrimental to the educational process; or
    - iii. Is not in the best interests of the district's students
7. Engage in documented serious misbehavior that violates the District's Student Code of Conduct while the student is placed in a Disciplinary Alternative Education Program.
8. Engage in conduct on or off of school property that contains the elements of the offense of retaliation under Section 36.06, Penal Code against any school employee [Texas Education Code 37.006 (b) and 37.007 (d)].
9. Engage in criminal mischief, if punishable as a felony. Students shall be referred to the authorized officer of the juvenile court regardless of whether students are expelled.

Students expelled for a Category II offense will be assigned to JJA for a period not to exceed 90 school days. Expulsion for subsequent offenses may be longer than 90 school days. Days absent do not count towards the assigned days.

Students assigned to a DAEP for a Category II offense will be assigned for a period not to exceed 90 school days. Length of assignment may be extended based upon factors which may include, but are not limited to, the seriousness of incident and/or the number of repeated offenses. Days absent do not count towards the assigned days.

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

*Any DAEP decision of the Board of Trustees or the Board's designee under this section is final and **may not be appealed and the District will not engage in any further discussion regarding the DAEP placement.***

**STUDENTS ARE PROHIBITED FROM ATTENDING OR PARTICIPATING IN A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY ON OR OFF SCHOOL PROPERTY. STUDENTS WHO VIOLATE THIS WARNING WILL BE SUBJECT TO ARREST FOR CRIMINAL TRESPASS (TEXAS PENAL CODE, SECTION 30.05).**

### **CATEGORY III OFFENSES**

**Except as provided by Section 37.007 (a)(3), Texas Education Code, students SHALL BE removed from class and placed in a DAEP, as provided by Section 37.006, Texas Education Code, if students:**

1. Engage in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06 of the Penal Code or terroristic threat under Section 22.07 of the Penal Code.
2. Commit the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:
  - a. Engages in conduct punishable as a felony.
  - b. Engages in conduct that contains the elements of the offense of assault under Section 22.01, Penal Code.
  - c. Sells, gives, or delivers to another person or possesses or uses or is under the influence of:
    - i. Marijuana or a controlled substance as defined by Chapter 481, Health and Safety Code.
    - ii. A dangerous drug as defined by Chapter 483, Health and Safety Code.
  - d. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol, or possesses uses or is under the influence of an alcoholic beverage.
  - e. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under Section 485.031 through 485.034, Health and Safety Code.
  - f. Engages in conduct that contains the elements of the offense of public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08, Penal Code.
  - g. Engages in conduct that contains the elements of the offense of harassment under Section 42.07, Penal Code, against an employee of the school district.
3. Engage in conduct on or off of school property that contains the elements of the offense of retaliation under Section 36.06, Penal Code against any school employee [Texas Education Code 37.006 (b)]
4. Under Texas Education Code, Section 37.006, 37.008 and 37.0081 based on conduct occurring off campus and while students are not in attendance at a school-sponsored or school-related activity if:
  - a. Students receive deferred prosecution under Section 53.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - b. A court or jury finds that students have engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - c. Is charged with engaging in conduct defined as a felony offense in Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - d. Has been referred to a juvenile court for allegedly engaging in delinquent conduct under section 54.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - e. Has received probation or deferred adjudication for a felony offense under Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code;
  - f. Has been convicted of a felony offense under Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code; or



- g. Has been arrested for or charged with a felony offense under Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code; and
- h. The board or the board's designee determines that the student's presence in the regular classroom:
  - i. Threatens the safety of other students or teachers;
  - ii. Will be detrimental to the educational process; or
  - iii. Is not in the best interests of the district's students.

*Any DAEP decision of the Board of Trustees or the Board's designee under this section is final and **may not be appealed and the District will not engage in any further discussion regarding the DAEP placement.***

Students assigned to a DAEP for a Category III offense will be placed for a period not to exceed 90 school days. The length of an assignment may be extended based upon factors which may include, but are not limited to, the seriousness of incident and/or the number of repeated offenses, etc. Days absent do not count towards the assigned days.

**STUDENTS ARE PROHIBITED FROM ATTENDING OR PARTICIPATING IN A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY ON OR OFF SCHOOL PROPERTY. STUDENTS WHO VIOLATE THIS WARNING WILL BE SUBJECT TO ARREST FOR CRIMINAL TRESPASS (TEXAS PENAL CODE, SECTION 30.05).**

#### **CATEGORY IV OFFENSES**

Students **MAY BE** placed in a DAEP for offenses while on school property, at any school facility, at any school-sponsored or school-related activity, or on a school bus, if students:

1. Make threatening statements regarding another person, their property or District property.
2. Possess any weapon not classified in the Texas Penal Code including, but not limited to, knuckles, tasers, stun guns, any bladed instrument including butterfly knives, switchblades, throwing knives, throwing stars or the like and pocketknives. In addition, chemical dispensing devices, razors, chains, air guns, pellet/BB guns, or other object used as a weapon and/or threaten or inflict bodily injury on another person or that the principal determines the object is a danger to any student, District employee, or District property by virtue of possession or use of the object.
3. Possess, distribute or are under the influence of a drug or the like, natural or man-made, that has not been identified as an illegal substance.
4. Possess drug paraphernalia.
5. Engage in bullying; or engage in bullying that encourages suicide; incites violence through group bullying; or promotes, releases, or threatens to release intimate visual material of a minor or an adult student without consent.
6. Engage in harassment.
7. Engage in vandalism, including but not limited to, tagging, graffiti, and/or property destruction.
8. Engage in criminal mischief not punishable as a felony.
9. Participate in gangs or gang activities including, but not limited to, exhibiting gang graffiti, clothing, or gang insignias.
10. Participate in fraternities, sororities, or secret societies.
11. Engage in burglary, robbery, or theft not punishable as a felony.
12. Engage in extortion, coercion, or blackmail.
13. Engage in fighting and/or habitual fighting, or repeated commission of physical abuse or threat of physical abuse.
14. Display flagrant or extreme insubordination.
15. Participate in aggressive, and/or disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
16. Engage in verbal abuse including, but not limited to name-calling, racial/ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence.
17. Exhibit disrespect, display pornography, or use profanity, vulgar language, or obscene gestures.
18. Inappropriately display private body parts through such acts as, but not limited to, "mooning" "flashing" or "panting."
19. Possess or distribute sexual materials.
20. Engage in offensive verbal or physical behavior of a sexual nature, which may include, but is not limited to, requests for sexual favors, or similar intimidation directed toward another student, or sexual harassment.
21. Engage in distribution of non-school materials.
22. Engage in any action or behavior that is, or could be, dangerous or harmful to the person or another.
23. Participate in or commit hazing.
24. Possess/use prohibited items.
25. Engage in any conduct that disrupts the instructional and/or school environment.

26. Commit persistent misbehavior.
27. Engage in gambling.
28. Possess, use, sell, gift, or deliver on campus, any product, including but not limited to, over-the-counter products, homeopathic remedies, herbs, vitamins, dietary supplements, weight loss products, pills, etc. and/or are under the influence if taken in amounts exceeding the recommended dosage of over the counter products, such as, but not limited to, those stated above.
29. Possess, use, or delivery of simulated controlled substances and/or representation of an item as a prohibited substance.
30. Commit a cell phone violation/misuse of a wireless communication device, including, but not limited to, text messaging tests or sharing schoolwork information with others, taking pictures, or cyber bullying. [See Cell Phone Guidelines]
31. Use any device that permits the recording of a voice or image of another in any way that invades the privacy of others, is made without the prior consent of the individual(s) being recorded, or disrupts the education environment.
32. Commit any infraction of a bus rule, general school rules, and other behavior identified in the Student/Parent Handbook not listed in this category. [see School Bus Standards of Safety and Conduct]
33. Participate in creating or possessing a "hit list" that targets specific individuals to be physically or psychologically harmed.
34. Provide false information or falsely accusing other students, teachers, school administrators, and/or other school employees of misconduct.
35. Possess or use fireworks, explosives, "poppers," or other such devices.
36. Misuse school documents and/or forge notes/documents.
37. Place offensive photos, obscene material, derogatory statements, threatening or other similar content on an internet site that disrupts the school environment.
38. Bring to school or possess any de-militarized or replica rifle. Special circumstances such as the JROTC program shall have the approval of the principal and appropriate supervision of the JROTC instructor.
39. Engage in conduct that contains the elements of the offense of breach of computer security under Section 33.02, Penal Code.
40. Possess or use electronic cigarettes/electronic devices, including but not limited to, nicotine products, cartridges, oils or the like.
41. Take pictures and/or video in any area where there is a reasonable expectation of privacy, such as a bathroom and/ or locker room.
42. Commit any other conduct that constitutes a violation of state, local, or federal law or local policy that is not listed above.

Secondary students involved in a Category IV offense may be assigned to a DAEP for a time period not to exceed 90 school days. Length of assignment may be extended based upon, but not limited to, the seriousness of incident and/or the number of repeated offenses, etc. Days absent do not count towards the assigned days.

*Any DAEP decision of the Board of Trustees or the Board's designee under this section is final and **may not be appealed and the District will not engage in any further discussion regarding the DAEP placement.***

**STUDENTS ARE PROHIBITED FROM ATTENDING OR PARTICIPATING IN A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY ON OR OFF SCHOOL PROPERTY. STUDENTS WHO VIOLATE THIS WARNING WILL BE SUBJECT TO ARREST FOR CRIMINAL TRESPASS (TEXAS PENAL CODE, SECTION 30.05).**

### **CERTAIN FELONIES**

**Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with TEC 37.0081, a student may be expelled or placed in either a DAEP or in a JJAEP if the Board's designee makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title V of the Texas Penal Code. The student must:**

1. Have received deferred prosecution for conduct defines as aggravated robbery or Title V offense;
2. Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or Title V felony offense;
3. Have been charged with engaging in conduct defined as aggravated robbery or Title V felony offense;
4. Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or Title V felony offense;
5. Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or Title V felony offense.

The District may expel or order a placement to the DAEP under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location on which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

**In addition, students may be removed from class and placed in a disciplinary alternative education program under Texas Education Code, Section 37.006, based on conduct occurring off campus and while students are not in attendance at a school-sponsored or school-related activity if:**

1. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those offenses defined in Title 5, Penal Code or the felony offense of aggravated robbery under Section 29.03, Penal Code; and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
3. A juvenile court, municipal court or justice of the peace orders as a condition of probation that the student attend the District's Alternative Education Program. In this circumstance, a conference will be conducted in the office of Pupil Personnel Services pursuant to Section 37.009(a) of the Texas Education Code.

### **Length of Placement**

Student is subject to placement until:

1. The student graduates from high school,
2. The charges are dismissed, or
3. The student completes the term of the placement or is assigned to another program.

**A school district shall remove students from class and determine the appropriate placement of students who are registered sex offenders under Texas Education Code, Section 37.303 and 37.305. Under this subchapter, a school district may expel students or place students in a disciplinary alternative educational program.**

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the District determines that the student is a threat to the safety of others or to District employees.

### **Exceeds School Year**

Students who commit offenses requiring placement in a DAEP at the end of the year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

In addition to the actions prohibited above, students at school or school-related activities are prohibited from violating any of the general school rules. Any violation of the District Student Code of Conduct may result in a disciplinary action including a Disciplinary Alternative Education Program assignment. Students violating the District's rules and/or the Student Code of Conduct will be held responsible for their behavior and will be subject to disciplinary consequences and in some cases a citation may be issued for the violation.

### **STUDENT WITHDRAWAL PRIOR TO DISCIPLINE**

Withdrawing a student from school does not prevent the District from investigating any alleged violation and obtaining any necessary information or evidence from an outside agency to support a disciplinary recommendation whether that recommendation occurs in the same or subsequent school year.

Consequences may include a referral for a DAEP or expulsion placement. Withdrawing a student also does not affect the District's authority to schedule and conduct a discipline conference or hearing on the student's conduct and enter an order for a removal to a DAEP or to the JJAEP; regardless of whether the student or parent/guardian is present to participate. The order for removal will be included with records sent to a transferring school district. The District reserves the right to enforce the disciplinary consequence should the student re-enroll in the District and the assigned consequence has not been served in completion at another school district within the current or subsequent school year.

## **CRIMINAL TRESPASS WARNING (CTW) [Section 37.105, TEC]**

A principal/CBC or his/her designee or school district police officer may refuse to allow a person to enter on or may eject a person from property under the districts control if the person refuses to leave peaceably on request and the person poses a substantial risk of harm to any person or the person behaves in a manner that is inappropriate for a school setting and the administrator or officer issues a verbal warning to the person that the person's behavior is inappropriate and may result in the person's refusal of entry or ejection; and the person persists in that behavior. A CTW under this section may not exceed two years.

Identification may be required of any person on school property or property under districts control.

Any parent/guardian who has been issued a CTW will be provided the opportunity to participate in their child's admission, review, and dismissal committee or in the child's team established un Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794), in accordance with federal law. Accommodations can be made by contacting the campus principal.

A CTW appeal may be made by following the District's grievance procedure outlined in Board Policy FNG (Local) and submitting a complaint form. Both the policy and complaint form are located on the District's website at <https://www.neisd.net/Page/2738>.

## **Additional Disciplinary Information/Procedures**

### **ALCOHOL AND OTHER DRUGS**

No student shall possess, consume, use, transmit or be under the influence of illicit drugs or alcohol, such as, but not limited to, any narcotic drug, hallucinogenic, tetrahydrocannabinol (THC), amphetamine, barbiturate, marijuana, cannabidiol (CBD), alcoholic beverage, toxicant inhalant, marijuana like substances that are commonly found in K2, Spice, and other synthetic marijuana products, or any substance with hallucinogenic or mind-altering properties or other intoxicant (as those items are defined by law), or over-the-counter drugs medications/ remedies, such as but not limited to, homeopathic products, vitamins, herbs, dietary supplements, etc.:

- On school grounds during any school term
- Off school grounds at a school activity, function, event, or while participating in a virtual or distance learning.
- Within 300 feet of District property

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

Students who use a drug as authorized by a licensed physician through a prescription specifically issued for the student's use shall not be considered to have violated this rule as long as they follow the guidelines set forth by North East ISD Health Services.

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

Students who violate this policy on alcohol and drug use shall be subject to disciplinary action as deemed appropriate by the Superintendent or his designee, which may include, but is not limited to, removal to alternative education placement and/or expulsion.

### **BULLYING**

North East ISD prohibits bullying as defined by David's Law and Board Policy FFI (Local). Effective communication between parents/guardians, students, and the principal/CBC or his/her designee is a key component in handling bullying allegations. Retaliation against anyone reporting bullying is prohibited. [See Definitions and Terminology Section]

The District prohibits the bullying of any student:

1. During any educational program or activity conducted by the District; during any school-related or school-sponsored program or activity or on a school bus; or
2. Through the use of any electronic device or data while on school grounds; on a school bus; or through the use of computer software that is accessed through a computer, computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section; or

3. Through threats, using any of the above methods, to be carried out on school grounds. This includes threats made outside of school hours that are intended to be carried out during any school-related or school-sponsored program or activity or on a school bus; or
4. Through the use of any electronic device or data that is made outside of school hours on or off campus if a student's ability to receive an education or the school's ability to provide an education is significantly impaired as determined by the District administration.

It is further prohibited to bully in a manner reasonably perceived to be motivated either by any actual or perceived characteristics, such as race; ethnicity, color; religion; ancestry, national origin; gender; sex; sexual orientation; gender identity and expression; marital status; socio-economic background; social/family background; linguistic preference; political beliefs; or a mental, physical, or sensory disability, or impairment; or by any other distinguishing characteristic or because of one's association with a particular person or group of persons.

Any student who believes that he/she has experienced bullying or believes that another student is being bullied should obtain help by immediately reporting the alleged act(s) orally or in writing, to a teacher, counselor, principal/CBC, or parent/guardian. Other options of reporting include reporting anonymously online through the school or District website, the North East ISD mobile app and/or by contacting the campus police officer. Students, parents/guardians, or any individual who is experiencing, witnessing or has knowledge of bullying may contact their school to obtain an incident report form that may be used to submit the complaint or by going to the District website to file a bullying complaint form at [https://www2.neisd.net/School\\_Administration/bully/bullyreport.cfm](https://www2.neisd.net/School_Administration/bully/bullyreport.cfm).

Any report given orally will be reduced by the principal or designee to a written form. A failure to immediately report may impair the District's ability to investigate and address the alleged conduct. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. More information regarding bullying or reporting bullying can be found on the District website at [https://www2.neisd.net/School\\_Administration/bully/index.html](https://www2.neisd.net/School_Administration/bully/index.html).

When a bully allegation is made the principal/CBC or his/her designee will conduct an investigation based on the allegations reported. Absent extenuating circumstances, the investigation will begin within 24 hours and be completed within ten (10) school business days from the date of the initial report alleging bullying; however, the principal/CBC or his/her designee shall take additional time if necessary to complete a thorough investigation. To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. The limited disclosures may be necessary in order to conduct a thorough investigation. The principal/CBC shall take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The principal/CBC or his/her designee shall determine whether the allegations reported constitute bullying and respond by taking appropriate disciplinary actions in accordance with the District's Student Code of Conduct. Disciplinary or other action may be taken even if the conduct did not rise to level of bullying. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and shall vary in method and severity according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance.

Be advised that Chapter 37 of the Texas Education Code has been amended to allow for an expulsion or placement in a DAEP for a student who 1. Engages in bullying that encourages suicide; 2. Incites violence through group bullying; or 3. Releases or threatens to release intimate visual material of a minor or an adult student without consent.

If an incident of bullying is reported, the principal/CBC or his/her designee shall notify the parent/guardian of the victim(s) on or before the third business day after the incident is reported and within a reasonable time, notice will be given to the parent/guardian of the student who engaged in bullying. Follow up contact with parents/guardians will be made if bullying is confirmed. Available school counseling options will be provided to these individuals. After an investigation is completed, the principal/CBC may report to law enforcement if the principal/CBC or his/her designee has reasonable grounds to believe that a student has engaged in assault or harassment.

If a student is found repeating bullying behavior after the school has imposed disciplinary actions or the bullying behavior is extreme or significant, the principal/CBC in consultation with the board designee may transfer the student to another campus in the district.

The parent/guardian of a student who has been determined by the district to be a victim of bullying may request that his/her child be transferred to another classroom or campus within the district.

There are many internet resources on bullying. The US Department of Education website, [www.stopbullying.gov](http://www.stopbullying.gov), provides information and multiple resources regarding bullying.

It is important that the school and parents/guardians work together to reinforce a culture of tolerance and respect. Visit your campus website, the District website at [https://www2.neisd.net/School\\_Administration/bully/index.html](https://www2.neisd.net/School_Administration/bully/index.html) and call your school administrator and/or counselor to acquire information regarding the various programs that reinforce positive behavior to promote tolerance and respect and their specific reporting procedures. [TEC 37.0832]

### **CAMPUS BEHAVIOR COORDINATOR (CBC)**

As required by law, each campus must have a designated CBC. The CBC is primarily responsible for maintaining student discipline. In North East ISD, the CBC is the principal. The principal may delegate duties required as a CBC as necessary.

### **DISTRICT ALTERNATIVE EDUCATION PROGRAMS (DAEP) / NORTH EAST ALTERNATIVE CENTER (NEAC)**

NEAC is an in-district DAEP site that houses the Middle School (NEAC-MS) and High School (NEAC-HS). These placements will not exceed 90 school days without a review of the student's attendance, academic and behavioral status by the Board's designee. Days absent do not count toward the assigned days. Students are withdrawn from their home campus and enrolled in this program.

A parent/guardian is required to attend an enrollment conference when a student is assigned to the DAEP. Students shall comply with all NEAC rules and procedures.

Students who are removed to a DAEP for behavior are required to attend the assigned days, maintain passing grades, and exhibit satisfactory conduct while at the DAEP. The Principal/CBC of the respective NEAC or his/her designee reviews each student's progress while at the DAEP to determine if the student has met all requirements in order to give final approval prior to any release of a student to the home campus.

Should students withdraw prior to completing their assignment to the DAEP and subsequently re-enroll, students will be required to complete the assignment to the DAEP prior to returning to the home campus.

**During the time students are placed at a DAEP, they are prohibited from being on the home campus or any North East ISD properties or attending school-related activities on or off school property other than the identified site selected by the District as the designated pick up and drop off for bus transportation to the DAEP.**

Students being transported to the DAEP must go directly to the transportation site, follow all directions given by District personnel and leave promptly after being dropped off at the end of the day. Students assigned to the DAEP must follow all bus transportation standards and procedures. **Transportation to DAEP is a privilege and failure to comply with bus rules and/or inappropriate behavior at the bus pick-up/drop-off sites will result in the loss of transportation provided by the District.**

Students who will be returning to the DAEP following the summer break may attend the North East ISD summer school and be on the summer school campus for that purpose only. Students who violate this warning will be subject to arrest for criminal trespass (Texas Penal Code, Section 30.05).

This applies to all students, including those who withdraw from North East ISD and do not complete their assignment.

Cell phones/personal electronic devices are not permitted at the DAEP. In addition, students assigned to a DAEP are required to follow the rules/procedures regulating behavior, appearance and searches established by that program.

Students assigned to a DAEP may be subject to "administrative searches" which can be done to all, rather than being based on individualized suspicion.

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue the placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the board's designee must determine:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior that violates the District's Student Code of Conduct.

### **Placement of Seniors Prior to Graduation Ceremonies in a 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 DAEP. Therefore, a graduating senior who has a current or pending placement to a DAEP will not be permitted to participate in the graduation ceremony.

### **Newly Enrolled Students**

The District shall continue mandatory DAEP placements of students who enroll in North East ISD and were assigned to a DAEP in an open-enrolled charter school or another school district.

The District will evaluate all other DAEP placements of students who enroll in North East ISD and were assigned to a DAEP by an open-enrolled charter school or another school district and determine placement on a case by case basis.

### **Juvenile Justice Academy Education Program (JJAEP)**

JJAEP is an out of district Alternative Educational Placement for students who are expelled from North East ISD. Original placement will not exceed a calendar year. JJAEP is located at 1402 North Hackberry.

### **Newly Enrolled Students**

The District may continue an expulsion of any newly enrolled student in North East ISD who was expelled from an open-enrolled charter school or another school district. All cases will be reviewed prior to a direct placement to JJAEP.

### **DISTRIBUTION OF NON-SCHOOL MATERIALS**

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

### **DRUG FREE SCHOOLS**

North East ISD believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a Student Code of Conduct that prohibits using, giving, selling, possessing, being under the influence of, and/or distributing alcohol and/or illicit drugs or prescription drugs by students on school premises or within 300 feet of District property or as part of any school activity, regardless of its location.

Compliance with this Student Code of Conduct is mandatory, and students shall be disciplined if they are found to have violated this Student Code of Conduct. Students found to be involved in an alcohol and/or drug violations are subject to removal to an alternative education placement of not fewer than 45 school days and/or a possible expulsion from the District. [Board Policy FNCF (Legal) and Health and Safety Code 481.134 and 483.001]

NOTE: A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Texas Health and Safety Code does not violate this provision.

### **EMERGENCY PLACEMENT OR EXPULSION**

Texas Education Code, Section 37.019 states that a student may be removed if 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 the class, with the ability of the student's classmates to learn, or with the operation of a school or school-sponsored activity. In addition, a student may be removed for action that is necessary to protect persons or property from imminent harm.

### **FALSELY ACCUSING OTHERS OF MISCONDUCT**

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

## **FIGHTING**

Individual or group fights at school, school sponsored events, school related activities, or while on District transportation will not be tolerated. Students found to be encouraging others to fight is prohibited. Parents/guardians of students involved will be notified. The seriousness and determination of self-defense of each case will determine the disciplinary action taken. Self-defense is not an acceptable reason for misconduct that seriously disrupts the educational environment, or endangers or seriously affects others.

Students who engage in fighting will be subject to disciplinary consequences such as, but not limited to, suspensions and removal to an alternative education placement.

## **GANG/CREW ACTIVITY**

Board Policy FNCC (Local) - A "gang" is defined as any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for purposes of this policy, a "gang" is a prohibited fraternity or society as defined by Texas Education Code, Section 37.121. By this policy, the Board of Trustees acts to prohibit the existence of gangs and gang activity.

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

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other affiliation in any 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 for protection or otherwise intimidating or threatening any person.
  - c. Inciting other students to act with physical violence upon any other person.
  - d. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
  - e. Committing any other illegal act or other violation of school district policies.

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the District, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any District-owned or leased property or campus playground.

## **GANG LAW VIOLATIONS**

1. A person commits an offense if the person:
  - a. Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
  - b. Is not enrolled in a public school and solicits or coerces another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.
2. The District will place in a disciplinary alternative education program or expel any student who violates section 1 above

## **HAZING: SECTION TEC 37.151**

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

Students who violate the District hazing policies or state law [FNCC (Legal) and FNCC (Local)], Texas Education Code Chapter 37, Subchapter F, North East ISD Student Code of Conduct shall be subject to disciplinary action as deemed appropriate by the Superintendent or his designee which may include, but is not limited to, suspension, removal to alternative educational placements and/or expulsion if criteria for expulsion are met (Texas Education Code 37.007). Students may also face probation or removal from extra-curricular activities.



## **INTERNET**

Disclosing, posting, and/or promoting offensive photos, intimate visual materials, obscene materials, derogatory statements, threatening or other similar content on an internet site or social media app that disrupts the instructional and/or school environment is not permitted. Students involved in these types of activities are subject to the applicable disciplinary and/or legal consequences.

## **JURISDICTION: GOING TO AND FROM SCHOOL**

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

## **NORTH EAST POLICE DEPARTMENT OFFICERS (NEPD)**

North East ISD Police Department officers perform law enforcement duties which include protecting the safety and welfare of students, staff, community members, and District property. They are not assigned tasks related to imposing student discipline or investigating alleged violations of the Student Code of Conduct. They are exclusively responsible for addressing behaviors which are potential violations of Penal Code and have the sole authority to determine any subsequent criminal charge that may result.

The NEPD Officers are commissioned and have authority to arrest violators of the law, both on and off campuses. They may also issue traffic tickets on or around school district property. Any person wishing to contact the NEPD may call (210) 407-0911 at any time of the day or night. To report any suspicious activities or behaviors, you can call Crime Stoppers at (210) 407-0931 or use the North East Tip Line to make an online tip at [https://northeastisd.az1.qualtrics.com/jfe/form/SV\\_9moM71otNKKr9I1](https://northeastisd.az1.qualtrics.com/jfe/form/SV_9moM71otNKKr9I1).

## **PROHIBITED ITEMS**

Personal items may be brought to school for educational purposes only when approved or requested by a teacher. Students are not to bring and/or use on school premises items such as, but not limited to, electronic games, cigarette lighters/matches, any bladed instruments, toy guns of any kind, pellet guns, bb guns, paintball guns, ammunition of any type, laser pointers, electronic devices, devices with audio and/or video recording equipment or devices, cameras of any type, dice, cards/trading cards, skate boards, in-line skates, pornographic materials, or other items determined by school officials to be inappropriate at school. Students may be subject to disciplinary action for being in possession of any of the above items. The principal/CBC or his/her designee will contact the parent/guardian on each occurrence and students found to be in violation of this policy shall be subject to disciplinary action, which may include but not be limited to, a warning, removal to an alternative educational program, or expulsion for persistent misbehavior.

Prohibited items will be confiscated and will be returned to the parent/guardian subject to the discretion of the campus administrator. The district will not be responsible for any damaged, lost, or stolen electronic devices.

## **PUBLICATIONS**

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

1. Student material criticizing board members, school officials or advocating violation of school rules may be prohibited when, in the reasonable judgment of the principal/CBC, substantial disruption of normal school operations would likely result.
2. Student material attacking any individual or group on the basis of gender, race, creed, ethnicity, or religion may be prohibited when disruption of normal school operations would likely result.

3. Materials encouraging actions that endanger the health or safety of students are prohibited, including obscene materials or materials determined to be sexually inappropriate.
4. Libel is prohibited. In regard to school officials, libelous material is that which contains defamatory falsehoods made with knowledge of their falsity or reckless disregard of their truth.
5. Reasonable time, place, and manner restrictions may be placed on the posting and distribution of material. The posting and distribution of material may be prohibited when, in the judgment of the principal/CBC, substantial disruption of school operations would likely result.

## **SEARCHES AND INTERVIEWS**

The principal/CBC or his/her designee has the legal authority and responsibility to investigate violations of the Student Code of Conduct and to interview students regarding the student's own conduct or the conduct of other students without prior notice to parents/guardians or the consent of parents/guardians to do so. School officials including law enforcement officers exercise this authority to maintain the safety and security of the school environment and to prevent the disruption of instructional programs. In order to conduct an efficient and effective investigation and to avoid causing undue alarm, anxiety or giving incomplete information, parents/guardians will be notified at the discretion of the administrator conducting the investigation. In the context of school discipline, students have no claim to the right not to incriminate themselves. Students are expected to provide any information about their misbehavior or that of other students. School officials may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. A search is reasonable if it meets both of the following criteria:

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

An individual search is considered reasonable if the student leaves the school grounds without permission and returns during the school day on foot or in a vehicle, and/or is found in an unauthorized area of the school facility/grounds.

For safety and security reasons, a principal/CBC or his/her designee may conduct blanket searches of all students' backpacks or bags, any classrooms, wings, departments, sections, and/or utilize designated key access points for campus entrances as deemed appropriate throughout the school year.

Vehicles on or within 300 feet of district property may be searched if there is reasonable suspicion that the search will result in evidence that school rules or other laws have been violated. Students shall be responsible for any prohibited items found on their person, in their lockers, or in their 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 North East ISD 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.

## **Trained Dogs**

The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

## **SELLING OF ITEMS BY INDIVIDUALS**

The selling of items within the school is restricted to clubs/approved school organizations or by special permission by the principal/CBC.

## **STUDENT REMOVAL FROM CLASS**

A teacher may send or refer a student to the principal/CBC or his/her designee office in order to maintain effective discipline in the instructional classroom. The principal/CBC or his/her designee shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct adopted under Texas Education Code Section 37.001 that

can be reasonably expected to improve the student's behavior before returning the student to the classroom. If the student's behavior does not improve, the principal/CBC or his/her designee shall employ alternative discipline management techniques, including any progressive interventions designated as the responsibility of the principal/CBC or his/her designee in the Student Code of Conduct.

1. A teacher may remove from class a student:
  - a. Who has been documented by the teacher to have repeatedly interfered with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
  - b. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
2. If a teacher removes a student from class under Subsection 1, the principal/CBC may place the student into another appropriate classroom, in-school suspension, or into an alternative education program as provided by Section 37.008. The principal/CBC may not return the student to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activity.
3. A teacher shall remove from class and send to the principal/CBC for placement in an alternative educational program or for expulsion, as appropriate, a student who engages in conduct described under Section 37.006 or 37.007. The student may not be returned to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available.
4. Not later than the third class day after the day on which a student is removed from class under Section 37.002, the principal/CBC or his/her designee shall schedule a conference among the principal/CBC or his/her designee, a parent/guardian of the student, the teacher removing the student from class, and the student. The student may not be returned to the regular classroom pending the conference. Following the conference and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal/CBC, after consideration of the factors under Section 37.001 (a)(4), shall order the placement of the student for a period consistent with the Student Code of Conduct.

Students with special education services and supports may be removed from class only when the removal does not violate a specific IEP provision.

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

## STUDENT SAFETY

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

Police officers are assigned to the secondary campuses during school hours for the safety and welfare of the students.

**Students should alert an administrator or the police officers to any potential danger on the campus.** The North East ISD Police Department has established a 24-hr Crime Stoppers line at (210) 407-0931 to report any suspicious activities or behaviors. Calls made to Crime Stoppers will be anonymous. The North East ISD mobile app also provides an anonymous North East Tip Line making it easy for anyone to quickly report an incident that involves your schools, students or staff. Tips can be sent anonymously from a mobile device, website, text message or phone call. The North East Tip Line is convenient, fast, anonymous and can be accessed at [https://northeastisd.az1.qualtrics.com/jfe/form/SV\\_9moM71otNKKr9I1](https://northeastisd.az1.qualtrics.com/jfe/form/SV_9moM71otNKKr9I1).

## SUSPENSION

Students may be suspended up to three (3) school days for engaging in alleged behaviors which are outlined in the Student Code of Conduct. Parent/guardian conferences shall be held with the principal/CBC or his/her designee prior to students returning to their regular class schedule. Students are prohibited from being on the home campus or any North East ISD properties or school-related activities on or off school property. Exception: A student who is enrolled in a grade level below grade three and/or homeless may not be placed in out-of-school suspension unless while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

1. Conduct that contains the elements of an offense related to weapons under Section 46.02 or 46.05, Penal Code;
2. Conduct that contains the elements of a violent offense under Section 22.01, 22.011, 22.02, or 22.021, Penal Code; or

3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of: (a) marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.; (b) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or (c) an alcoholic beverage, as defined by Section 1.04, Alcohol Beverage Code.

## **THREATS**

Bullying behavior that goes beyond harassment may amount to a threat. Most threats of violence are illegal, and all are prohibited on school campuses regardless of whether the threat is directed at a person or facility or whether it meets the elements of a criminal offense. Disciplinary consequences will apply even if the student states he/she does not intend to carry out the threat. The act of making the threat is itself the basis for the imposition of the applicable disciplinary consequence.

### **Terroristic Threats**

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

- Cause a reaction of any type to his/her threat by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- 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;
- Cause impairment or interruption of public communications, public transportation, public water, gas or power supply, or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state or a political subdivision of the state, such as a school district.

### **False Alarm or Bomb Threat**

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

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

A false alarm or report that involves a school is a higher degree offense.

### **General Threats to Students, Staff and/or Schools**

For those instances where the threat does not meet the elements of a terroristic threat or false alarm, such that no criminal charge is filed, the District retains the discretion to assign a student to the DAEP when a student makes any kind of threat to harm a person, group, or the school in general. This would include instances where the threat is made on social media outside of school. This is again, regardless of whether the student actually intends to carry out the threat. Instead, the act of making the threat is the basis for the imposition of the discipline consequence.

## **TITLE IX – DATING VIOLENCE, SEXUAL AND GENDER-BASED HARASSMENT**

North East ISD believes that all students have the right to participate in District educational programs and school-related activities free from all forms of retaliation, harassment and discrimination on the basis of sex or gender. This District considers harassment of students and discrimination on the basis of sex or gender to be serious and, if confirmed after an investigation, will consider the full range of disciplinary options and/or remedies, up to and including expulsion, according to the nature of the offense.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are prohibited by Title IX [see FFH (Legal)].

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a harassing nature directed toward another.

Dating violence occurs when a person in a current or past relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners.

Sexual harassment of a student by an employee occurs when a school employee causes the student to believe that the student must submit to the conduct in order to participate in a school educational program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct.

Sexual harassment by a student includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct.

Gender-based harassment includes, but is not limited to harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Dating violence, sexual and gender-based conduct as defined above are considered harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Anyone who believes they have been harassed or have witnessed a person be harassed, should contact the principal/CBC, other administrators, teachers, or counselors immediately to report the incident. Staff members who receive a complaint alleging sexual harassment shall report the incident to the campus Title IX Coordinator immediately. On the campus, the principal/CBC serves their respective campus as the Title IX Coordinator (see directory information in the back of the Student/Parent Handbook to obtain contact information). A complaint may also be reported to the District Title IX Coordinators:

The Executive Director of Student Support Services  
(for allegations only involving students)

Christi Wilbur  
8961 Tesoro, Suite 306  
San Antonio, Texas 78217  
(210) 407-0070  
[cwilbu@neisd.net](mailto:cwilbu@neisd.net)

OR

The Executive Director of Human Resources  
(for allegations involving a District employee)

Joel Trevino  
8961 Tesoro, Suite 200  
San Antonio, Texas 78217  
(210) 407-0188  
[jtrevi34@neisd.net](mailto:jtrevi34@neisd.net)

An individual may make a report alleging sexual discrimination or sexual harassment at any time, including non-business hours, in person, by mail, by telephone, or by email using the contact information provided.

Upon receiving any complaint of alleged sexual harassment, the Title IX Coordinator will comply with the process to investigate established in board policy [see FFH (Local)].

Retaliation against any individual involved in the complaint process is a violation of the District policy and is prohibited.

## **TOBACCO/VAPE PRODUCTS ON SCHOOL PROPERTY**

North East ISD prohibits the following in accordance with Texas Education Code Section 38.006 and Texas Health and Safety Code Section 161.081:

1. Any adult and/or student from smoking cigarettes, tobacco, tobacco products, electronic, vapor, smokeless or any other substitute form of cigarettes, tobacco or tobacco-like products, as well as the use of any devices which are used for the purpose of ingesting or transmitting any type of tobacco or tobacco-like products at a school-related or school-sanctioned activity on or off school property.
2. Students from possessing or using cigarettes, tobacco, tobacco products, electronic, vapor, smokeless or any other substitute form of cigarettes, tobacco or tobacco-like products, as well as the use of any devices which are used for the purpose of ingesting or transmitting any type of tobacco, or tobacco-like products at a school-related or school-sanctioned activity on or off school property.

North East ISD will ensure that school personnel will enforce the tobacco/vapor rules. State law prohibits the possession, purchase, consumption or acceptance of an electronic cigarette, cigarette or tobacco product by an individual who is younger than 18 years of age. An offense under state law is punishable by a fine. Additionally, students will face disciplinary consequences which could include a DAEP placement or an expulsion for a THC, or CBD related violation.

### **UNACCEPTABLE AND INAPPROPRIATE USE OF TECHNOLOGY RESOURCES**

Students are prohibited from possessing, sending, forwarding, posting, accessing, flashing or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, or during participation of virtual or distance learning whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

### **UNAUTHORIZED ORGANIZATIONS**

North East ISD Policy FNCC (Legal) specifically prohibits the existence of organizations on a public school campus which have not been authorized by the principal.

Under district policy, a person commits an offense if the person is a member of, pledges to become a member, or joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang. In this section, "public school fraternity, sorority, secret society, or gang" means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girls Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities. [TEC 37.121 (d)]

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

### **WANDING**

As an additional proactive safety initiative, the District will periodically screen randomly identified classrooms of students to identify weapons and/or other potentially dangerous prohibited items. The principal/CBC or his/her designee will receive no advanced notice of classes of which will be wanded. Screenings are randomized to ensure that no classroom and/or student is intentionally or repeatedly selected. Parent consent is not required nor can a student refuse to participate in being wanded.

### **WEAPONS/EXPLOSIVES**

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

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

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

Students who violate this policy shall be subject to disciplinary action as deemed appropriate by the Superintendent or his designee which may include, but not be limited to, suspension, removal to a DAEP, and/or expulsion.

Students who have reasonable grounds to suspect a violation of the school district's policy relating to the possession of weapons/explosives are required to report such suspicion immediately to a school administrator or police officer. Students can also call the North East ISD Police Department's 24-hour Crime Stoppers number (210) 407-0931 to report any suspicious activities or behaviors. Calls made to Crime Stoppers will be anonymous. The North East ISD Mobile App also provides an anonymous North East Tip Line making it easy for anyone to quickly report an incident that involves your schools, students or staff. Tips can be sent anonymously from a mobile device, website, text message or phone call. The North East Tip Line is convenient, fast, anonymous and can be accessed at [https://northeastisd.az1.qualtrics.com/jfe/form/SV\\_9moM71otNKKr9I1](https://northeastisd.az1.qualtrics.com/jfe/form/SV_9moM71otNKKr9I1).





## **ACADEMIC REQUIREMENTS**

## **ACADEMIC HONESTY**

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments and/or tests and disciplinary penalties in accordance with the Student Code of Conduct and the home campus Academic Honesty Policy. Academic dishonesty includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that students have engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. [Board Policy EIA (Local)]

## **ACADEMIC ASSESSMENTS**

A variety of formal and informal assessments constructed by the teacher are given to monitor student progress toward mastery of learning. Students can expect assessments to be administered in all academic, career and technical education areas. Nine weeks and semester assessments will be administered on a scheduled basis to distribute the workload of students. Other assessments such as lesson, chapter, and/or unit assessments will be given as deemed necessary by the teacher.

## **ACCELERATED INSTRUCTION AND PERSONAL GRADUATION PLANS**

Texas Education Code Sections 28.0212 and 29.081 mandates that accelerated instruction be provided for all students in grades 6-12 who do not perform satisfactorily on a state assessment instrument, who are not likely to receive a diploma before the fifth school year following enrollment in grade 9, or who are at-risk of dropping out of school.

For students in grades 6-12 who have failed any state assessment instrument or who are not likely to graduate before the fifth year following enrollment in grade 9, Graduation Plans (GP) must be developed with the participation of students and parents/guardians. The GP may determine the program of acceleration, or the Response to Intervention (RtI) team may assist in designing the accelerated instruction.

Accelerated instruction should occur during the regular school day as well as during other times determined by each campus. This may include:

- Local credit courses to improve academic readiness.
- Tutorial assistance.
- Course and credit protection programs.
- Course and credit recovery programs.
- English Language Learner (ELL) programs.
- Summer school programs.
- Evening school for high school programs.
- On-line tutorials.
- An Individualized Education Plan (IEP) designed by the ARD through Special Education.
- Trailer courses and before/after school courses.

The RtI Team may suggest targeted interventions designed to fill academic gaps. See the RtI Handbook for additional information regarding interventions and the RtI process.

The GP plan should be shared with all appropriate teachers and should be monitored, updated and revised each year as necessary.

### **Course and Credit Protection**

Course and Credit Protection are types of interventions that support students prior to their having failed. Course Protection is used at the middle school level to protect students from failing at any point in a grading period prior to failing during the semester. Credit Protection is used at the high school level to protect the loss of semester credit.

- Teachers may work during and/or outside of class with students who have failed or are in jeopardy of failing.
- There should be a contract or agreement among teachers, students and parents/guardians as to the specific requirements to pass.
- The protection of course/credit does not change UIL eligibility.
- The maximum grade allowed for an assignment, test, quiz or project under course/credit protection is 70.
- Students who do not meet the requirements of the contract or agreement to protect the course or the semester credit shall receive a failing grade.

## **Course and Credit Recovery**

Course and Credit Recovery are types of interventions that occur after the end of a semester for middle school and high school students who have failed a semester core course. These programs are designed to allow students to earn a maximum grade of 70 for the failed semester course.

- Course and Credit Recovery programs are designed to extend the semester so students needing extra time and support can successfully complete requirements within core courses.
- Course recovery is designed for middle school students who have failed a core semester course with an average of 60-69. Summer school is available for students who have failed with an average below 60 or failed both semesters of a course.
- Credit recovery is designed for high school students who have failed a core semester course with an average of 60-69. Summer school is available for students who have failed with an average below 60 or failed both semesters of a course.
- Teachers will work outside of class time with students to master content at a minimum of 80 percent in order to receive a course/semester grade of 70. The original failed grade will remain in the student's grade file.
- There should be a contract or agreement among the teacher, the student and the student's parents/guardians as to the specific requirements for Course or Credit Recovery.
- Upon successful completion of Course or Credit Recovery, the semester grade of 70 will be added to the student's grade file in a non-scheduled period.

## **ACCREDITATION**

School evaluation and accreditation have as common purposes the stimulation of improvement and development of an educational program which will meet the needs of the community served. Accreditation by the Texas Education Agency is an objective means by which excellence in education may be signified to the patrons of a school district.

Schools of the North East ISD are accredited by the Texas Education Agency. Each campus reports its state accreditation status to its patrons annually.

## **ASSESSMENTS**

### **Campus-based Assessments**

- Campus based assessments, include both assessment, FOR learning and assessment OF learning. They are designed to measure Progress toward mastery of the taught curriculum.
- Grades on semester exams will count no more than 20% of the semester grade as determined by the department and approved by the principal. See the grading guidelines for additional grading information.
- Semester exams will not be removed from the campus or released to students or parents/guardians. Feedback from semester and unit assessments should be shared with students and parents/guardians on campus in order to debrief the activity and the learning achieved.
- Students who receive testing accommodations (i.e. Special Education, Dyslexia, English Language Learners etc.) will be provided those in accordance with the Admission, Review, and Dismissal (ARD) Committee, Language Proficiency Assessment Committee (LPAC), 504 Committee or Response to Intervention (RTI) Committee decisions.

### **District Assessments**

- Campuses will follow the District assessment calendar and benchmark administration guidelines.
- Benchmark assessments are designed to determine students' strengths and needs, evaluate instructional effectiveness, guide instructional decisions and identify implications for curricular refinement.
- Secondary benchmarks aligned to the district scope and sequence may be used in calculating student grades. See the grading guidelines for additional grading information.
- All secondary benchmarks are formative assessments. These benchmarks are STAAR-formatted and provide data on TEKS mastery that will be used to determine differentiated instruction that meets students' needs.
- Students who receive testing accommodations (i.e. Special Education, Dyslexia, English Language Learners etc.) will be provided those in accordance with ARD/IEP, LPAC, 504 or RTI decisions.
- District assessments include both diagnostic assessments. (i.e. TMFSA, SRI etc.) and formative assessments (i.e. benchmarks).

## **BALANCING OF CLASS SIZE**

During the early part of each semester, it may be necessary to balance and change some classes. Beyond this necessity, all requests for class changes are discouraged.

## CREDIT-BY-EXAM TESTING SCHEDULE 2020-2021

Test Date	Application Deadline	Eligible Students	Test
August 10, 2020 – August 21, 2020	July 20, 2020	Enrolled Students in Grades 6 - 12	Languages Other Than English (LOTE)*
August 10, 2020	July 20, 2020	Enrolled Students in Grades 6 - 12	With Prior Instruction** Without Prior Instruction**
August 11, 2020	July 20, 2020	Enrolled Students in Grades 6 - 12	With Prior Instruction** Without Prior Instruction**
October 5, 2020 – October 16, 2020	September 21, 2020	Enrolled Students in Grades 6 – 12	Languages Other Than English (LOTE)*
October 17, 2020	September 21, 2020	Enrolled Students in Grades 6-12	With Prior Instruction** Without Prior Instruction**
January 4, 2021 – January 15, 2021	December 4, 2020	Enrolled Students in Grades 6 – 12	Languages Other Than English (LOTE)*
January 9, 2021	December 4, 20-20	Enrolled Students in Grades 9– 12	With Prior Instruction** Without Prior Instruction**
May 10, 2021 – May 21, 2021	April 26, 2021	Enrolled Students in Grades 9-12	Languages Other Than English (LOTE)*
May 24, 2021 – May 27, 2021	April 26, 2021	Graduating Seniors Only	With Prior Instruction** Without Prior Instruction**
June 1, 2021	May 10, 2021	Enrolled Students in Grades 6 - 12	With Prior Instruction** Without Prior Instruction**
June 2, 2021	May 10, 2021	Enrolled Students in Grades 6 - 12	With Prior Instruction** Without Prior Instruction**

\*NEISD uses the University of Texas' Languages Other Than English (LOTE) Exams for students who have not had prior instruction. These exams will be administered on campus during a 2-week window and include a Listening and Speaking section. **Please note: scoring for these exams may take up to 20 business days to score.** Consult with your school counselor regarding additional options for LOTE.

\*\*Does not include LOTE Exams.

## GRADING SYSTEM AND EXPLANATION

The following grading system is used for academic and elective courses:

100 - 90 A Excellent  
 89 - 80 B Above Average  
 79 - 70 C Average  
 69 - 0 F Failing

**For Citizenship**

E - Excellent

S – Satisfactory

N - Needs improvement

U - Unsatisfactory

Teacher Comments: Teachers use an alphabetical code to indicate comments. A description of this code is printed on the back of the report card.

**ENGLISH LANGUAGE LEARNER PROGRAM**

- Grades for English Language Learners (ELL) will take into consideration their English language proficiency. Teachers will implement the English Language Proficiency Standards (ELPS) utilizing the Sheltered Instruction Observation Protocol (SIOP) framework whenever possible to improve student understanding of concepts. Time is needed for students to adjust to the new sounds and demands of learning English.
- Accommodations for English Language Learners (ELL) include, but not limited, to extra time for assignments and tests, shorter assignments and tests, oral quizzes, peer assistance, use of bilingual dictionaries, reading the directions to the students and use of visual aids.

**HOMEWORK****Rationale for Homework**

- Research reveals that homework, when carefully designed, implemented and evaluated, is an effective tool for improving understanding, enriching learning, encouraging personal connections and providing opportunities to pursue special interests.
- Homework is one means of teaching the necessary skills of independent study and learning outside the classroom without immediate teacher supervision. Homework includes assignments that the teacher expects all students to complete outside of class. In contrast, class work includes assignments that the teacher expects the majority of students to complete during the class period.
- Homework assignments should be designed to help prepare students for learning, practice new content, and extend their understanding.
- In broad terms, homework includes written work, reading, studying, and preparing for class and/or assessments and other activities related to classroom work, but assigned to be done at home.
- Teachers have the discretion to allow extended time for some students to complete class work when additional time is needed. If the majority of students completed the work in class, the work taken home will be graded as class work and not homework.
- Long-term, extended assignments, such as projects and research papers, although requiring work to be completed outside the classroom, should be distinguished from specific, short-term daily homework assignments that might be regularly reviewed by the teacher and included in a homework average.
- Homework will count no more than 20 percent of the grade for any grading period determined by campus guidelines.
- When a student demonstrates mastery of the TEKS on major assessments, homework alone will not be the cause of a failing grade. [Board Policy EIA (Local)]
- Homework is not to be assigned as punishment.

**Teacher Responsibilities**

- Ensuring that students understand and know how to complete assignments successfully.
- Defining the work to be completed at home and making sure appropriate resources and materials are readily available.
- Giving instructions to parents/guardians, when appropriate and explaining how they may help students complete the homework.
- Considering homework as one part of the total learning process by monitoring, collecting and providing meaningful feedback to students.
- Reviewing and grading homework assignments regularly to give students feedback on their learning.
- Informing students of homework assignments missed because of absence or substituting another activity for the missed assignment so that there are no gaps in their learning.
- Avoiding homework/projects assigned over extended holidays within the school year that are due on the first class upon returning

## **Student Responsibilities**

- Understanding the homework assignment(s) before leaving school.
- Taking home all necessary materials to complete assignment(s).
- Having an organized means of keeping and carrying homework to and from school.
- Arranging for a place to work and having a regular time to study.
- Scheduling time for homework that is compatible with family and/or after-school activities.
- Completing homework with a minimum of parental help.
- Completing homework and turning it in on time.
- Prioritizing time for long-term projects.
- Completing all work missed because of absences or school activities.

## **Parent/guardian Responsibilities**

- Reading and discussing the District's homework policy with students.
- Providing necessary assistance and a positive, supportive attitude while encouraging good study habits.
- Communicating any concerns and questions regarding homework assignments with the appropriate teacher(s).
- Encouraging students to seek additional help, if needed, from the teacher.
- Providing an appropriate time and environment for study and learning.
- Checking the homework for completion and showing an active interest in it.
- Monitoring television, technology and outside activities to be sure students have sufficient study time.

## **LATE WORK**

- Late work is defined as any assignment that is not submitted on the due date and class period with the exception of make-up work for absences or approved school activities.
- A 20 percent deduction from the total grade earned will be taken for late assignments.
- Late assignments will be accepted until the material has been assessed summatively or within a three-week grading period.
- Extenuating circumstances may occur that prevent the completion and turning in of assignments on the due date. It is the parent/guardian and/or student's responsibility to inform the teacher and/or an appropriate administrator of any such circumstances so that an exception to the rule may or may not be granted. The teacher and/or appropriate administrator shall have the authority to render a final decision on the granting of any exceptions.

## **PROCEDURE FOR MAKE-UP WORK FOLLOWING AN ABSENCE**

According to Board Policy, students are required to make up assignments, homework, projects, quizzes and tests missed due to absences. [Board Policy EIAB (Local)]

The District distinguishes absences as excused and unexcused. Make-up work for excused absences will be eligible for full credit. Students shall receive a 20 percent deduction from the total grade earned for any assignment or assessment not made up within the allotted time. A truant absence is an unexcused absence with disciplinary consequences. Make-up work for unexcused absences will be penalized equal to late work. A 20 percent deduction from the total grade earned will be taken on make-up work for unexcused absences.

Students will be allowed reasonable time to make up assignments, homework, projects, quizzes and tests missed due to absences.

- At the secondary school level, reasonable time is defined as one class day per class missed, e.g. students who miss class on Tuesday have until the beginning of class on Thursday to turn in make-up work.
- For extended absences, make-up assignments shall be made available to students after two consecutive class days of absence.
- Teachers will provide the assignments to the students and inform students of the time allotted for completing make-up assignments, homework, projects, quizzes and tests.
- It is the student's responsibility to obtain, complete and submit the missed work in the time allotted.

Students will not be required to take a quiz or test on the day returning to class from an absence if the quiz or test was announced during the student's absence.

After their return to class teachers are required to make arrangements with the student within two class days to take a test/quiz if the test/quiz was announced during the student's absence.

Make-up work and tests for all absences should be of the same rigor, but not necessarily the same format, as the original activity, assignment or test.

Make-up tests or presentations may be scheduled before school, after school, during study hall or during the student's class period, at the teacher's discretion to ensure that new and/or significant content is not missed.

Students should make prior arrangements with teachers for making up missed work when the absence can be anticipated, e.g. a dental appointment, court appearance or appointment, approved school-related activities, etc.

After a prolonged absence, the teacher has the right to exempt a student from some assignments if the teacher determines that doing so will not have a negative impact on the student's ability to master the content or unfairly bias his/her grade.

The District shall not impose a grade penalty for make-up work after an absence because of suspension. [Board Policy EIAB (Local)]

## **PARENT/GUARDIAN/TEACHER CONFERENCES**

Parent/guardian/teacher conferences are a valuable source of information for both the parents/guardians and the teacher. Conferences provide the opportunity for parents/guardians and the teacher to become better acquainted and to combine efforts in the interest of the students. Conferences also allow students to understand that the school and the home are working together for their benefit. When student behavior is unsatisfactory and/or they are in jeopardy of failing, the teacher will communicate directly with the parents/ guardians. When parents/guardians request a conference, the teacher should be given at least 48 hours advance notice. Parents/guardians are encouraged to check the Family Access and teacher web pages, as they are communication tools for parents/guardians.

## **RECORD OF WORK**

When students transfer to North East ISD, their official transcript and copies of other pertinent educational information are requested from the school previously attended. Upon receipt of the records, the student's transcript is evaluated by their counselor in terms of the graduation requirements established by North East ISD . Every effort is made to allow full credit for all work completed at accredited schools previous to an enrollment in North East ISD. If students transfer from one North East ISD School to another, their entire cumulative folder is transferred. If students withdraw to enroll in an out-of-district school, a transcript will be sent upon the request of the receiving school. Coursework from non-accredited schools will not be accepted; course validation testing is available through the receiving school for most core classes.

When students terminate their schooling in North East ISD as a result of graduation or transfer, their cumulative folder is retained in the North East School last attended. Copies of records are sent to authorized agencies upon request and with authorization by parents/guardians or eighteen-year-olds.

## **REPORTING GRADES**

1. State of Texas Assessments of Academic Readiness (STAAR)
  - a. At the middle school level, the STAAR will measure mastery of the statewide curriculum in reading (Grades 6 through 8), writing (Grade 7), math (Grades 6 through 8), social studies (Grade 8), and science (Grade 8). At the high school level, students are required to meet the standard on five (5) end-of-course (EOC) assessments: Algebra I, Biology, English I, English II, and U.S. History.
  - b. The TEA states the purpose of the EOC assessments is to measure students' academic performance in core high school courses and to become part of the graduation requirements beginning with the freshman class of 2011-2012.
  - c. The TEA states the purpose of the EOC assessments is to measure students' academic performance in core high school courses and to become part of the graduation requirements beginning with the freshman class of 2011-2012.
  - d. Any future changes made to the STAAR program at the state level will be communicated to all stakeholders.  
(\*\* North East ISD may be required by TEA to revise the EOC plan. If changes are made, notifications will be communicated to all students and parents/guardians.)

## **Assignments**

- The electronic grade book is the legal repository and is an accurate record of students work and achievement; it is electronically archived at the District level.

- To inform parents/guardians and students, major assignments, assessments and projects will be posted prior to the due date. The Campus Improvement Council (CIC) will determine the most appropriate method to communicate this information: the Family Access and/or teacher web pages.
- In order to maintain current information for parents/ guardians, teachers are directed to grade and post assignments within seven calendar days from the due date.

### **Grading and the Recording of Grades**

- Teachers will verify and edit student grades prior to the cycle deadline so that their accurate average is available on the progress report or report card.
- Teachers will also verify and edit grades in the electronic gradebook prior to the campus deadline.
- After report cards have been released, grade changes must be documented and entered by the Data Processor.
- Teachers will update "Incomplete" grades within three weeks after the end of the grading period. For students to be eligible for UIL participation, an "Incomplete" must be replaced with a passing grade within seven calendar days of the close of the grading period.

### **Progress Reports**

- Progress reports are provided to parents/guardians approximately one week after the third and sixth week of each grading period.
- When the behavior of students is unsatisfactory and/or students are in jeopardy of failing, the teacher will communicate directly with the parents/guardians and maintain ongoing dialogue and documentation of the communications.
- Teachers are strongly encouraged to utilize the "Comments" feature of the progress report as an additional communication tool.
- Distribution dates of progress reports are announced in District publications and posted on the North East ISD web site.

### **Report Cards**

- Reports cards are provided to parents/guardians at the end of each nine weeks and end-of-the year.
- Report cards indicate academic progress, citizenship, tardies, and attendance.
- When the behavior of students is unsatisfactory and/or students are in jeopardy of failing, the teacher will communicate directly with the parents/guardians and maintain ongoing dialogue and documentation of the communications.
- Teachers are strongly encouraged to utilize the "Comments" feature of the report card as an additional communication tool.
- Distribution dates of report cards are announced in District publications and posted on the North East ISD web site.

### **REQUESTING PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **SPECIAL PROGRAMS**

#### **Career and Technical Education**

North East ISD offers Career and Technical Education program in Agriculture, Food & Natural Resources; Architecture and Construction; Arts, A/V Technology and Communications; Marketing & Finance; Education and Training; Finance; Health Science; Hospitality & Tourism; Human Services; Information Technology; and Public Service; Manufacturing; Science, Technology, Engineering and Mathematics; Transportation, Distribution and Logistics. Admission to these programs is based on interest and aptitude, prerequisite requirements, age appropriateness and class space available.

It is the policy of North East Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.



North East ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedure, contact the Title IX Coordinator, Christi Wilbur, at 8961 Tesoro Dr., Ste. 306, San Antonio, TX 78217, (210) 407-0070, and/or the Section 504 Coordinator, Brenda Oates, at 8961 Tesoro Dr., Ste. 500, San Antonio, TX 78217, (210) 407-0185.

Students who are interested in a Career and Technical Education courses or programs of study shall refer to the course selection process for the campus. All Career and Technical Education courses available on a campus shall be listed on the campus course selection cards. All state required prerequisites shall be followed. A teacher recommendation cannot be required for access to a Career and Technical Education program or course.

### **Fine Arts**

1. Grades for Fine Arts students will be determined with regard to mastery of the TEKS for the particular course including performance. While performance is not the only component considered during assessment/evaluation, it is a legitimate part of assessment.
2. If a performance is the culminating activity based on implementation of the TEKS, a grade may be given for participation or nonparticipation. Extenuating circumstances shall be considered when students miss a performance but shall not necessarily be the final determinative criteria.

### **Gifted and Talented (G/T) Testing Periods**

New Students:

Students new to North East ISD over the summer may request GT testing in August prior to the start of the new school year. Student enrolling in North East ISD during the school year with GT status from a previous district will be assessed within 30 days of enrollment. Students enrolling in North East ISD during the school year without previous GT designation will be asked to wait for the next testing window. In accordance with federal mandate, we honor GT status for children of military families. Contact the campus counselor or registrar for details.

Current North East ISD secondary students:

May request testing prior to the end of the semester for consideration for the following school year. Contact the student's counselor for more information.

Gifted and Talented (GT) Programs:

North East ISD has a secondary GT program for identified students in grades 6-12. The GT program is designed to meet the educational needs of students performing well above peers of the same age, experience, and environment. To qualify for GT services, students must demonstrate an academic need on nationally normed aptitude and achievement tests. NEISD services for identified GT students include GT English and GT Math courses at the secondary level and GT electives at the high school level. Referrals for GT testing may be made by a parent, teacher, counselor, student, or other community member. Secondary referrals for GT testing for current NEISD students must be made prior to the start of the second semester for grade placement the following school year. Students who are not referred by the assigned times will be asked to wait for the following year's testing. Students enrolling after scheduled test times with GT status will be tested within 30 days of the student's enrollment. Students enrolling during the school year without previous GT designation will be asked to wait for the next testing window. Students new to NEISD over the summer may request GT testing in August prior to the start of the new school year. In accordance with federal mandate, we honor GT status for children of military families. For further inquiries, contact the district GT office.

### **English Language Learners**

Students who speak a language other than English and meet the criteria for Limited English Proficient (LEP) qualify for specialized language services. In grades 6-12, these specialized language services are offered through the English as a Second Language (ESL) Program. Instruction in this program is conducted in English. Teachers servicing ESL student receive focused training in how to make their content more comprehensible.

In compliance with Texas Education Code Chapter 74.4, there must be specialized and systematic instruction designed to increase English Proficiency in listening, speaking, reading and writing. This must be done through the incorporation of the English Language Proficiency Standards (ELPS).

Teachers must routinely and consistently implement and monitor appropriate linguistic accommodations for ESL students. The students' grades must be provided based on accommodations made and consideration of the students' proficiency level in the target language.

### **Special Education**

1. Grades are based on performance that demonstrates progress toward mastery of the Texas Essential Knowledge and Skills (TEKS) following the implementation of the accommodations and/or modifications as determined by the ARD committee in development of a student's individualized education program (IEP).
2. The student's IEP will clearly articulate content expectations, changes to the level of TEKS instruction, and accommodations and/or modifications related to measuring progress in the enrolled grade level general curriculum.
3. Student work can be assessed by the special education teacher, the general education teacher and/or a combination of both teachers. Grades must be recorded and are reported by the teacher of record.

### **STANDARDIZED TESTING**

For more than 25 years, Texas has had a statewide student assessment program. Over time, changes to state and federal statute as well as to the state-mandated curriculum, currently the Texas Essential Knowledge and Skills (TEKS), have required the Texas Education Agency to expand the state assessment program, making it more inclusive of and accessible to all student groups. Whether students are served through general education, special education, or bilingual/English as a Second Language programs, the state tests provide a snapshot of the degree to which students are learning the TEKS. As a result of this snapshot, students can receive the additional help they need to strengthen their knowledge and skills in core academic areas; and districts and campuses can evaluate the effectiveness of their instructional programs. In this way, the state assessment program plays an important role in helping all students—no matter what their instructional setting—reaches their academic potential.

In 2007 Senate Bill 1031 was enacted, which called for the development of “end-of-course” assessment instruments at the secondary level. The purpose of the end-of-course (EOC) assessments is to measure students' academic performance in core high school courses and to become part of the graduation requirements beginning with students who entered ninth 9<sup>th</sup> grade in 2011–2012 and thereafter.

### **STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS (STAAR)**

STAAR is the State assessment for grades 3-8. The STAAR EOC assessments evaluate students on the skills associated with the TEKS curriculum as specified for individual courses. The tests are for the following courses: Algebra I, Biology, English I, English II, and U.S. History.

STAAR will assess both Readiness Standards and Supporting Standards. In general, Readiness Standards are essential for success in the current grade or course; are important for preparedness for the next grade or course; support college and career readiness; necessitate in-depth instruction; and address broad and deep ideas. In general, Supporting Standards may be introduced in the current grade or course and emphasized in a subsequent year; may be emphasized in a previous year and reinforced in the current grade or course; may play a role in preparing students for the next grade or course but not a central role; and may address more narrowly defined ideas. Readiness and Supporting Standards are identified in the assessed curriculum documents. These documents are posted on the TEA Student Assessment website at STAAR Resources.

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

### **ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)**

The Armed Services Vocational Aptitude Battery (ASVAB) test is administered at each high school at least one time per school year. All students in grades 10, 11, and 12 have the opportunity to take the test. It is administered during the school day.

### **TUTORING**

Tutorial assistance is part of the ongoing instructional process and is offered on each secondary school campus for students who are experiencing academic difficulty. Students should consult with a teacher to ascertain what services are available.

## **SUMMER SCHOOL**

The summer school program is funded by federal grant money, local funds and tuition. The program provides a differentiated curriculum based on the identified achievement gaps of summer school students and offers acceleration opportunities to students wishing to advance. Summer school sessions are held at designated North East ISD campuses under the direction of regular staff members. Students attending summer school sessions within North East ISD are held responsible for following the District Student Code of Conduct. Attendance and discipline are two reasons students may be removed from the summer school program. Students who engage in serious misconduct will be referred to the Office of Pupil Personnel for additional consequences. In addition, students are to follow the North East ISD Dress Code outlined in this North East ISD Student/Parent Handbook.

## **INFORMATION FOR MIDDLE SCHOOL ONLY:**

### **MIDDLE SCHOOL CURRICULAR OFFERINGS**

In compliance with state law, North East ISD offers a well-rounded curriculum especially designed for the middle school student. The middle school curriculum offers English Language Arts, Reading, Math, Social Studies, Science, Physical Education, Health, Fine Arts, and an array of electives. Middle school students may explore options in the areas of fine arts, foreign languages and career and technical education. Unless modified by a Special Education ARD Committee, each course will meet the Texas Essential Knowledge and Skills.

### **HIGH SCHOOL CREDITS EARNED IN MIDDLE SCHOOL**

Middle School students may be eligible to earn credits toward graduation in specific subject areas. Grades earned for high school credits in middle school are not used for the calculation of high school class rank.

### **PROMOTION**

For **middle school students**, promotion is based on the following factors: [Board Policy EIE (Local)]

1. Promotion to the next grade level shall be based on an overall average of 70 or above on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, social studies and science.
2. In addition, students in grade 8 must meet the state testing requirements or be recommended by the Grade Placement Committee (GPC) in order to be promoted to grade 9.

## **INFORMATION FOR HIGH SCHOOL ONLY:**

### **AUTOMATIC ADMISSION TO COLLEGES AND UNIVERSITIES**

A general academic teaching institution shall admit an applicant for admission if the applicant:

1. Graduated with a weighted grade average in the top ten percent of the student's graduating class in one of the two school years preceding the academic year for which the applicant is applying for admission and submitted a complete application with all required documents by the institution's established deadline.
2. Graduated from an accredited public high school in Texas.
3. Successfully completed the Foundation High School Program with Endorsement(s) and Distinguished Level of Achievement.

**Exception:** The University of Texas at Austin (UT) is not required to offer admission to applicants who qualify for automatic admission in excess of the number required to fill 75 percent of the university's enrollment capacity.

### **DISTANCE LEARNING**

Credit toward state graduation requirements may be granted for distance learning and correspondence courses through The University of Texas at Austin, Texas Tech University, or another public institution of higher education approved by the Commissioner.

Students may earn course credit through distance learning technologies, such as satellite, Internet, two-way videoconferencing, online courses, the Texas Virtual School Network (TXVSN), and instructional television. The distance learning and correspondence courses must include the state-required essential knowledge and skills for such a course.

For many students, correspondence course work is often very demanding and time-consuming. Additionally, when there is no supervision by school personnel, the student can get behind and delay completing the course. Failure to complete the course could affect the student's graduation status or grade placement the following year. We encourage the parents to contact the counselor for additional information and to sign and submit the Online/Distance Learning/Correspondence Course Letter of Agreement.

## **FINAL EXAMINATIONS**

Final examinations will not be administered prior to a school's exam schedule. Students who are unable to take a final examination according to the school's schedule must return at a later date (or time) to take the final examination(s) in order to fulfill the requirements of the course(s). These students should see their counselor or administrator in order to schedule dates for taking the final examination(s).

## **PROMOTION**

Information on promotion and classification for high school students can be found in Board Policy EIE (Local).

## **RANK IN CLASS**

Class Rank is calculated after two, four, six and seven semesters. The official rank is the sixth semester rank which is issued twice to juniors in July after their sixth semester, and to seniors in September of the senior year. The final seventh semester rank is issued after the fall semester is completed in mid-January of the senior year. The final seventh semester rank may not be issued before the application deadlines for some universities.

The rank in class calculation is determined by the year in which students enter ninth grade. See Policy EIC (Local).

## **GRADUATION CEREMONY PARTICIPATION**

Students having met all requirements to receive a high school diploma from a North East ISD high school, including passing the required state assessment, may participate in the graduation ceremony. The principal will make the final decision regarding the student's participation in the graduation ceremony. The decision may be based upon students being assigned to AHS, expelled or any other factor the principal deems reason to remove students from the graduation ceremony.

## **GRADUATION REQUIREMENTS**

The North East ISD Board of Trustees, in compliance with state law, establishes district graduation requirements. It is essential that students be in close communication with their counselor to ensure placement within the correct graduation plan. North East ISD requires students to earn prescribed credits in English, Math, Social Studies, Science, Languages Other than English, Fine Arts, Health, Physical Education (or its equivalent) and elective courses.

High school credit is awarded for each semester of course work in which students receive a semester average of 70 or higher. Each semester equals 0.5 credit. A full-year course such as English I equals one full credit or 0.5 credit per semester. Some courses are required for graduation and are given State credit while other courses may be offered at the district level and only receive Local credit. Local credit courses do not count toward graduation.

## **FOR STUDENTS WHO ENTER HIGH SCHOOL IN 2014-2015 AND THEREAFTER**

Students who enter high school in 2014-2015 and thereafter will enroll on the Foundation High School Program with Endorsements(s) and Distinguished Level of Achievement. Before a student is permitted to take courses on the Foundation High School Program without any endorsements, there must be written parental/guardian permission on file, and the student must have completed two years of high school.

Graduation Plans (GPs) must be developed for all high school students who enter high school in 2014-15 and thereafter.

## **POLICIES**

1. Texas Education Code Section §39.025 specifies that STAAR EOC assessments be used as the graduation requirement starting with students first enrolled in grade 9 in the 2011–2012 school year.
2. Early Graduation:  
In order for students to graduate in fewer than four years from the District, the following criteria must be met:
  - a. Students have to pass all state testing requirements.
  - b. Students will have earned the required units of credits for graduation as prescribed by the Board of the District based on the date of ninth grade entry.

- c. Parents/guardians of students who desire to graduate early will submit a written request to the principal of the high school in which they attend. This request shall be submitted prior to the last semester in which graduation requirements will be met. Additionally, they must complete the Early Graduation Plan with the student's counselor.
3. Only students who have met all graduation requirements (credits and State testing requirements) prior to the commencement will be allowed to participate in the exercises. A special graduation ceremony is held following summer school to allow students completing credits and/or testing requirements to participate.

## **NCAA**

Athletes should request information from the counseling office on the NCAA Eligibility Center. NCAA restrictions limit acceptance of specific courses that do not meet their academic criteria. Only these accepted courses are used in calculating the NCAA's required grade average.

## **SCHEDULE CHANGES**

"WD" is assigned as a result of the student's request to withdraw from a course after the first four calendar weeks of a course. "WD" as a semester average is calculated using a 0-multiplier for the purpose of class rank. All schedule changes are to be completed by the first four calendar weeks of a course, and no student should withdraw from a course after the first four calendar weeks of a course. It is in the best interest of the student and the responsibility of the campus administration to fairly assess the student's needs to be withdrawn, to counsel the student to remain in the course until the end of the semester, to seek out tutoring and support for academic success in the course, to promote college and career readiness and to provide an accurate and transparent record to any college. Notification of the student's request will be provided to the parent. Upon confirmation that the student will be required to stay in class, the student may appeal the decision to the principal and request that a campus course placement committee listen to the student's appeal. The student may appeal with permission from the parent. The campus course placement committee will consist of the assistant principal for instruction, a counselor, the course teacher and all other appropriate campus representatives. The campus course placement committee will convene within five (5) school days of the student's appeal to the principal or magnet director, if appropriate. The campus course placement committee will hear the request and determine if there are extreme or extenuating circumstances that would allow the student to withdraw from the course. Regulations for transferring between levels of the same course are excluded and are addressed under TRANSFERRING GRADES, i.e. from a PreAP or AP course into a regular course. UIL rules state that students remain eligible if they drop a class in which the grade is below 70 before the end of the first four weeks of school.

## **SCHOLARSHIPS/FINANCIAL AID**

Information on financial aid for college, including available scholarships, requirements, and applications will be available through the high school counselor and the college financial aid offices. Students are responsible for meeting all deadlines.

## **OPTIONAL TESTING**

1. College Board offers an SAT Suite of Assessments for the purpose of measuring a student's progress toward college and career readiness. North East ISD currently administers the PSAT 8/9 (Preliminary SAT) to all 9<sup>th</sup> grade students and the PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) to all 10<sup>th</sup> and 11<sup>th</sup> grade students in October. These assessments are designed to systematically and progressively measure the knowledge, skills, and understandings that are essential for success in college and career.
2. The benefits of taking the PSAT 8/9 are to provide students with a baseline of their college readiness in the areas of reading, writing, and math; to give them access to free, personalized practice through Khan Academy; and to begin to utilize college/career planning tools.
3. The PSAT/NMSQT is designed to continue to assess students' college readiness skills, providing additional practice; to aid high school counselors in advising sophomores and juniors as they plan for college; and to serve juniors who wish to be considered for scholarships administered by the National Merit Scholarship Corporation. Through the AP Potential tool (utilized from students' PSAT scores), counselors are able to pinpoint students who are likely to succeed in more challenging courses, for which they may earn college credit.
4. The ACT and the College Board SAT are the two major exams required by most colleges as part of their college entrance requirements.
  - a. Registration materials for both of these tests are available online at [www.act.org](http://www.act.org) and [www.collegeboard.org](http://www.collegeboard.org). Most registration deadlines are five weeks prior to the scheduled test dates. Students planning to attend college should take either one or both of these tests by the latter part of their junior year or early in their senior year. Students should check with their counselors for additional information.

- b. Some colleges require additional testing (SAT Subject Tests) as part of the registration requirements. Students must check the college catalog or online at [www.collegeboard.org](http://www.collegeboard.org) for additional and more specific information.
5. The College Board's Advanced Placement Program offers students a chance to receive college credit if students score a 3, 4, or 5 on an AP exam. The examinations are given in May to students who have completed the registration process by the March deadline. Students should check with their counselors for additional information.
6. Many scholarship programs (such as, ROTC and National Merit Scholarships) require the SAT or ACT to be taken no later than the December test date for the school year in which the scholarship is to be awarded.
7. For more information on College Awareness and Preparedness, please visit: <http://www.neisd.net/Page/823>.
8. A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery Test (ASVAB) and consult with a military recruiter. The test shall be offered at each comprehensive high school a minimum of one (1) time per school year. Please contact the campus guidance counselor for information about this opportunity.

### **TEXAS SUCCESS INITIATIVE (TSI) ASSESSMENT**

Students must be in compliance with the Texas Success Initiative (TSI), Texas Code §51.3062 in order to enroll in Texas public institutions of higher education. The law requires all entering college students to be assessed for college readiness in reading, mathematics, and writing unless the high school student qualifies for exemption by meeting the TSI standards on the SAT or ACT. Before taking the TSI Assessment, students must participate in a Pre-Assessment Activity (PAA) that has been generated or approved by the specific college of choice. All Dual Credit students are also required to take the PAA and the TSI and must meet certain qualifying scores set by the partnering college/university.

### **COURSE PLANNING**

It is of vital importance that students, parents/guardians, teachers, and counselors cooperate in the planning of students' program of study. Career Pathway Planning should start in the eighth grade with the development of a four-year high school plan and take into account individual interests and abilities. Special attention should be paid to college entrance requirements, as appropriate. North East ISD high schools offer a broad curriculum in both the academic and career and technical education areas. In addition to all subjects required for graduation, enrichment courses are offered in English language arts, mathematics, science, social studies, business, fine arts, foreign language, career and technical education, speech and debate, etc.

Advanced Placement courses are offered to students in a variety of subjects. A comprehensive gifted and talented program challenges eligible students in English and/or mathematics and through a sequence of GT electives at participating high schools. These two course programs are multi-disciplinary in nature. Dual credit programs, which afford students the opportunity to earn both high school and college credit for certain courses, are also offered by the District.

Students may enroll in career and technical education courses and also meet minimum college entrance requirements. Although each program is not offered at every high school, students may be able to transfer to the campus offering the program of their choice. Students should consult high school counselors for additional information on curriculum planning.

### **TRANSCRIPTS**

Students who want copies of their transcripts sent to a college or other agency should make their request by completing the proper forms in the Counseling Office or online at <http://www.neisd.net/site/Default.aspx?PageID=952>. While enrolled in North East ISD, the first transcript requested in high school will be free of charge and all transcripts for scholarships are also free of charge. Any other transcript requests will carry a service fee per transcript. Transcripts marked "Official Copy" are issued only to another authorized institution or student approved recipient, excluding themselves and/or their parents/guardians. Parents/guardians of students under the age of 18, (or over 18 if the student is a dependent as defined by the IRS), are entitled to an unofficial copy of the transcript at any time upon request.

### **WAIVER FOR COURSE SELECTIONS**

Occasionally parents/guardians and students will not agree to the school's recommended placement in the course. Following a conference with the recommending teacher, parents/guardians may schedule a conference with the counselor to sign a waiver form. Since parents/guardians will in such instances choose a course selection different from the school recommendation, parents/guardians understand that they will be responsible for providing tutoring assistance, should it be necessary, in order for students to meet the requirements of the course curriculum. Parents/guardians further understand that students remain in the selected course for the duration of the semester.

## **SPECIAL ACADEMIC SCHOOLS/ACADEMIES**

## **ACADEMY OF CREATIVE EDUCATION (ACE)**

The Academy of Creative Education (ACE) is a non-traditional high school for students in at-risk situations. This dropout retrieval program serves students below 21 years of age. Typical Academy students are overage students who struggle with the normal demands of studying and learning, plus the extraordinary demands of working, parenting, and bearing personal, family, and social burdens. ACE offers an enriched, accelerated, self-paced curriculum. The unique student schedule incorporates flexible hours, a continuous progress program, and an extended school year.

## **NORTH EAST EVENING HIGH SCHOOL**

The purpose of Evening high school is to provide an educational opportunity for high school students who:

- Have a need to make up credit for graduation requirements.
- Have a desire to "get ahead" in graduation requirements.

Evening high school is a tuition-based program. Students who wish to enroll in a course offered at Evening high school must have the approval of their counselor at the time of registration. Tuition and fees should be paid in full at the time of registration. Further information may be obtained at the student's school counseling office.

## **MAGNET PROGRAMS**

North East ISD proudly provides the community with a wide variety of choices in public education, especially through its magnet programs. Magnet programs offer students a well-rounded curriculum with special emphasis on a certain subject area and use a variety of teaching approaches that help customize the student's educational program. Students desiring enrollment in a magnet program will need to apply for enrollment. Enrollment in a magnet program is a privilege, and not a right afforded to students. A student's continued enrollment in a magnet school program is contingent upon satisfactory attendance, grades, and behavior. Students will follow the North East ISD Student Code of Conduct. The director and/or home-campus principal of each magnet school has the authority to revoke the enrollment of students during the school year for failure to adhere to school rules and regulations, North East ISD policies, and federal and state law. Any disciplining action assigned to a student that includes an Alternative Education Placement (AEP) may result in the student being removed from the magnet course/program and returned to their home campus upon the completion of the AEP.

Failure to meet program requirements may result in the student being transferred back to their original home campus. If a parent/guardian or student decides to voluntarily withdraw from the magnet program, the student will not be allowed to stay at the campus and will be required to return to their home campus.

Per UIL guidelines, any student residing in North East ISD who transfers at the first opportunity will take their eligibility with them and be eligible for varsity competition; however, should they return to their home campus, the student will serve a one year period of ineligibility for the varsity competition from the date of enrolling at the home school. Any student coming from outside of North East ISD to one of our magnet schools will automatically serve one year of ineligibility for varsity competition.

## **HIGH SCHOOL MAGNET PROGRAMS AND SCHOOLS**

### **AGRISCIENCE MAGNET PROGRAM (AMP)**

The AMP is located on the campus of Madison High School and provides a unique opportunity to educate North East ISD students in the educational and career opportunities within the agriculture, food and natural resource world. The mission of the program is to prepare 9<sup>th</sup> – 12<sup>th</sup> grade students for agribusiness careers through a program that addresses the targeted occupations of the region and to offer courses of study that provide a direct career path for higher education. The AMP offers six (6) pathways in agriculture including Animal Science, Environmental and Natural Resources, Food Science and Technology, Applied Agricultural Engineering, Agribusiness, and Plant Science. It is also the home to one of Texas' most active and largest FFA chapters.

The AMP employs a performance-based enrollment process that evaluates students on five (5) criteria in accordance with the North East ISD Magnet Program policy. Those criteria are:

1. Career interest – career interest will be evaluated through the submitted NEISD Magnet Common Application and Kuder Navigator Assessment.
2. Grades of a "C" average or better in core subjects – core subjects are English, math, science, and social studies and are evaluated by reviewing the student's transcript.
3. Have "met standard" on state assessments.
4. Satisfactory attendance of 90% or better.



5. Satisfactory conduct without major offenses and/or assignment to alternative educational settings.

Evaluations from the student's current principal, assistant principal, counselor or special education coordinator may also be used to determine enrollment in the AMP. Interested students may begin applying for the program during their 8<sup>th</sup> grade year.

### **CAREER AND TECHNICAL EDUCATION CENTER (CTEC)**

The CTEC, formerly the Automotive Technology Academy, at Perrin Central is open to all students enrolled in a North East ISD high school. CTEC is home to the Transportation Technology Academy, the Construction Technology Academy, and the Medical Professionals Academy. The Transportation Technology Academy offers programs in automotive technology, diesel technology, and the Aero CHI program in conjunction with Hallmark University. The Construction Technology Academy offers programs in Welding, Construction Carpentry, Electrical, Plumbing and HVAC. The Medical Professionals Academy offers programs in Certified Nurse Aide, Emergency Medical Technician, Medical Assistant, Pharmacy Technician and Dental Assistant. The mission of the CTEC is to provide opportunities for students to apply academics in a hands-on learning environment in the pursuit of college and career readiness. Students interested in attending the CTEC must complete an application prior to enrolling. Out-of-district enrollees will attend MacArthur High School as their home campus.

### **DESIGN AND TECHNOLOGY ACADEMY (DATA)**

DATA is located on the campus of Roosevelt High School. Students residing in North East ISD and across the city are eligible to apply for enrollment. In addition, students who complete program requirements at DATA at Ed White Middle School will have automatic acceptance into the DATA high school program. Students who meet required academic and behavioral standards are selected by a lottery system or remaining available seats, and will have continued enrollment upon successful annual completion of program requirements. Program requirements include maintaining an 85 average of all DATA classes, passing of all DATA and other elective courses, be on grade level in all core classes, pass all STAAR tests, maintain the Student Code of Conduct, an attendance record of 90% or better, and a community service requirement.

The DATA program focuses on the fields of computer science, technology application, architecture, animation, design and multimedia arts, and digital communications with audio and video production. Curriculum is college preparatory and encourages students to take rigorous courses in academic disciplines in addition to DATA electives. High school students have the opportunity to take dual credit and advanced placement courses that provide college credit after graduation. The DATA high school program continues to develop skills in the Four C's: Collaboration, Communication, Creativity, and Critical Thinking. Students are required to work in teams, using state-of-the-art technology, and on industry created projects with the help of mentors from the field. Learning opportunities include enhanced communication and problem-solving skills, in-depth learning, and creativity development. DATA strives to be a "Laboratory of Learning" for all individuals by encouraging participants to test their ideas and designs in DATA's supportive environment.

### **ENGINEERING & TECHNOLOGIES ACADEMY (ETA)**

ETA is located on the campus of Roosevelt High School. This program offers students a specialized curriculum with rigor, relevance, and college prep courses for students interested in various careers within the engineering and technology fields. ETA believes in the value of students enrolling in advanced placement and dual credit courses and they are encouraged to complete the program as Distinguished Graduates. ETA offers multiple problem-based learning environments where our students are faced with real-world problems using the most current methods, modalities, and technology to solve these problems. These tasks guide the students into becoming very skillful problem solvers with excellent critical thinking skills.

ETA currently offers three (3) endorsements: Information Technology, Graphic Design, and Engineering. Students wanting to enroll at ETA should demonstrate previous academic success, satisfactory discipline and attendance record, and must have a strong passion in striving for excellence.

### **INTERNATIONAL SCHOOL OF THE AMERICAS (ISA)**

ISA is located on the campus of Legacy of Educational Excellence High School. The school focuses on an academic program which stresses high standards and rigor, yet offers a more flexible schedule than the traditional high school. Students will participate in seminars, lectures, internships, real world projects and conferencing, and foreign exchange programs. All students will learn a second language in a practical, conversational manner. Interested students will be required to apply for entry to the school and incoming 9<sup>th</sup> graders are selected by a lottery system. Parents/guardians involvement and business partnerships are key components of ISA. Graduates of ISA will be prepared to meet the demands of the international community in the twenty-first century.

### **MACARTHUR UNIVERSITY PREP (MAC UP)**

MacArthur University Prep (MAC UP) is located on the campus of MacArthur High School. MAC UP is a magnet program that offers dual enrollment at MacArthur High School and UTSA, providing a university track program with an emphasis in Education. Initial coursework during Freshman and Sophomore years at MacArthur High School provides students with an educational foundation as well preparation for the required Texas Success Initiative (TSI) test. In the Junior and Senior years, students will then begin attending education and core courses at UTSA campus for a total of 24 UTSA credit hours upon NEISD graduation. With a one-time UTSA application fee and reduced tuition costs, the MAC UP program offers families a discount of over \$12,000.00 for the first 24 credit hours. Additionally, students will not have to complete an additional UTSA admission application after NEISD graduation. The MAC UP magnet program enables students to begin their university program while enrolled in high school and transition into the university setting with highly transferrable university hours.

### **NORTH EAST SCHOOL OF THE ARTS (NESA)**

NESA is located on the campus of Legacy of Educational Excellence High School and is a gifted and talented program in the arts. NESA provides a rigorous academic environment, consisting of a sequential, customized curriculum designed to encourage artistic excellence, integration with multiple arts disciplines, and authentic assessment. NESA students study daily with our unique staff of professional educators who are also working artists with significant training and experience in their individual disciplines. NESA students participate in master classes and seminars with professional artists, engage in many enrichment activities, and have multiple opportunities to showcase their talents. Students are accepted for the NESA program through an application and formal audition process. All students in 8<sup>th</sup> – 11<sup>th</sup> grade from Bexar County and surrounding areas may apply to audition. Seven (7) majors are offered at North East School of the Arts: Cinema, Creative Writing, Dance, Instrumental Music, Musical Theatre, Technical Theatre, and Visual Arts.

### **SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) ACADEMY**

STEM Academy, a unique, college-preparatory program, is a TEA-recognized school-within-a school T-STEM program housed on the campuses of Nimitz Middle School and Legacy of Educational Excellence (LEE) High School. To best meet the needs of our students, the dedicated 6<sup>th</sup> – 12<sup>th</sup> grade STEM Academy teachers participate in specialized training as they seek to discover natural areas for cross-curricular integration of STEM topics within our core curriculum. During instruction, students are immersed in hands-on, problem-based learning as they engage in solving real-world problems. Through smaller, more intimate learning communities, students investigate, create, invent and solve problems in the areas of science and mathematics using engineering and technological tools throughout the process.

Admission for STEM Academy is open to all students residing within North East ISD boundaries through an open lottery process, with enrollment allowing for approximately 120 students at each grade level. Students are offered the opportunity to work closely with business, industry, and community leaders through internships, mentoring and specialized field trips. STEM Academy high school seniors graduate on the Distinguished Achievement Program with a STEM endorsement.

Program expectations require that students adhere to the STEM Academy contract, inclusive of commitment to upholding STEM core values, maintaining passing grades, and adhering to the North East ISD Student Code of Conduct. There is also a community service requirement for STEM students, which requires students to enter their service hours annually in order to remain in good standing with the program. Students who are in good standing at the end of their 8<sup>th</sup> grade year will be offered the opportunity to automatically transition into the high school STEM program and ultimately graduate as a LEE High School/STEM Academy honor graduate.

### **MIDDLE SCHOOL MAGNET PROGRAMS**

#### **DESIGN AND TECHNOLOGY ACADEMY (DATA)**

DATA is located on the campus of Ed White Middle School. Students residing in North East ISD and across the city are eligible to apply for enrollment. Students who meet required academic and behavioral standards are selected by a lottery system, and will have continued enrollment upon successful annual completion of program requirements. Program requirements include maintaining an 85 average of all DATA classes, passing of all DATA and other elective courses, be on grade level in all core classes, pass all STAAR tests, maintain the Student Code of Conduct, an attendance record of 90% or better, and a community service requirement.

DATA offers specialized instruction, rigorous coursework, and small class size. The DATA middle school curriculum focuses on computer coding, programming, digital design, and information technology to build the foundation for the high school emphasis in the fields of computer science, technology application, architecture, animation, design and arts, and video production. Students

in the middle school program have the opportunity to earn up to 7.5 high school credits before moving on to the DATA program at Roosevelt High School. Students who successfully complete the middle school program requirements will have automatic acceptance into the DATA high school program. Curriculum is college preparatory and encourages students to take rigorous courses in academic disciplines in addition to DATA electives. The Design and Technology Academy at Ed White focuses on preparing students for success by developing skills in the four C's: Collaboration, Communication, Creativity, and Critical Thinking. Students are required to work in teams, using state-of-the-art technology, and on industry created projects with the help of mentors from the field. Learning opportunities include enhanced communication and problem-solving skills, in-depth learning, and creativity development. DATA strives to be a "Laboratory of Learning" for all individuals by encouraging participants to test their ideas and designs in DATA's supportive environment.

### **KRUEGER SCHOOL OF APPLIED TECHNOLOGIES (KSAT)**

KSAT is located on the campus of Krueger Middle School and is an applied technology, school-within-a-school magnet program centered on aerospace and multimedia technology themes. Core courses of students are Honors and/or GT designed with rigor to prepare them for advanced high school studies that in turn will enable them to expand their college admission opportunities. KSAT uses a subject integration/Project Based Learning model to build relevancy for all of the core areas. Students earn high school credit through their engineering and technology courses.

Admission to KSAT is competitive, and students are considered based upon their grades, STAAR scores, and conduct/attendance. Students from any middle school in North East ISD can apply for consideration and there are a limited number of seats for students outside of the district.

### **SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) ACADEMY**

STEM Academy, a unique, college-preparatory program, is a TEA-recognized school-within-a school T-STEM program housed on the campuses of Nimitz Middle School and Legacy of Educational Excellence (LEE) High School. To best meet the needs of our students, the dedicated 6<sup>th</sup>-12<sup>th</sup> grade STEM Academy teachers participate in specialized training as they seek to discover natural areas for cross-curricular integration of STEM topics within our core curriculum. During instruction, students are immersed in hands-on, problem-based learning as they engage in solving real-world problems. Through smaller, more intimate learning communities, students investigate, create, invent and solve problems in the areas of science and mathematics using engineering and technological tools throughout the process.

Admission for STEM Academy is open to all students residing within North East ISD boundaries through an open lottery process, with enrollment allowing for approximately 120 students at each grade level. Students are offered the opportunity to work closely with business, industry, and community leaders through internships, mentoring and specialized field trips. STEM Academy high school seniors graduate on the Distinguished Achievement Program with a STEM endorsement.

Program expectations require that students adhere to the STEM Academy contract, inclusive of commitment to upholding STEM core values, maintaining passing grades, and adhering to the North East ISD Student Code of Conduct. There is also a community service requirement for STEM students, which requires students to enter their service hours annually in order to remain in good standing with the program. Students who are in good standing at the end of their 8<sup>th</sup> grade year will be offered the opportunity to automatically transition into the high school STEM program, and ultimately graduate as a LEE High School/STEM Academy honor graduate.



## HEALTH SERVICES

Health Services collaborates with other District departments to provide a comprehensive school health program. The primary goal of Health Services and the school nurses is to help all students reach their maximum potential by keeping students healthy and ready to learn. Health education, illness and injury prevention, early detection and treatment of illness, and quality skilled intervention for acute and chronic health needs are provided by the nursing staff. The services offered by Health Services are not intended to be substitutes for a student's regular medical care. Our services are designed to encourage parents/guardians to be aware of their student's health status, inform them of health concerns or needs, and encourage them to use the services of their physician, dentist, and community health agencies. Health Services follows the policies, requirements, and regulations established by the Texas Education Agency, the Texas Department of State Health Services, the Texas Board of Nursing, and North East ISD.

## **CLINIC**

The school clinic is used for emergencies and student health care. Students who are too ill to attend classes will be sent home. **Students may not leave school until they have been cleared with the attendance office.** The following standard first aid over-the-counter medications/products have been approved by the Medical Advisory Committee:

- Bacitracin
- Bactine
- Mouth wash
- Contact Saline Solution
- Vaseline/Petroleum jelly
- Anbesol
- Sterile isotonic eye wash solution
- Hydrocortisone cream
- Sting Kill
- Isopropyl alcohol

Contact your school nurse by phone, email or in writing if you object to the use of any of the above products on your student.

## **THE SCHOOL NURSE (RN)**

Each school has a full-time registered nurse (RN) who is responsible for the school health program and services provided for the students. The RN is available for conferences with parents/guardians, teachers, and physicians to promote and ensure the health and safety of all students. If parents/guardians wish to discuss their student's health or have questions concerning a health program, please call the school nurse or Health Services at (210) 356-9244.

## **THE LICENSED VOCATIONAL NURSE (LVN)**

The LVN is assigned to provide clerical support, computer data entry and basic health care to students under the supervision of the RN and as directed and assigned by Health Services. The LVN will assist with monitoring of health status and provision of nursing care to regular education students, special needs students and students in the Special Education Program. The LVN will assist the Special Education RN as needed. The LVN will perform screenings in compliance with state mandates.

## **THE CLINIC ASSISTANT (CA)**

The clinic assistant (CA) is assigned to help the school nurse in the care of the students and works under the supervision of the RN. The CA will assist the RN and LVN with clerical support, computer data entry and basic first aid to students under the supervision of the RN. The clinic assistant is trained in diabetic management care and emergency care of students with seizure disorder, anaphylaxis, and asthma.

## **THE ASTHMA EDUCATOR**

Diane Rhodes, BBA, RRT, AE-C, RCP may be reached at (210) 356-9247 or [drhode@neisd.net](mailto:drhode@neisd.net).

## **THE ASTHMA EDUCATION PROGRAM**

The Asthma Awareness Education Program consists of four (4) components that represent a comprehensive approach to asthma control. These include the following: (1) Awareness (2) Medication (3) Environment and (4) Education. This proactive multi-faceted approach addresses the most common childhood health condition; approximately 8,000 North East ISD students have asthma 11% of District's school aged population). Asthma is the #1 chronic cause of school absenteeism.

Providing an asthma-friendly environment includes educating staff, students, and parents/guardians regarding asthma awareness and asthma classroom triggers; and providing disease management education and strategies for students and their families. Program goals for students with asthma are to improve attendance, decrease interruption of classroom instruction due to symptoms, and to facilitate full participation in physical activity without restrictions/limitations.

Our commitment to healthy classroom indoor air and asthma management results in higher student/staff productivity and attendance. This benefits the District with lower healthcare costs, increased student performance and increased state funding.

Improving **Indoor Air Quality (IAQ)** can impact the comfort and health of all students and staff which, in turn, can improve concentration, attendance, and student performance. The quality of indoor air is a significant concern because when the hours spent learning, working in offices or at school are added up, people on average spend the vast majority of their time indoors where they could be exposed to indoor air pollutants. By providing an indoor environment that is healthy for our most sensitive individuals we can achieve an environment that is healthy for everyone. Healthier children learn better. Healthier employees work better.

The District strives toward a SCENT FREE ZONE to keep the air we share healthy and fragrance-free. The chemicals/aroma used in scented products can make some individuals ill, especially those with fragrance sensitivities, asthma, allergies and other medical conditions. Use of perfumes, fragrances, scented lotions, etc. can lead to an accumulation of harmful irritants that can affect students/staff. Good personal hygiene is important; while at school students should use unscented solid or roll-on deodorant; no aerosols that become airborne.

Protect indoor air quality by avoiding the use of heavy perfumes, colognes, oils, scented lotions, scented creams, or scented moisturizers. **What do we mean by "heavy" or "strong" fragrance?** If it can be smelled beyond a normal personal distance of two feet, it is too strong. Acceptable fragrances are ones that are barely noticeable and are not noticed by others beyond the wearer's personal space.

Additionally, we ask parents to please refrain from providing fragranced items for classroom use. This includes, but is not limited to, aerosols, sprays, liquids/gels, oils, diffusers, plug-ins, potpourri, or anything that emits a fragrance into the air, etc.

## IMMUNIZATION REQUIREMENTS

State law and North East ISD policy require medically validated up-to-date immunizations records to be on file for all students. All students are required to be fully vaccinated against specific diseases. **STUDENTS WITH IMMUNIZATION RECORDS THAT ARE NOT AS UP-TO-DATE AS MEDICALLY FEASIBLE WILL BE SUBJECT TO EXCLUSION FROM SCHOOL.** However, students may be provisionally enrolled if they have begun the required immunizations and these records are AS UP TO DATE AS MEDICALLY FEASIBLE and students continue to receive the necessary immunizations as rapidly as medically feasible. Students transferring from a public school, dependents of active duty United States military personnel and homeless students as defined by the McKinney-Vento Act have 30 days from the date of enrollment to produce the required documentation. Upon receipt of immunization records, if immunizations are not as up-to-date as medically feasible, students will be excluded until required doses are received.

To claim exclusions for medical reasons or Reasons of Conscience, including a religious belief, please contact the school nurse or North East ISD Health Services at (210) 356-9244.

## IMMUNIZATION REQUIREMENTS 2020-2021

### At the end of Sixth Grade

5 Doses	DTaP, DTP, DT, Td (Diphtheria, Tetanus, Pertussis) 5 <sup>th</sup> dose on or after 4 <sup>th</sup> birthday <u>OR</u> 4 doses with 4 <sup>th</sup> dose on or after 4 <sup>th</sup> birthday <u>Students who are 7 years of age or older:</u> <ul style="list-style-type: none"> <li>3 doses Tetanus-Diphtheria containing vaccine, one of which must have been received on or after the 4<sup>th</sup> birthday</li> </ul>
4 Doses	IPV (Polio) 4 <sup>th</sup> dose on or after 4 <sup>th</sup> birthday <u>OR</u> 3 doses with 3 <sup>rd</sup> dose on or after 4 <sup>th</sup> birthday
2 Doses	Measles (1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday)
1 Dose	Mumps on or after 1 <sup>st</sup> birthday
1 Dose	Rubella on or after 1 <sup>st</sup> birthday
3 Doses	Hepatitis B. For students aged 11-15 years, 2 doses meet the requirements if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax).
2 Doses	Varicella (chickenpox) with first dose on or after 1 <sup>st</sup> birthday <u>OR</u> statement/date of chickenpox illness.
2 Doses	Hepatitis A with 1 <sup>st</sup> dose on or after the first birthday.

### **Seventh through Tenth Grade**

3 Doses	DTP, DTaP, DT, Td, TDaP (tetanus, diphtheria, acellular pertussis) 1 dose must be on or after the 4 <sup>th</sup> birthday
1 Dose	TDaP/Td booster within the last 5 years for 7 <sup>th</sup> graders. (Required if it has been 10 years or more since last tetanus-containing vaccine)
4 Doses	IPV (Polio) 4 <sup>th</sup> dose on or after 4 <sup>th</sup> birthday <u>OR</u> 3 doses with 3 <sup>rd</sup> dose on or after 4 <sup>th</sup> birthday
2 Doses	Measles (1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday)
1 Dose	Mumps on or after 1 <sup>st</sup> birthday
1 Dose	Rubella on or after 1 <sup>st</sup> birthday
3 Doses	Hepatitis B (If Recombivax was received, 2 doses meet the requirement).
2 Doses	Varicella (chickenpox). First dose must have been given on or after 1 <sup>st</sup> birthday <u>OR</u> statement with date of chickenpox illness.
1 Dose	Meningococcal
2 Doses	Hepatitis A with first dose on or after the 1 <sup>st</sup> birthday

### **Eleventh through Twelfth Grade**

3 Doses	DTP, DTaP, DT, Td, TDaP (tetanus, diphtheria, acellular pertussis) 1 dose must be on or after the 4 <sup>th</sup> birthday
1 Dose	TDaP/TD booster within the last 5 years for 7 <sup>th</sup> graders. (Required if it has been 10 years or more since last tetanus-containing vaccine)
4 Doses	IVP(Polio) 4 <sup>th</sup> dose on or after 4 <sup>th</sup> birthday OR 3 doses with 3 <sup>rd</sup> dose on or after 4 <sup>th</sup> birthday.
2 Doses	Measles 1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday
1 Dose	Mumps on or after the 1 <sup>st</sup> birthday
1 Dose	Rubella on or after the 1 <sup>st</sup> birthday
3 Doses	Hepatitis B (If Recombivax was received, 2 doses meet the requirement)
2 Doses	Varicella (Chickenpox) First dose must have been given on or after 1 <sup>st</sup> birthday OR statement with date of chickenpox illness
1 Dose	Meningococcal

### **ALL IMMUNIZATIONS MUST HAVE MEDICAL VERIFICATION.**

Receipt of all doses up to 4 days before the student's birthday will satisfy requirements for ALL vaccines.

### **ILLNESS/COMMUNICABLE DISEASES**

Students are expected to be free of fever (temperature less than 100° F) and free of communicable diseases in order to attend school. In accordance with Chapter 97, Subchapter A, of the Texas Administrative Code, students with fever are required to be excluded from school until fever free for 24 hours, without the use of fever reducing medications. The Texas Department of State Health Services defines fever as a temperature of 100.0° F (38.7° C) or greater.

Parents or guardians are expected to pick their child up as soon as possible if they develop a fever at school. Students who develop a fever at school will be required to stay home from school until they have been fever free for 24 hours without the use of fever reducing medication.

Parents/guardians are also required to pick their child up from school as soon as possible if they exhibit symptoms of communicable conditions, such as, but not limited to, pinkeye. Students exhibiting symptoms of a communicable condition are to be excluded from school until proper treatment has been administered and the condition has improved. **Under all circumstances, the judgment of the school nurse prevails.** A physician's statement may be required before students are allowed to return to school.

### **STUDENTS WILL NOT BE RELEASED TO ANY PERSON WHO IS NOT LISTED AS AN ALTERNATE ADULT AND/OR EMERGENCY CONTACT.**

### **HEALTH CONCERNS**

If students have a health concern requiring medication during the school day, a **Medication Administration Request (MAR)** form must be completed by the prescribing Texas licensed physician. Students who require procedures/treatments during the school day are required to submit the Physician/Parent Request for Administration of Procedures/Treatments form.



Please contact the school nurse or Health Services at (210) 356-9244 with questions or concerns.

These forms also provide important information for the school nurse regarding emergency care and special precautions. The MAR and the Physician/Parent Request for Administration of Procedures/Treatments forms must be completed annually and whenever there is a change of medication, dose, procedure, and/or treatment. These forms are available from the school nurse and on the North East ISD website at <https://www.neisd.net/Page/19776>. The school nurse will contact the physician as necessary for information regarding student health concerns, medication, and procedures/treatments. Health concerns and related information will then be shared on an as-needed basis with appropriate school staff to provide appropriate care and safety for the students. All Health Services written physician orders expire after 12 full months.

### **POSSESSION AND SELF-MANAGEMENT OF EMERGENCY MEDICATION**

Students meeting requirements established in the Texas Education Code Chapter 38 Health & Safety section 38.015: are permitted to possess their prescription asthma and/or anaphylaxis auto-injectable medication with the completion of required forms submitted to the school nurse annually. Both the parent and the prescribing physician must sign forms. Students who meet the requirements and carry their prescribed asthma medication or auto-injectable anaphylaxis medicine (with proper pharmacy label) are responsible for the medicine and will be subject to disciplinary consequences for any violation of law, District Policy, or the Student Code of Conduct.

### **MANAGEMENT OF DIABETES**

A Diabetes Management and Treatment Plan developed by the physician and parent/guardian is required for students with diabetes who need treatment or care at school or at a school-related function (Texas Health and Safety Code, Chapter 168). Students who meet the written requirements will be permitted to self-carry and use their diabetes monitoring supplies and required medication at school or at a school-related function. Additional information and required forms are available from the school nurse. Students who meet the requirements and possess/use treatment supplies and equipment for diabetes medications are responsible for their supplies and medication and will be subject to disciplinary consequences for any violation of law, District Policy, and the Student Code of Conduct.

### **MANAGEMENT OF SEVERE LIFE-THREATENING FOOD ALLERGY**

Any student with a parent/guardian reported or physician documented severe food allergy must have a current written physician's order/severe allergy action plan on file with the school nurse. North East ISD, in compliance with SB 27, 82 Legislative Session, has a comprehensive food allergy management plan in place. Key elements of the plan include the following: identification of students with food allergies at risk for anaphylaxis; development/implementation/monitoring of Individual Health Care Plan (IHCP) and/or Emergency Care Plan (ECP); reducing risk of exposure within school setting; training for school staff for recognition of anaphylaxis and appropriate emergency response; and post anaphylaxis reaction review of policy and procedures. Please contact Health Services @ (210) 356-9244 or call your student's school nurse. Parent resource: <https://www.foodallergy.org>.

### **UNASSIGNED EPINEPHRINE IN SCHOOL**

In accordance with Chapter 38, Subchapter E, of the Texas Education Code, North East Independent School District has adopted a policy which allows trained school personnel to administer an epinephrine auto-injector to a person who is believed to be experiencing an anaphylactic reaction. Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus. The District will ensure that each campus has a sufficient number of authorized employees who are trained to administer epinephrine so that at least one trained individual is present on campus during regular school hours and for on campus school sponsored activities before and after school hours.

### **HEALTH INFORMATION FORM**

Each student is required to have current health information accessible to the school nurse. Health Information Forms will be sent home each school year and must be completed, signed, and returned to the school nurse.

### **USE OF CRUTCHES/WHEELCHAIRS/ASSISTIVE DEVICES PROCEDURE**

If your student has had surgery or has been injured and is required to use a wheelchair, crutches, neck brace, or any other assistive device while at school, the following procedure must be followed in order to provide reasonable accommodations during the school activities or emergency events.

1. A physician's statement regarding the specific limitations and duration of their use is required before a student will be allowed to use a wheelchair, crutches, or any other assistive device during school activities or events.

2. Another student will be assigned to assist carrying your student's books, and an adult employee will push the wheelchair if a student is unable to do so pursuant to a physician's orders.
3. Both students will be dismissed from class five minutes earlier to facilitate getting to the bus on time at the end of the day.
4. The school district is not responsible for any injury that occurs as a result of the use of wheelchairs, crutches, or other assistive devices.
5. The student will be subject to disciplinary consequences for any violation of law, District Policy, and the Student Code of Conduct if found misusing any of these devices.
6. The campus wheelchair is only for emergency purposes and not intended for student daily use.
7. Parents/guardians are responsible for obtaining wheelchairs, crutches, and other assistive devices prescribed by their physician.
8. All devices require proper fitting and training by the prescribing provider for appropriate use while at school.

## **EMERGENCY CARE**

If students are hurt or become seriously ill at school and the parents/guardians cannot be reached by telephone, they will be transported by EMS to an emergency room and the parents/guardians will be held responsible for all expenses. The North East ISD shall not be responsible for costs of treating injuries or assume liability for any costs associated with an injury at school or at any school-related function. See Student Insurance in this handbook.

If students make a suicidal outcry or self-injure at school, parents/guardians are contacted and expected to pick up their student as soon as possible. If parents/guardians cannot be reached by telephone, the student will be transported by North East Police Department or EMS to an emergency room and the parents/guardians will be responsible for all expenses. The North East ISD shall not be responsible for costs of mental health treatment or assume liability for any costs associated with a suicidal outcry or an act of self-injury at school or at any school-related function.

## **RE-ENTRY PROCEDURE AFTER EMERGENCY MENTAL HEALTH CRISES**

For students returning to school after a suicidal outcry, suicide attempt, or psychiatric hospitalization, a school employed Counselor, the Principal, or designee will meet with the student's parent/guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to assist with transition back to school.

## **MEDICATION**

**Parents/guardians** must provide all medications for administration during hours of instruction. The school does not provide any over-the-counter products with the exception of first aid products approved by the North East ISD Medical Advisory Committee (see CLINIC section for list of products).

**ALL** medications shall be delivered and kept in the school clinic. Medications may not be kept in the classroom or administered by a teacher in the classroom. Students may not carry ANY type of medication (prescription, non-prescription, homeopathic products, vitamins, or over-the-counter health products) on their person, in their lunch box, purse, or book bag/backpack, on the school bus, or place these types of items in their locker. **There are severe disciplinary consequences, including suspension and assignment to an alternative education program or expulsion for possessing, carrying, distributing or placing over-the-counter and prescription medications in the places listed above.**

Medication will not be accepted without the required physician/parent/guardian authorization. All medication must be in the original prescription or over-the-counter container. Medication brought to the clinic in containers such as, but not limited to, plastic wrap or bags, foil, jars, paper towels, envelopes, etc. will **NOT** be administered.

Parents/guardians must pick up any unused medication from the clinic when discontinued or at the end of the school year. Medication not picked up at the end of the school year by the parents/guardians will be destroyed.

**FOR THE SAFETY OF ALL STUDENTS, MEDICATIONS WILL NOT BE SENT HOME WITH STUDENTS AND STUDENTS MAY NOT BRING MEDICATION TO SCHOOL.**

**Prescription Medication:** Short-term prescription medication will only be administered according to the instructions on the prescription container for ten (10) school days or longer (e.g., 14 day antibiotic regimen) and must be accompanied by a written request from the parents/guardians. If necessary, when prescription is filled, ask the pharmacist for an extra labeled bottle for

school use. If there are changes in the dose of medication or if a medication is discontinued, written notification from the parents/guardians and/or physician is required. Changes in the dose of medication require a new prescription label. The prescription label and physician's order must match at all times. All sample medications provided by a physician for school administration require written authorization from the physician and the parents/guardians.

Medications to be given daily all year, medications that must be given during certain emergency situations, and medications necessary for the management of chronic conditions must be accompanied by written authorization from the prescribing physician and parents/guardians and will be administered according to the instructions on the prescription container. Orders expire after 12 months (i.e. orders written on June 10, 2020 will expire on June 10, 2021).

Students meeting state and district requirements will be permitted to possess their prescription asthma medication or auto-injectable anaphylaxis medication and/or prescription medication, supplies, and equipment required for independent monitoring and treatment of diabetes with the completion of required forms submitted to the school nurse. All required paperwork must be submitted to the school nurse prior to students being allowed to possess their medication and supplies. The parent/guardian and the prescribing physician must sign all orders/forms.

Prescription narcotics will be addressed on a case by case basis. Narcotic orders will be reviewed by the Medical Advisory Committee.

Students attending a field trip or off-campus school-sponsored event will have their prescription medication sent with the student's trained and authorized District certified teacher, nurse or qualified trained parent volunteer (e.g., MD, RN, LVN, PA or Pharmacist) along with instructions on the administration of the medication.

**Non-Prescription Medication:** The administration of non-prescription medication is permitted only on a very limited basis and only with written permission from parents/guardians. Only medications with appropriate dosages and indications will be accepted. Medications without a physician's order will be administered for ten (10) school days. A physician's order will be required thereafter.

Cough drops and throat lozenges will be administered to students with written permission from parents/guardians for five (5) consecutive school days, up to two (2) occurrences per school year. With written parent/guardian permission, students may use up to two (2) cough drops or lozenges per day; they must remain in the clinic while the cough drop or lozenge dissolves to decrease the risk of choking.

With the exception of overnight field trips, non-prescription medication(s) are not provided by the District during day field trips, Fine Arts activities before and after high school instructional time (e.g., prior to 8:45 a.m. and after 4:05 p.m.) and/or off-campus, school sponsored events. Any such medications must be provided by the parent/guardian of the student, along with a written request, containing instructions on the administration of the non-prescription medication(s) to the student. For long-term use (e.g., greater than ten (10) school days) High School Fine Arts requires the "Medication Addendum" form. **All non-prescription medications must be FDA approved and in the original manufacturer's container.**

Parents/guardians are encouraged to apply insect repellent in the morning prior to their student coming to school. If your student needs insect repellent to be applied during the school day, the container must be labeled with the student's name and remain in the clinic. Containers will be released to parents/guardians only.

**Overnight Field Trips:** The Medication Addendum to Overnight Travel Consent/Health Form that is part of the Overnight Field Trip Policy/Protocol **does** allow for the administration of a limited number of stock non-prescription over-the-counter (OTC) medications with Parent/guardian authorization.

The nurse will contact the physician concerning any questions regarding prescription/non-prescription medications. All medications administered by the nurse must be FDA approved. Other types of medications such as, but not limited to, homeopathic products, vitamins, herbs, dietary supplements, intravenous medications, and medications manufactured outside the United States **WILL NOT BE ADMINISTERED.**

North East ISD wants students to understand that taking any kind of medication is a serious responsibility and that medication should only be taken under the direction of a physician and only when medically necessary. Please refer to Board Policy FFAC (LEGAL) and FFAC (LOCAL) for more information on medical treatment.

## **A STRONG MEDICATION POLICY IS A STRONG DRUG POLICY**

### **SUNSCREEN**

In 2015 Senate Bill 265 passed and approved students to possess and apply topical sunscreen products while on school property or at a school-related event or activity to avoid overexposure to the sun. Sunscreen is not to be shared. Sunscreen is not to be used for any other purpose than application to exposed skin prior to outside activities. The sunscreen used on school property must be approved by the Federal Food and Drug Administration for over-the-counter use and a non-aerosol product.

### **HAND HYGIENE AND RESPIRATORY ETIQUETTE:**

- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- If soap and water is not readily available, hand sanitizer that contains at least 60-70 percent alcohol, and monitor safe use by students.
- Encourage staff and students to cover coughs and sneezes with a tissue and dispose of immediately then wash hands with soap and water or use hand sanitizer.
- Hand sanitizer will be provided by the district and readily available throughout the campus.
- Students and staff bringing their own hand sanitizer need to label it with their name, it will be for their own personal use and not shared with others (for safety purposes), limit the container to two ounces or smaller, must have an alcohol content of 60-70 percent.

### **SCHOOL HEALTH SCREENING PROGRAMS**

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

### **ACANTHOSIS NIGRICANS SCREENING**

All seventh grade students will be screened for a skin marker around the neck that potentially indicates high insulin levels in the body. High insulin levels create a potential risk for the future development of Type II Diabetes. Students who have the skin marker will also be weighed and measured, and have their blood pressure taken. The school nurse will contact and send a referral letter to the parents/guardians if medical evaluation is recommended.

### **VISION AND HEARING SCREENING**

All seventh grade, all new students entering school from out-of-district, and all students who are referred for special education evaluations will be screened by the school nurse for vision and hearing abnormalities. The school nurse will contact and send a referral letter to the parents/guardians if any abnormality is noted.

### **SPINAL SCREENING**

Girls will undergo screening for abnormal spinal curvature during the Fall semester of fifth and seventh grade. Boys will undergo screening for spinal curvatures during the Fall semester of eighth grade. The school nurse will contact and send a referral letter to the parents/guardians if any abnormality is noted.

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

## **BACTERIAL MENINGITIS**

### **WHAT IS MENINGITIS?**

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

### **WHAT ARE THE SYMPTOMS?**

Someone with meningitis will become very ill but not everyone with meningitis will have the same symptoms. The illness may develop over one or two days but it can also progress very rapidly in a matter of hours. Children (over one year old) and adults with meningitis may have a severe headache, high temperature, nausea, vomiting, sensitivity to bright lights, neck stiffness or joint pain, drowsiness, or confusion.

In both children and adults, there may be a rash or tiny red-purple spots that can occur on any part of the body.

### **HOW IS BACTERIAL MENINGITIS DIAGNOSED?**

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

### **HOW SERIOUS IS BACTERIAL MENINGITIS?**

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

### **HOW IS BACTERIAL MENINGITIS SPREAD?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases such as the common cold or flu. They are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs that cause meningitis live naturally in the back of our noses and throats but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, eating utensils or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps stimulate the body's natural defense system. The bacteria rarely overcome the body's immune system to cause meningitis or serious illnesses.

### **HOW CAN MENINGITIS BE PREVENTED?**

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

Vaccines that help prevent meningitis are required for young children, if there is a meningitis outbreak in the community, and for people traveling to foreign countries where there is a high risk of getting the disease. A vaccine that can prevent meningitis in adolescents and young adults is state mandated for students in grades 7-12 and a second dose is required for all incoming college freshmen or college students between the ages of 19-21. Administer booster dose if most recent dose given was when student was younger than age 16. The vaccine is safe and effective (85%-90%). It can cause mild side effects such as redness and discomfort at the injection site lasting up to two days. Entering college freshmen ages 19-21 need a meningitis vaccine dose within the last 5 years.

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

You should seek medical attention immediately.

### **FOR MORE INFORMATION**

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



# **SCHOOL REGULATIONS AND PROCEDURES**

## **ANNOUNCEMENTS**

Bulletins will be issued daily, and pertinent announcements will be broadcast on the public address system. Students should listen carefully as they will be held responsible for the information. Announcements, which are to be made over the public address system and which are concerned with student activities must be written and signed by the sponsor of the organization and approved by an administrator.

## **BICYCLES**

Students are permitted to bring their bicycles to school. Students are required to provide their own locks and should lock the bicycles at school. Permission for students to bring their bicycle to school may be removed if students are known to have violated the safety practices for bicyclists as suggested by the Texas Department of Public Safety. Students must walk their bicycles on campus.

## **CARE OF PROPERTY**

Students are urged to take pride in the appearance of their school, including the buildings, the furniture, and the surrounding property. Students shall not damage or deface any property belonging to North East ISD. Students who violate this policy may be filed on in court, removed from school, or expelled. Parents/guardians of students may be required to make full or partial restitution to the District.

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. If students are found responsible for the vandalism, the students and their parents/guardians will be held financially accountable. Students found responsible for an act of vandalism will also be subject to disciplinary action and prosecution under the law.

## **CARE OF VALUABLES**

Students are not to bring expensive personal items or unnecessary amounts of money to school. The school makes every attempt to help students safeguard their valuables; however, the care of valuables is the responsibility of the students. Students can help the school protect and prevent the loss of valuables by placing name labels on personal articles and wearing apparel such as coats, jackets, gloves, and gymnasium clothes. If students wear glasses, their name and address should be placed in the glasses' case. Please be aware the District will not be responsible for any damaged, lost, or stolen personal property.

## **CELL PHONES/PERSONAL ELECTRONIC DEVICES/INTERNET ACTIVITIES/RECORDING DEVICES**

It is the belief of the North East ISD that a partnership between the school administrators, teachers, and parents/guardians is needed in order to teach our students to be responsible and emphasize the importance of the District's cell phone/personal electronic devices guidelines. An active partnership will help ensure student compliance and be beneficial in emphasizing the student's duty to become a responsible digital consumer.

The following information is to provide parents/guardians and students the appropriate times a cell phone/personal electronic device may be used while at school, school-sponsored or school-related activities and the responsibility students have when permission has not been given to use a cell phone/personal electronic device by the teacher, and/or the principal/principal's designee.

During the instructional day, or while attending school-sponsored or school-related activities, on or off school property, during school hours, cell phone and personal electronic devices, including but not limited to audio and/or video recording equipment or devices and cameras of any type, that are not being used as a technology resource for approved academic purposes, and/or the principal or his/her designee has not given permission to use the cell phone/personal electronic device, the device must remain **turned off and not visible during the school day.**

**The use of cell phones/camera phones/cameras/personal electronic devices audio and video recording equipment or devices is strictly prohibited at all times in locker rooms or restroom areas or any other area where personal privacy is an expectation at any time** while at school or at school-related or school-sponsored events.

Using any device that permits the recording of a voice or image of another in any way that invades the privacy of others, is made without the prior consent of the individual(s) being recorded, or disrupts the education environment, is not allowed. Parents/guardians with concerns regarding classroom activities should contact the principal, or file a grievance in accordance with FNG (Local).



A student's cell phone/personal electronic device or other electronic and/or recording device is subject to search when school personnel have reasonable suspicion that a student has violated or is violating either the law or school/district rules/policies or procedures.

### **Consequences**

District employees shall confiscate any cell phone/personal electronic device that is not being used for appropriate educational purposes or is a distraction to the educational environment, such as an auditory alert during the instructional day and/or school related activities, or unauthorized audio or video recording of school-related activities. Confiscated cell phones/personal electronic and/or recording devices will be given to a campus administrator. The campus administrator will notify a parent/guardian to arrange for a face to face conference to discuss the misuse/violation that has occurred and the consequence for the violation. At the conference the cell phone/personal electronic and/or recording device will be returned to the parent/guardian. In certain cases an exception may apply to this practice, i.e. the device is considered evidence, in which case the device is confiscated until the investigation is completed. Students misusing a cell phone/personal electronic and recording device, and/or refusing to surrender their device to a District employee due a violation of the District's cell phone/personal electronic device rules and expectations shall be subject to disciplinary consequences in accordance with the Student Code of Conduct that will range from a warning up to an assignment to an Alternative Educational Program in cases of serious and/or persistent misbehavior.

Violations involving serious misuse of a cell phone/personal electronic and/or recording device including, but not limited to, an invasive visual recording, unlawful disclosure or promotion of intimate visual material, inappropriate postings, inappropriate text messaging, "sexting," or activities causing any school disruption will result in a disciplinary action including suspension and/or alternative placement, as well as the loss of cell phone/personal electronic and recording device privileges at the school as determined by the principal.

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

North East ISD will not be responsible for any damaged, lost, or stolen cell phones/personal electronic and/or recording devices.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

If there is a change of home address or telephone number, parents/guardians are required to report this information to the office immediately. **A CURRENT ADDRESS, AS WELL AS HOME AND WORK TELEPHONE NUMBERS MUST BE ON FILE** at all time.

If a family moves out of a particular school attendance area, before the first and last instructional day of the of the conventional school calendar, a child may be allowed to continue at that school if the principal approves the parent's/guardian's request contingent upon the student's continued adherence to conduct and attendance standards detailed in North East ISD Board Policy FDA (Local). If this situation occurs, parents/guardians must contact the school office to obtain a *"Request for Continued Enrollment"* form, complete the form and return it to the school. Transportation of students granted continued enrollment is the responsibility of the parent.

### **CHILD ABUSE**

The public education system plays an important role in reporting suspected abuse, trafficking and neglect of Texas' children. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a student's mental, emotional, or physical welfare, as well as, a failure to make a reasonable effort to prevent sexual misconduct with a student. Trafficking in the Texas Penal Code is defined as a means to transport, entice, recruit, harbor, provide, or otherwise obtain another person by any means with the intent to engage in forced labor or services. As a parent/guardian, it is important for you to be aware of warning signs that could indicate a student may have been or is being sexually abused or trafficked. Anyone who suspects that a student has been or may be abused, trafficked or neglected has a legal responsibility, under state law, to report to law enforcement or to Child Protective Services (CPS). [Board Policies FFG, DMA and BQ]

Any student who is a victim of abuse or trafficking will be provided information by the campus counselor or principal regarding counseling options for the student and families available in your area. The Texas Department of Family and Protective Services

(TDFPS) also manages early intervention counseling programs. To find out what services may be available, see: [https://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/](https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/).

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services can be reached at 1-800-252-5400 or on the Web at <http://www.txabusehotline.org>.

### **CLOSED CAMPUS**

All North East ISD schools operate on a "closed campus" plan. The school officials have supervisory responsibility for all students while they are on school property during school time. Because of this responsibility, whether students have walked, have driven, have been delivered by personally owned vehicle, or have ridden a school bus, they are not permitted to leave the campus until the end of the regular school day unless authorized by parents/guardians and school administrator. Should the need arise for students to leave the campus, they must obtain a pass from the attendance office. Students who violate this policy shall be subject to disciplinary action.

### **CONDUCT AT ATHLETIC EVENTS**

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

### **COOPERATION WITH LAW ENFORCEMENT OFFICERS/AGENCIES**

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

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

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

### **DATING VIOLENCE**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

### **DETENTION BY A TEACHER OR ADMINISTRATOR**

If students are detained in a class, they must secure a written statement from the teacher to give to their next class teacher. Failure to do so will result in a tardy to the next class.

Students will not be detained after school hours unless a specific purpose is to be achieved. Detentions will begin only after parents/guardians have been notified that the students will not be released from school until a specific hour.

### **DRIVERS LICENSE/ATTENDANCE REQUIREMENT**

The Texas Transportation Code requires individuals under 18 years of age who have not obtained a high school diploma or its equivalent to be enrolled in a public, home or private school, or GED program and must meet specific enrollment conditions to

obtain or renew a license. The Verification of Enrollment Eligibility (VOE) is a mandatory form required by the Department of Public Safety in order to apply for a license to operate a motor vehicle. This form can be obtained at students' home campus. The 90 percent attendance rule applies when determining VOE. Thus, if (1) the school awarded students credit for each class the semester prior to the application for the VOE form and (2) the school considers students currently enrolled at the time they applied for the VOE form, then students should be considered eligible for the VOE form (unless a published policy states otherwise).

Summer school does not count as make-up time for attendance purposes, unless the attendance committee makes summer school attendance a part of the students' plan to make-up days missed.

## **EXTRACURRICULAR ACTIVITIES**

The opportunity to participate in extracurricular activities is a privilege extended to all students of North East ISD. Participation in extracurricular activities places students in a position of recognition and often bestows the position of role model upon the student participants. Students who elect to accept the privilege of participating in extracurricular activities must recognize that they are a representative of the school and District, and will be held to a higher standard of conduct than that applied to other students. This applies to both school-related and non-school related activities. Students are subject to state law, school district policies, school rules and regulations, the organization's requirements, and University Interscholastic League (UIL) rules (if applicable). Students participating in extracurricular activities who do not meet these standards of appropriate behaviors could be denied participation in the activity.

All sponsors and coaches of extracurricular activities, clubs and organizations including, but not limited to, interscholastic athletics, marching band, spirit organizations, etc., are to adopt and enforce standards of behavior. These standards/expectations will be higher than the District-developed Student Code of Conduct and may be a condition of membership or participation in the activity. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity.

The constitution and by-laws must include the following:

- A provision that the constitution and by-laws of the club or organization must be reviewed at least every two (2) years
- A copy of all constitutions and by-laws for all clubs and organizations are kept on file at each campus.

As previously stated, extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. Behavior standards shall be approved by the principal and the superintendent before they are communicated to students. Students shall be informed of any extracurricular behavior standards at the beginning of each school year. Sponsors of extracurricular activities, including, but not limited to, athletics, marching band, spirit organizations, etc., where the students report for workouts or practices prior to the actual beginning of classes will provide the behavior standards at the time of the first workout or practice. Students and their parents/guardians shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity. Students who have not returned the statement of extracurricular standards will not be permitted to participate in the activity of the organization.

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

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

- The coach or sponsor of the extracurricular organization determines that the conduct of students have a negative effect on the morale or discipline of other participants in the activity; and/or
- The coach or sponsor of the extracurricular organization determines that the conduct of students have an incidental, but real, adverse impact on the reputation of their organization, school, or the school district.

The conduct standard will be higher for students already on probation for a violation of the Student Code of Conduct than for those who are in good standing as a member of the team or organization at the time a violation occurs.

Violations of the Student Code of Conduct that pertain to serious and/or persistent misbehavior will be grounds for immediate dismissal from the program when students are already on probation.

Students who participate in a University Interscholastic League competition shall be suspended from participating in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League if they do not meet the academic requirements developed by the University Interscholastic League and approved by the State Board of Education. Currently students who receive a grade lower than a 70 on a scale of 100 after a grade evaluation period in any academic class other than an identified honors or advanced class, will be suspended from the activity. A suspension does not last beyond the end of a school year. The grade evaluation period means the nine -week grade-reporting period, or the grade-reporting period thereafter, in the case of a district with a grade-reporting period longer than six weeks. **The North East ISD grade reporting period is nine-weeks. However, for eligibility purposes the UIL requires that grades be checked after the first six-weeks of a new school year and then again at the school district grade reporting period if it is nine-weeks or longer.** Until the suspension is removed or the school year ends, the school shall review the grades of students suspended under this policy at the end of each three-week period following the date on which the suspension began. At the time of the review, the suspension is removed if their grade in each class, other than in 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 their teachers shall make the determination concerning the students' grade. During the suspension from extracurricular activity, students may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.

**FIELD/SCHOOL-SPONSORED TRIPS**

Well-planned and supervised field/school-sponsored trips may be scheduled during the year. The required District Field Trip form must be signed by a parent/guardian for any student taking the trip. A permission form for field/school-sponsored trips is included with a registration packet, and schools send reminders of field/school-sponsored trips home with the students prior to the activity. Parents/guardians are encouraged to allow students to participate in the field/school-sponsored trips, since they are planned to enhance the educational experience and information gained in the classroom.

Students who participate in field/school-sponsored trips are required to use transportation provided by the school to and from the event. A principal may establish a procedure related to making an exception to this requirement when a parent/guardian requests that the student be released to the parent/guardian or another adult designated by the parent/guardian.

**GRIEVANCE**

Any situation involving teachers and students that causes concern should be discussed with the appropriate school personnel in the following manner:

- Contact the school secretary and make an appointment for a conference with the teacher at his/her conference period or at a time agreed upon by the teacher and parents/guardians.
- Meet with the teacher and discuss the situation.
- If a concern still exists, schedule an appointment with the principal to address the concern(s) and seek resolution informally.

If the situation mentioned above is not resolved informally, a formal grievance can be submitted to the principal. The District grievance procedure is outlined in Board Policy FNG (Local).

**The formal grievance process is the following:**

- Level One: The grievance complaint form must be filed directly with the principal at the home campus.
- Level Two: The grievance complaint form must be filed directly to the office of the Executive Director of Student Support Services located at the Richard A. Middleton Educational Center, 8961 Tesoro Drive, Suite 306.
- Level Three: The grievance complaint form must be filed directly to the office of the Executive Director of Student Support Services located at the Richard A. Middleton Educational Center, 8961 Tesoro Drive, Suite 306.
- Level Four: The grievance complaint form must be filed directly to the office of the Superintendent of Schools located at the Richard A. Middleton Educational Center, 8961 Tesoro Drive, Suite 602.

The grievance policy and forms may be found at <http://www.neisd.net/Page/2738>. All formal grievances must be submitted within the timelines established at each level.

## HANDBOOKS

In the continued effort to be as efficient as possible, the North East ISD Web site is the primary source for distributing the Student/Parent Handbook and the District Student Code of Conduct. This information is available in both English and Spanish at <http://www.neisd.net/Page/9717>.

## HOMEROOM

Students are assigned to a homeroom designed to facilitate distribution of materials and information.

## IDENTIFICATION BADGES

Secondary students are required to obtain a school identification badge and have it in their possession at all times. These badges may be requested for admission to school activities and **must be shown or surrendered to school officials upon request**. In addition, students may be required to visibly display the badge at all times on a lanyard if required by the principal. A fee may be assessed for lost identification badges.

## LEAVING A CLASSROOM

If it becomes necessary for students to leave the room for any reason, they must secure a corridor pass from the teacher.

## LEGAL NAME

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

## LOCKERS AND LOCKS

Lockers are assigned to students at the beginning of the school year. Students are responsible for the locker and its contents. Limited locker space may make it necessary to assign two students to a locker during some school years; whenever possible, students will be assigned an individual locker. Students should not let anyone know their locker combinations or share a locker with other students unless cleared by the school administration. The person the locker is issued to will be responsible for its contents. School lockers are the property of the North East ISD. At no time does the North East ISD relinquish its exclusive control of lockers provided for the convenience of students. *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.*

Lockers are subject to inspection at any time and should be kept clean and presentable. If the lock is lost or damaged, or if the locker is damaged, the student will be required to pay for the lock or damage. This includes locks used in physical education classes.

Lockers are school property and students are expected to follow the directions given by school personnel concerning the use of lockers and the protection of personal property. Items of value should not be stored in lockers. Lockers are provided as a convenience only; therefore, the care of valuables is a personal responsibility and not that of the school. The school cannot guarantee the security of the contents of the lockers.

## LOST AND FOUND

All lost articles, including textbooks, are placed in the lost and found area. Library books are returned to the library. Students who find an article can help in returning it to its rightful owner by promptly turning it in to the lost and found department. All students who lose an article should go immediately to the lost and found to inquire if it has been turned in, and upon adequate description may claim their possession. All unclaimed articles are displayed periodically. After a reasonable period of time, all unclaimed articles are distributed through different community agencies.

## NOTICE TO STAFF OF SERIOUS OFFENSES

The code of criminal procedure, Article 15.27 establishes requirements for notifications that must be given to education officials and persons supervising students when students are arrested, referred, convicted, or adjudicated for certain criminal offenses or when other actions are taken related to the juvenile's case. Law enforcement agencies and prosecutors must send notices to school superintendents or their designee, who then must notify persons supervising a student.

## **PHOTOGRAPHS/VIDEO-RECORDING**

Parents/guardians are not permitted to photograph or video-record students during the scope of the conventional instructional day. Parents/guardians who choose to photograph or video-record North East ISD special school related events/activities to include but not limited to field trips, holiday programs, bike rodeos, etc. and subsequently distribute or otherwise publish the photographs or video-recording through any means, including but not limited to, CDs, Facebook, or YouTube, assume any and all potential risk in the event of any complaint from other students who may appear in the photographs or video-recording and whose families do not wish for their student's image to be distributed or otherwise published.

## **PETS**

For the safety of all, animals of any kind, including family pets, are not allowed on school grounds at any time. Animals that are used as a teaching tool must follow the guidelines of District Regulation EMG(R). With the exception of service animals (as identified in the Americans with Disabilities Act-Title II and the Texas Human Resources Code-Title 8 Chapter 121), only animals approved by the campus administrator can be allowed on campus for curriculum purposes. Safety for students and staff will be the primary factor in the approval and process. Schools administrators have the right to exclude animals from campus if they determine the animals could disrupt the educational environment.

## **PHYSICAL EDUCATION**

Students enrolled in middle school are required to obtain four semesters of daily physical education curriculum that includes at least 30 minutes of instructional time spent in moderate to vigorous physical activity level. Students shall take one semester of physical education each year – 6, 7, and 8 – with their fourth semester being flexible over the three years.

In order to ensure student safety, proper attire is required for participation in physical education activities. Guidelines for appropriate attire will be provided by the campus.

For students to be excused from physical education activities, they must have a note from their parent/guardian. If the excuse is for more than three consecutive days, students must have a statement from a medical doctor specifying the need and the approximate length of the recuperative period. Restricted Physical Education forms may be utilized by the campus to determine, if possible, how current lessons can be modified to meet the student's physical needs for recuperative periods extending past 2 weeks in length. Students may be provided an alternative assignment such as a writing a report on their current unit of study in order to continue their instructional learning. Notes removing students from participation in physical education activities will also be applied across the campus for items such as recess, field days, and/or field trips.

## **Off Campus Physical Education**

North East ISD is approved by the Texas Education Agency to offer Category I Off Campus Physical Education (OCPE) substitutions to students enrolled in high school. North East ISD extends this program to students enrolled in middle school so that all secondary students have the opportunity to participate in the OCPE program. Students must apply and be approved to participate in the program.

Eligible secondary students must train and compete at a national to Olympic level in a sport or activity not offered by North East ISD. Training and competition must be at a minimum of 15 hours per week throughout the school year in their approved activity.

For information regarding the OCPE program, please visit our website at [www.neisd.net/athletics/Page/929](http://www.neisd.net/athletics/Page/929) or visit your campus guidance counselor.

## **Fitness Testing**

Students enrolled in physical education or physical education substitution courses in grades 3-12 must be fitness assessed at least once per year utilizing the State adopted fitness assessment tool. Student results will be recorded on their report card and may also be accessed via Family Access.

Parents/guardians wishing to obtain a copy of their child's fitness assessment results should contact the Physical Education and Health Department.

## **Human Sexuality And Abstinence Education**

The Human Sexuality and Abstinence Education curriculum is recommended by the School Health Advisory Council (See SHAC) and is approved by the North East ISD Board of Trustees. The approved curriculum meets the minimum instructional requirements by law and is taught by certified instructors through the Health, Physical Education, or Principles of Health Science classes at the secondary level (6-12). Topics discussed include human anatomy, dating relationships, abstinence, teen pregnancy, teen parenting, contraception, sexually transmitted diseases, and AIDS. The Human Sexuality and Abstinence Education classroom presentations are for students only. Written permission from a parent/guardian is required for student participation in the program. Students may participate in all, none, or part of the curriculum. No penalties or repercussions will occur for non-participation and alternative assignments will be provided. Parents/guardians are encouraged to attend the parent preview sessions to review the materials. For additional information, please contact the District Physical Education and Health Department or visit the following webpage at <https://www.neisd.net/Page/274>. Click on Curriculum and the appropriate program level (middle or high school).

## **SCHOOL HEALTH ADVISORY COMMITTEE (SHAC)**

SHAC is a state mandated entity established to assist the District in ensuring that local community values are reflected in the District's health education curriculum and instruction. The committee is appointed each year by the Board of Trustees and may include parents/guardians, administrators, teachers, school nurses, PTA representatives, and District representatives. The SHAC is responsible for reviewing and making recommendations for such items as hours of instruction in health, appropriate curriculum for human sexuality and abstinence education, recess and strategies for implementing the coordinated school health. The SHAC typically meets on a monthly basis. During the 2019-2020 school year, SHAC met four (4) times. For more information, please visit our SHAC website at [www.neisd.net/Page/634](http://www.neisd.net/Page/634).

## **PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE [EC (Legal)]**

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

- Recitation of the Pledge of Allegiance to the United States and Texas flags.
- A short period of silence, not to exceed one minute. The period of silence is intended to be an individual activity.

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

## **PRIOR REVIEW**

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

- Material shall be submitted to the principal, who shall approve or disapprove the material within two school days of the time material is received. Material that is controversial or unpopular, but not reasonably likely to result in substantial disruption of normal school operations, may not be prohibited on that ground alone. Moreover, a mere apprehension of disturbance is not sufficient to justify restrictions on students' otherwise legitimate right to freedom of expression. Depending on the age and maturity of the students exposed to the material, distribution or posting may not be prohibited on grounds of objectionable language if the same or similar language can be found in material made available to students in school assignments or through school facilities, such as the school library.
- An adverse ruling may be appealed in accordance to FNG (Local), beginning at Level Two.

## **RECORDING DEVICES**

**The use of devices with audio and/or video capabilities is strictly prohibited at all times at school, at school events on or off school property, in the classroom, in locker rooms or restroom areas and/or any other area where personal privacy is an expectation at any time.**

Using any device that permits the recording or active monitoring of a voice or image of another in any way that invades the privacy of others, or is made without the prior consent of the individual(s) being recorded, or disrupts the education environment, is not allowed. Parents/guardians with concerns concerning classroom activities should contact the principal, or file a grievance in accordance with FNG (Local).

A student's cell phone/personal electronic device or other electronic audio and/or recording device is subject to search when school personnel have reasonable suspicion that a student has violated or is violating either the law or school/district rules/policies or procedures.

Parents/guardians who give permission to their child to record or video other individuals at school should understand that their child will face consequences should they choose to record or video any individual at school, in the classroom, at school events on or off campus, in locker rooms or restrooms and/or in any other area where personal privacy is an expectation at any time.

### **Consequences**

Students will be subject to disciplinary consequences in accordance with the Student Code of Conduct. Disciplinary action may include suspension and/or assignment to a DAEP. [See Cell Phones/Electronic Devices/Internet Activities/Recording Devices].

## **REQUIRED FORMS**

### **Federal Form**

North East ISD receives money from the Federal Government in lieu of taxes on federal property. A form and letter of explanation are sent home with students whose parents/guardians are federally connected. Parents/guardians should complete, and sign this form, and students should promptly return the form to the school.

### **Free and Reduced Meals Request**

North East ISD participates in the Federal School Lunch Program and is required to send these items to every student household: a "Free and Reduced Meals Application," a letter explaining the program and an eligibility income guideline. If parents/guardians desire to apply, the form must be completed and returned to the school promptly. Benefits are not retroactive. The form is to be returned to the Cafeteria Manager. Families may also apply for free and reduced-price meals online at <http://www.neisd.net/Page/295>.

### **Health Information Form**

Each student is required to have current health information accessible to the school nurse. For initial enrollment, the Health Information Form may be completed electronically during online registration and updated annually or as needed in hard-copy format.

### **Registration**

When registering a student in school, parents/guardians are required to provide specific documents to the school before the student is allowed to begin attending classes. For specific information regarding the required documents for registration, parents/guardians should go to the District website at <http://www.neisd.net/site/Default.aspx?PageID=275> or contact the home campus to obtain the list of documents necessary for enrollment prior to going to the campus.

At any time a parent/guardian moves, has a change in a rental/lease agreement, or a rental/lease agreement expires, the parent/guardian is responsible to provide the school a copy of any renewals or changes related to their current residence. Requested documents may include a current utility bill or other bill in the resident's name and/or a letter from the homeowner or leasing agent as applicable.

An adult resident of North East ISD wishing to enroll a minor student who is living separate and apart from a parent/legal guardian under a Power of Attorney (POA) shall be required to complete a North East ISD POA document accessible via the following link, <https://www.neisd.net/Page/24524>, and contact the Office of Pupil Personnel Services at Central Office, (210) 407-0070 to schedule an appointment to seek approval for a POA prior to enrollment. Requirements for a POA are:

1. The North East ISD adult must have the North East POA document notarized from the parent/legal guardian stating the North East ISD adult resident has temporary guardianship and educational decision making authority of the minor student;
2. The North East ISD adult must provide documentation establishing their proof of residency in North East ISD;
3. The student must reside with the North East ISD adult resident seeking guardianship Sunday through Thursday; and
4. The student seeking enrollment must not have been engaged in any conduct or misbehavior resulting in a placement at a discipline alternative education program or expelled during the current or preceding school year.

Stepparents may be given authority by a biological parent or legal guardian to interact with the school as a parent. This type of request must be discussed with the school counselor.



More information regarding registration may be found on the District website at <http://www.neisd.net/site/Default.aspx?PageID=275> or by contacting the home campus of your student.

### **Other Forms**

Periodically the school will send forms home with students, such as LEP (Limited English Proficiency) forms, choice sheets, progress reports, etc. These forms should be completed and signed by the parents/guardians and returned promptly by the students.

### **SATURDAY SCHOOL**

The District Saturday School program is a fee based program offered to students in grades 1-12 who have lost credit due to excessive absences. The Saturday School program is housed at a designated campus within the District. Students can obtain information, sign up and pay to attend at their home campus.

More information regarding the dates, times, location, and guidelines for Saturday School can be found on the District website at <http://www.neisd.net/Page/2746>.

### **STUDENT PARKING/MOTOR VEHICLES**

High schools will provide parking where space is available. Students approved to park on campus must follow all campus based rules/established procedures in order to maintain the privilege of parking on campus. Student automobiles, motorcycles, or other vehicles must be parked in the designated parking area. Students who drive motor vehicles to school must register the vehicle with the school and pay a fee to obtain a parking permit. To obtain a parking permit, students must present proof of liability insurance and a valid driver's license. **Failure to comply with school parking and traffic regulations will result in disciplinary action that may include, but not limited to a fine and/or removal of campus parking privileges.**

Students who drive vehicles must go directly to the parking lot upon arrival. After parking and locking their vehicles, students must leave the parking area immediately. Students are not allowed in the parking lot at any other time without a pass from the administrative office. The school is not responsible for loss of articles or damage to vehicles in school parking lots. All vehicles on school property are subject to the traffic regulations of the school. Any traffic accidents on school property should be reported to an administrator immediately.

**Under no condition will middle school students be allowed to drive motor vehicles to school.**

### **STUDENT RECORDS REQUEST**

Texas Education Code 25.002 requires that records be furnished to the school within ten (10) days when a student transfers from one district to another upon request to include all discipline records. This flow of information from one public school district to another is required by the State and does not necessitate parental permission.

### **TARDIES**

Tardiness to class will not be tolerated and serious consequences could result if students are not punctual to each class. Each campus will develop a tardy procedure as part of the Discipline Management Plan. Tardies will be reported on the report card. The Discipline Management Plan will make students and parents/guardians aware of the consequence of excessive tardiness.

Between class periods there is an adequate interval for passing. Students are not considered tardy if they bring a note from an appropriate school official.

Tardiness to class is a major concern in North East schools. This plan, if used consistently by all teachers in all grade levels, can help to correct the problem and help to establish good attendance and punctuality above and beyond the minimum essential elements for all courses.

### **TEXTBOOKS**

Textbooks are the property of the State of Texas and students will be charged for lost or damaged textbooks. Students are directly responsible for the care and return of textbooks issued to them.

In order to avoid the loss of a textbook, students are to write their name inside the front cover of each book and keep each book properly covered during the school year. When a lost or damaged textbook that is beyond further use is paid for, the assistant principal will issue a new one.

North East ISD uses bar codes to track textbooks. If the bar code is damaged, removed, or altered in any manner the textbook will not be issued to students. Students will not be credited for returning a textbook and the cost of the textbook will be charged to them upon return of the textbook if the bar code is damaged, removed or altered in any manner.

## VISITORS

**All adult visitors must sign in at the office for safety purposes. School age children will not be permitted to visit the campus, enter buildings, or converse with students during the instructional day except as a supervised visitor other than as a participant in a district-sponsored campus tour. All adult visitors must follow the school procedures regarding proper identification and check-in.** Because the safety of all students is a top priority at North East ISD, the District has implemented a district-wide visitor and volunteer badge system. All parents/guardians, visitor or volunteer who comes to a campus will be asked to present a valid government or state-issued identification, such as a driver's license or military I.D. The I.D. will be scanned and a badge with the visitor's picture, date, time, and campus location will be printed. All visitors will then wear the badge while on campus and return it at the end of the visit. Information will be kept in the system for returning visitors or volunteers in order to produce a new badge on subsequent visits. All returning visitors will be required to provide proper identification on each subsequent visit as an additional safety precaution.

Visitors in the classroom are normally not permitted. Parents/guardians are welcomed to visit their students' classroom with advanced approval by the school administration and the teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors must comply with the school's visitation procedures, including campus lunch procedures, and are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. If a conference is needed, parents/guardians are asked to schedule one in advance.

Private or outside service providers for students who are not contracted for by the District, or who are not District employees, will not be permitted on campus to visit with, observe, or provide services to the student while at school. Parents/guardians shall arrange for any services from non-District private providers to occur outside of school facilities.

## VOLUNTEERS

One of the major strengths of North East ISD schools is the high degree of adult participation as partners in the ongoing process of learning. Many channels are available, they include, but are not limited to: open houses, field/school sponsored trips, conferences, PTA, parent/guardian volunteers and mentors. North East ISD conducts a Department of Public Safety check on volunteers having frequent (more than three times in a school year) and direct contact with students. All prospective volunteers must complete the "Criminal History Record Check" which is available online at <https://portal.neisd.net/volunteer?SOURCE=V>. When adults come to school to participate in various volunteer capacities, they must sign in at the main office.

## WITHDRAWAL FROM SCHOOL

When it becomes necessary for a student to withdraw from school, the parents/guardians should notify the counselor's office at least two (2) days in advance. The parents/guardians shall provide the school with proper notification as to the specific reason and intent for their student's withdrawal by completing the Request for Withdrawal form. The parent/guardian should bring documentation that will support their student's reason for withdrawal. On the student's last day in attendance, a withdrawal clearance will be issued to the student by the counseling office, as well as by the student's counselor, the librarian, the cafeteria, the attendance office, and an assistant principal. Any fines, fees, or lost books are to be cleared prior to withdrawal. Before the final checkout is accomplished, the parent/guardian will be asked to sign a release form authorizing the school to send copies of the student's complete school records to the new school. **Students with pending disciplinary action such as, but not limited to, AMS/AHS, or an expulsion will not be withdrawn from the home campus until the discipline conference or expulsion hearing has been conducted by the appropriate administrator and/or a Hearing Officer.**

It is the parent's/guardian's responsibility to enroll their child in a new school/academic program. Failure to receive a request for records or documented proof of enrollment in a school/academic program within three (3) days will result in parents/guardians being subject to court action for violation of the state compulsory attendance law.

On the request of the receiving school, copies of student records will be sent. **Final transcript requests are sent to colleges or universities with a signed release by the student (18 years of age or older) or the parent/guardian.**

## **ATTENDANCE REGULATIONS**

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

### COMPULSORY ATTENDANCE REGULATIONS

In accordance with Texas Education Code (TEC), Section 25.085, children between ages 6 through 18, are **required** to attend school unless otherwise exempted by law. Under this law, **"A child who is required to attend school under this section shall attend each school day for the entire period the program of instruction is provided."** School employees investigate and report violations of the state compulsory attendance law.

Parents/guardians have a duty to monitor their child's school attendance and require their child to attend school daily. Failure to do so will necessitate the need for you and your child to be subject to truancy prevention measures.

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

- The student's parent/guardian is subject to prosecution in accordance with TEC 25.093.
- The student, if age appropriate, is subject to referral to a truancy court for truant conduct under Section 65.003 Family Code.

Parents/guardians are asked to call the school to **report when students are absent**. If the school is not notified early, school personnel will attempt to call the parent/guardian. In addition to a phone call to the school, students who have been absent **must also bring a written, signed statement by parent/guardian explaining the reason for the absence within two (2) days following their return to school after students were absent.** Students may also be required to have a note from the physician if the absences are excessive or as additional documentation for extenuating circumstances.

Should the student develop a questionable pattern of absences, the principal and/or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school to determine whether the absences will be excused, extenuating, or unexcused.

### Students 19 Years and Older

Students who voluntarily attend or enroll after their 19<sup>th</sup> birthday are required to attend each school day until the end of the school year. The Principal may revoke the enrollment of students 19 or older who have more than five unexcused absences in a semester. Students' presence on school property thereafter would be unauthorized and may be considered trespassing.

### Attendance Warning Notice

In accordance with TEC 25.095, a school district shall notify a student's parent/guardian if the student has been absent from school, without an excuse, on three (3) days or parts of days within a four-week period. The notice must:

1. Inform the parent that:
  - a. It is the parent's duty to monitor the student's school attendance and require the student to attend school; and
  - b. The student is subject to truancy prevention measures under Section 25.0915; and
2. Request a conference between school officials and the parent/guardian to discuss the absences.

To satisfy this law, North East ISD sends an automated written warning notice either by email or regular mail when a student accrues three (3) unexcused absences. To avoid receiving this automated notice, it is imperative that the parent/guardian turn in to the school proper documentation daily to excuse each absence.

## **Enforcement of Attendance**

Excessive absences from school shall be investigated by the District Attendance Officers or designated school officials. The District will issue a warning notice when a student accumulates unexcused absences as specified in Section 25.095b. With the accumulation of unexcused absences, the Attendance Officer shall file a complaint against the parent(s)/guardian(s) in an appropriate court. It is not a defense to prosecution that the student has engaged in attendance recovery, credit retrieval, or that the parent has not received the notice of unexcused absences (Section 25.095c).

**The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. The official state accounting time shall be determined by the absences recorded at the following times each day:**

**Middle School: 9:45 a.m.**

**High School: 10:15 a.m.**

## **MINIMUM ATTENDANCE REQUIREMENTS FOR CREDIT/PROMOTION**

State law requires that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the time the class is scheduled to meet. If students attendance is less than 90 percent of the days the class meets, students will lose credit unless each and every class is made up in an acceptable manner, such as, but not limited to, Saturday School, after school hours (in-person or asynchronously by logging into the District's Launchpad and completing work), or an arrangement of time that is approved by the campus administrator. For high school, students may now lose credit on the 6<sup>th</sup> absence from a class since high schools are on a dedicated MWF and Tues./Thurs. schedule. When students' attendance drops below 90 percent but remains at least 75 percent of the days the class is offered, they may earn credit for the class by completing a plan approved by the principal. This plan must provide for students to meet the instructional requirements of the class as determined by the principal. If students fail to successfully complete the plan, or when their attendance drops below 75 percent of the days the class is offered, students and parents/guardians may request award of credit by submitting a written petition to the appropriate attendance committee at the campus. Unusual extenuating circumstances would be a basis for appeal to the attendance review committee. The structure of the review committee, the procedures, and criteria to be considered are available from the campus administration.

### **Acceptable Reasons for an Absence as Defined by State Law with approved documentation to verify absence:**

- Required court appearance (including travel time if necessary - one day to and one day from county/city of the court requesting the student's attendance).
- Religious holy day(s) (including travel time if necessary).
- For the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.
- A portion of a school day is missed for a doctor/dentist appointment and the absence is verified by a signed note or form by the doctor within the time allotted for the student or the student's child.
- Activities related to student obtaining United States citizenship.
- Student serving as an election clerk (maximum of two (2) days per school year).
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.
- Maximum of two (2) days per year for a junior or a senior to visit a college/university (the appropriate school form is complete and returned to the attendance office for verification).
- A student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four (4) days and the student provides verification to the district of these activities.
- District approved school business based on State guidelines and required documentation.
- Meets requirements as outlined in the Military Interstate Compact (maximum of five (5) days per school year within a window of 60 days prior to deployment and 30 days after the date of return from deployment).

### **Acceptable Reasons for an Extenuating Absence as Defined by the District with approved documentation to verify absence:**

- Hospitalization.
- Death in the family.
- Sport related competitions for approved off-campus physical education credit.
- Olympic try-outs.

- Shadowing district magnet programs.
- Visit by a religious leader or a major religious event that is not considered a holy day.
- Visa renewals-up to three (3) days only if necessary for the travel (one day to, day of renewal, and one day return).
- A full day's absence due to a doctor/dentist appointment that is verified by a signed note or form by the doctor within the time allotted.

**Acceptable Reasons for an Excused Absence as Defined by the District with approved documentation to verify absence:**

- Personal or family illness verified by a note from parent/guardian not to exceed a total of eight (8) days in a school year.
- Natural disasters, weather or road conditions as declared by the District making travel dangerous.
- Death outside the family.
- Attending a special school function, without a school sponsor and identified by the District (ex: State play-offs).
- Emergencies recognized and approved by the principal or District.

**Unacceptable Reasons for an Absence and will be documented as an unexcused absence:**

- Truancy.
- Parent/guardian notes for personal or family illnesses in excess of eight (8) days in a school year.
- Any absence not listed above. Examples of a common unexcused absence:
  - Vacations/pleasure trips.
  - Missing the bus.
  - Car problems.
  - Over slept.
  - Babysitting.
  - Birthday or other personal celebrations.
  - Jobs.
  - Rare special circumstances not approved by the principal in advance.
  - Youth programs not associated with the District, including but not limited to, athletics, cheerleading, dance, theater, fine arts, and other similar programs.

Excessive absences will result in loss of credit unless students make up the missed work in an acceptable alternative manner, including but not limited to, Saturday School or after school hours (in-person or asynchronously by logging into the District's Launchpad and completing work). **Time made up allows for credit to be given, but does not remove the absence documented by the school to meet state compulsory attendance requirements.**

Pregnant students under a physician's care should be referred to the School Age Parenting Program. Students with a physician's note requesting them to remain at home due to pregnancy must have the approval from the School Age Parenting Program Coordinator for enrollment into Pregnancy Related Services (PRS-054). PRS consists of regular academic instruction with an altered schedule during prenatal and/or postpartum recovery times designated by a physician. If pregnant students decline enrollment into PRS-054, they will be required to complete all assignments due during their absence period without the assistance of PRS-054. Credit will be denied if students do not complete the required assignments in a reasonable time.

Petitions for credit may be filed at any time students receive notice, but in any event, no later than 15 days after the last day of classes for the semester in which the attendance was below 90 percent. The attendance committee shall review students' entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered. Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee. [FEC (Local)].

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

- Level One: A parent/guardian may appeal in writing to the Campus Attendance Committee composed of an assistant principal, a counselor, and a minimum of three (3) teachers. The committee will provide a written response to the appeal to the parent/guardian within ten (10) school days.
- Level Two: A parent/guardian may appeal in writing to the Principal within ten (10) school days following the receipt of the Attendance Committee's response.

- Level Three: A parent/guardian may appeal in writing to the Executive Director of Student Support Services within ten (10) school days following the receipt of the principal's response. The District Attendance Review Committee is composed of an administrator from Pupil Personnel Services, a school administrator, a counselor, and a minimum of four (4) teachers from either the elementary or secondary level based on the enrollment of the student in question. The District Attendance Review Committee shall have the authority to uphold, overturn or alter the decision of the principal.
- Level Four: A parent/guardian may request an appeal in writing to the Superintendent for a Board review of the District Attendance Review Committee's decision within ten (10) school days following the receipt of the District Attendance Review Committee's response.

Students shall be permitted to make-up assignments and tests after absences. [EIAB (Local)].

Students who leave and/or arrive to the campus during school hours have the responsibility to sign in/out at the campus attendance office. All students are expected to follow the school's procedures regarding notes, absences, and other reasons for being absent from class.

### **PERMITS TO LEAVE SCHOOL**

For safety reasons, students will be released **ONLY** to parents/guardians or persons listed on the emergency form. Picture identification is required prior to students being released. A parent/guardian or approved adult must sign the student out in the attendance office and wait until the student reports to the attendance office prior to departure from the campus.

All students who know in advance that they will need to leave the building during school hours should have a written request from their parents/guardians. If the permit is for students to be out of the building for only a part of the day, the time limits should be specified on the written request. This request should be presented to the attendance office before school begins. A permit will be issued and will serve as a pass for students to report to the attendance office prior to leaving the building. When students return to school, they should report to the attendance office for a readmission slip to class.

**UNDER NO CIRCUMSTANCE SHOULD STUDENTS LEAVE THE SCHOOL CAMPUS WITHOUT PROPER PERMISSION FROM ADMINISTRATIVE PERSONNEL/ATTENDANCE OFFICE. FAILURE TO DO SO WILL RESULT IN ADMINISTRATIVE DISCIPLINARY ACTION. ALL STUDENTS WHO LEAVE CAMPUS DURING SCHOOL HOURS MUST SIGN OUT THROUGH THE ATTENDANCE OFFICE BEFORE LEAVING SCHOOL GROUNDS.**

### **TRUANCY**

Truancy is an unexcused absence **with disciplinary consequences**. Truancy is defined as absence from class or school for any portion of a period or day without proper permission from home and school. Any willful or premeditated violation of the state's compulsory attendance laws or regulations governing school attendance on the part of students or parents/guardians is regarded as *truancy*. All students who continue to be truant from school will be officially warned. Students and parents/guardians will be in violation of the state compulsory attendance laws and subject to court action. All students who leave or arrive at the campus after the morning bells must sign in or out at the campus attendance office.

### **UNEXCUSED ABSENCE**

An unexcused absence is an absence from school that the parents/guardians are aware of, but was not approved by school administration as an excused absence. Make-up work for unexcused absences will be penalized equal to late work. A 20-percent deduction from the total grade earned will be taken on make-up work for unexcused absences.





**SCHOOL BUS  
STANDARDS  
OF  
SAFETY  
AND  
CONDUCT**

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

## **RIGHTS AND RESPONSIBILITIES OF THE STUDENT**

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

- Be familiar with and obedient to the School Bus Rules of Safety and Conduct.
- Be familiar with the assigned bus number, schedule, and route.
- **Be at the bus stop at least five minutes before the scheduled pickup time.**
- Conduct themselves in accordance with the provisions of the Student Code of Conduct while proceeding to and from the bus stops and while waiting at the bus stops. This Code prohibits loitering, littering, trespassing, or creating a nuisance for residents of the community.
- Get on and off the bus at the appropriate stop unless written authorization from a school official permits otherwise.
- Respect the personal and property rights of others. "Bullying" is unacceptable and will not be tolerated.
- Cooperate in investigations of disciplinary cases, and help by volunteering information.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS**

Parents/guardians can rely on the personnel of the Transportation Department to transport students safely. All students will be treated with firm, fair, and consistent discipline in an effort to make his/her ride safe. It is also important that parents/guardians assume certain responsibilities. The parents/guardians have the responsibility to:

- Discuss with students the importance of being a safe bus rider and explain why it is important to cooperate with the bus driver.
- Explain to students the safety reasons for standing six feet from the curb or loading point.
- **Make sure that students are at the designated bus stop at least five minutes before the scheduled pickup time.**
- Supervise students at the bus stop.
- Read and understand the North East ISD Behavior Management Plan for Student Transportation.
- Explain all parts of the plan to students.
- Make sure that students do not leave home with play items or other things that may lead to a rule violation.
- Provide written authorization (NEISD Student Bus Ride Permission Slip or NEISD Joint Custody Student Bus Ride Permission Slip) to the school administrators when students are to be picked up and/or dropped off at another stop on a regular bus route or when students have a legitimate reason to ride another bus. Authorizations that have been approved will be delivered to the bus driver.

NOTE: Transportation services for after school care to other than "home address" will be to a state-recognized child care facility or grandparent's home located on an existing route based on State guidelines and review/approval by the Transportation Department.

- Retrieve the NEISD Student Bus Ride Permission Slip or NEISD Joint Custody Student Bus Ride Permission Slip from the Transportation Home Page, or obtain a hard copy from the school administration.
- Provide supervision between residence and designated bus stop.
- Be legally liable for property damage caused by students.
- Observe loading and no parking zones posted at the school. Extra vehicles, other than buses, pose a threat to the safety of students by impeding movement of the bus and the driver's view of students boarding or disembarking from the bus.
- Report to the transportation supervisors any unsafe or unlawful incidents performed by school bus drivers. Also report to the Transportation Department compliments when the bus driver has been conscientiously performing his/her duties.
- Refrain from boarding or detaining the bus to discuss students, bus, or driver issues with the driver. The route schedule does not permit the time for any unnecessary delay and parental/guardian concerns/inquiries should be referred to a transportation supervisor. Failure to comply with this directive may result in a misdemeanor fine for disruption of transportation, as authorized by Texas Education Code 37.125.

## RIGHTS AND RESPONSIBILITIES OF SCHOOL ADMINISTRATORS

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

- Provide appropriate support for bus drivers in dealing with student behavior.
- Assist in developing a cooperative working relationship among bus drivers, parents/guardians, and students.
- Ensure student safety in loading and unloading areas by assigning qualified faculty bus monitors.
- Orient students to bus assignments, routes, safety procedures, and appropriate behavior.
- Review and approve parental written authorization (NEISD Student Bus Ride Permission Slip or NEISD Joint Custody Student Bus Ride Permission Slip) when students are to be picked up and/or dropped off at another stop on a regular bus route or when students have a legitimate reason to ride another bus. Authorizations that have been approved for one occurrence will be delivered to the bus driver. Extended time periods concerning unique and/or hardship situations must be coordinated with the Transportation Department before granting approval. Additionally, requests for transportation services involving non-eligible students must be coordinated with and approved by the Transportation Department. A request may be approved pending space availability on a bus.
- The NEISD Student Bus Ride Permission Slip or NEISD Joint Custody Student Bus Ride Permission Slip can be retrieved from the Family Access or Transportation Home Page or a hard copy can be provided by the school administration.
- Suspend bus rider privileges for persistent or severe misbehavior in collaboration with the Transportation Department [See Student Misbehavior on the School Bus].
- Provide assistance to students by helping them become more mature and self-disciplined.

## RIGHTS AND RESPONSIBILITIES OF FACULTY BUS MONITORS

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

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

## GENERAL SAFETY PROCEDURES

- Students should obey the instructions of the bus driver. At no time will a student act toward, or address comments to, a bus driver in a disrespectful manner or refuse to cooperate with the driver. Unnecessary conversations or talking back to the bus driver or assistant are prohibited.
- **The driver will assign seats to students.**
- Students will board and leave the bus at their assigned designated stops only.
- Students are not permitted to be picked up and/or dropped off from/at another stop on a regular bus route or ride another bus without an NEISD Student Bus Ride Permission Slip or NEISD Joint Custody Student Bus Ride Permission Slip signed by a school administrator. Authorization that has been approved will be delivered to the bus driver. Extended time periods concerning unique and/or hardship situations must be coordinated with the Transportation Department before granting approval. Additionally, requests for transportation services involving non-eligible students must be coordinated with and approved by the Transportation Department. A request may be approved pending space availability on a bus.
- **It is the responsibility of parents/guardians to provide transportation to and/or from school if students miss the bus.**
- Parents/guardians will not board the bus to discuss student problems with the driver on the bus. The route schedule will not permit the time to do so. Failure to comply may result in a Disruption of Transportation (\$500 fine). The school administrator and the Transportation Department should be called for assistance.

## PROCEDURES FOR WAITING FOR THE BUS

- Students will be at their designated bus stop five minutes before scheduled pick-up time. Drivers will not wait or honk. Certain courtesies may be given during inclement weather.
- Students will stand on the sidewalk or back from the roadway at least six (6) ft. while waiting for the bus.
- When the bus approaches, students will form a line and be prepared to load immediately in an orderly method.
- Students will stand clear of the bus until the door of the bus opens and the driver motions for students to board the bus.
- If students are late to the bus stop, there will be no attempt to stop the bus. **Never run after the bus as it pulls away from the bus stop.** This is extremely dangerous and potentially fatal!
- Parents/guardians will instruct students on what procedures to follow if the bus is missed.

## LOADING THE BUS

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

## CONDUCT ON THE BUS

### Infractions causing immediate removal from bus include:

1. Bullying (based on results of investigation).
2. Fighting.
3. Throwing any object inside or outside of the bus.
4. Spitting in the bus at anyone on or near the bus or out the window.
5. Attempting to operate the bus, driver controls and/or passenger door except in cases of extreme emergency or as directed by driver.
6. Possessing, using, transmitting, selling, being under the influence, or charged as a result of an investigation of illicit drugs/alcohol such as but not limited to the pharmaceutical products listed in the section for “Alcohol and Other Drugs” outlined in the STUDENT CODE OF CONDUCT.
7. Sexual misbehavior/conduct (based on results of investigation).
8. Verbal or physical disrespect directed at transportation staff member to include driver, bus assistant, or supervisor.
9. Failure and/or refusal to identify yourself to transportation staff member to include driver, bus assistant, or supervisor.

### Infractions causing progressive disciplinary action to be administered (continued violation of which may result in removal from bus) include:

1. Scuffling and other physical contact between students is prohibited on the school bus.
2. Refusal to sit in their assigned seat or deny another student a place to sit.
3. State Law mandates that all students must be seated while the bus is in motion. All students should remain properly seated for the duration of the trip until the bus door opens to unload.
4. Refusal to face forward for the duration of the trip or keep their feet on the floor in front of them and out of the aisle. Students are not allowed to put their feet and legs on the seat, lie down in the seat, or to be out of the seat.
5. Being “loud.” Any loud noises, such as but not limited to, yelling, loud whistling, unsupervised singing or other sounds that may distract the driver and create an unsafe condition are prohibited.
6. Verbal abuse directed to anyone on or near the bus, including the bus driver, or the use of obscene, vulgar or profane language and gestures are forbidden.
7. Marking, cutting, or scratching any part of the bus. Vandalism costs will be paid by the person who is responsible.
8. Using the emergency doors, emergency windows, hatches and exit controls except during supervised drills or actual emergencies.

**Note: The above rules and procedures are serious violations and will be administered through BIRMS (Bus Informational Referral Management System) by the school administrator and transportation supervisor.**

## STUDENT MISBEHAVIOR ON THE SCHOOL BUS

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

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

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

If the student's behavior is characterized as persistent or serious misbehavior/conduct, the driver will complete a bus misconduct form which will be reviewed by the bus driver supervisor prior to submitting it to the school administrator. Certain administrative action will be handled according to the guidelines indicated in the Transportation Policy Guide, BIRMS, and as reflected below.

The school administrator will address the reported misbehavior with students and parents/guardians. **Continued serious misbehavior/conduct, as indicated above, will result in immediate removal from the bus for a period of time to be determined by the school administrator and transportation supervisor.** For other misbehaviors/misconduct, appropriate disciplinary action will be administered according to District guidelines.

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

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

Drivers may also report commendable behavior exhibited by students.

## UNLOADING PROCEDURES

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

## CROSSING THE STREET OR HIGHWAY AFTER GETTING OFF THE BUS

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

## **PROHIBITED ITEMS ON THE BUS**

- Any tobacco products.
- Alcoholic beverages.
- Weapons, explosive devices, drugs, or chemicals.
- Matches, cigarette lighters or fireworks.
- Glass containers.
- Open food or drinks (eating, chewing gum, and/or drinking on the bus are prohibited).
- Dead or live animals, birds, or reptiles are not permitted on the school bus without written permission from the school authorities.
- Any item prohibited on campus is prohibited on the school bus.

## **PERMITTED ITEMS ON THE BUS**

- Telecommunication devices in use may not create a distraction or safety hazard.
- Students must hold band instruments or bulky items for class projects in their lap, placed on the floor between their legs or under the seat. The items must not take up space required to seat another student. Parents/guardians will be required to transport students and/or instrument items if it creates a problem.
- Approved service animals.

## **ACCIDENTS OR EMERGENCIES ON THE BUS**

- Students are required to follow the driver's instructions.
- In most cases, students will remain on the bus, seated quietly until directed by the driver to do otherwise.
- If students must leave the bus, the following procedures must be used for evacuating the bus in emergency situations:
  - The student (door assistant) nearest the emergency door will open the door and hold it open.
  - Students will leave the bus quietly, calmly, quickly, and in single file.
  - All books, bags, instruments, and other loose items will be left in the bus.
  - Evacuation will start with the seat closest to the emergency exit that is safely useable.
  - Once outside the bus, students will stay in a group and follow the driver's instructions completely.
- Drivers are required to conduct periodic emergency evacuation drills to familiarize students with emergency procedures. This may occur up to three times per school year for regular bus routes.
- Parents/guardians who arrive at accident scene may only remove their student when released by appropriate authority.

## **EXTRACURRICULAR TRIPS ON THE SCHOOL BUS**

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

## **ADDENDUM FOR STUDENTS REQUIRING SPECIAL TRANSPORTATION**

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

## **SPECIAL NEEDS TRANSPORTATION PARAMETERS (As of: April 2016)**

### **Administrative:**

1. Transportation as a related service is a decision of the Admission, Review, and Dismissal (ARD) committee. The Transportation Department may have representation at or participate in ARD meetings to assist in the determination of student transportation. Transportation will be from student's home to school and school to home as determined by the ARD. The ARD should not direct specific pick up/drop off times, nor should it provide transportation to destinations not in accordance with the TEA Transportation Handbook such as outside therapy sessions, dental, medical, and therapeutic appointments, etc.

2. If an ARD committee determines the need for services/placement that are located outside of the district or cluster, a Director or the Executive Director of the Special Education Department is responsible for contacting the Special Needs Transportation Supervisor. This route request must be approved by a Director of Transportation.

#### **Operational:**

1. Community-Based Vocational Instruction (CBVI) sites should be accessible without the use of a school bus. In the event that this is not possible, the Director of Special Education over Transition Services must pre-approve plans for CBVI sites necessitating the use of a school bus. Such sites must be located as close as practical to the student's attending campus boundary in order to reduce bus travel distance and student time on board.
2. The home campus should be the first consideration. For example, students whose services and supports can be provided at the home campus; e.g., students who have a hearing impairment, autism, etc., should attend their respective home campus or nearest clustered campus instead of being transported across the District based on teacher/school preference, etc.
3. Transportation is not provided when a student has been granted attendance in a school of choice.
4. Except in rare cases, transportation is not provided to or from a licensed, registered child care facility (CCF) outside of a student's school attendance area. The Transportation Department staff will consult with a special education program coordinator or director for assistance in considering the request. Transportation to or from Applied Behavior Analysis (ABA) or other therapy appointments is not within transportation criteria. (Education Code 34.007(b)(2) and Human Resources Code 42.002(3)).
5. The District will consider the option of contracting transportation services with parents/guardians or a third party transportation entity if the situation arises where the District is unable to provide transportation services that have been recommended in the student's IEP/ARD.
6. In a rare and/or specialized situation, the Transportation Department may consider a sibling to accompany his/her brother/sister on the bus. This is a district administrative decision and is not within the purview of the ARD committee's decision authority.
7. When a student is assigned to an Alternative Educational Program, transportation services will be in accordance with the regular education transportation services and provisions/stipulations unless otherwise determined by the ARD Committee as being necessary to provide the student with a free appropriate public education.

#### **VIDEO CAMERAS ARE USED IN BUSES ON A CONTINUOUS BASIS TO PROMOTE SAFETY BASED ON DISTRICT GUIDELINES (see Video Security Camera paragraph in the School Services and Facilities section)**

#### **RIDER DATA COLLECTION**

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

#### **DISTRICT TRANSPORTATION DEPARTMENT**

Transportation Department/Transportation Central Terminal  
10333 Broadway  
San Antonio, TX 78217

<b>Executive Office:</b>	210-356-9200 (Receptionist/Executive Director/Director) 210-356-9228 (Operations Manager) 210-657-8812 (Fax)
<b>Terminal Operations:</b>	210-356-9226 (Transportation Supervisor) 210-356-9227 (Asst. Transportation Supervisor) 210-356-9212 (Dispatcher) 210-356-9201 (Special Needs Transportation)
<b>Operations Support:</b>	210-356-9205 (Routing) 210-356-9231 (Safety)
<b>Transportation BAC:</b>	210-356-6947 (Transportation Supervisor)
Terminal	210-356-6942 (Asst. Transportation Supervisor)
12002 Jones-Maltsberger	210-491-6113 (Fax)
San Antonio, TX 78216	210-356-6940 (Dispatcher)

**Transportation North:** 210-356-9002 (Transportation Supervisor)  
Terminal 210-356-9003 (Asst. Transportation Supervisor)  
24000 Hwy 281 210-356-9040 (Fax)  
San Antonio, TX 78258 210-356-9000 (Dispatcher)

**BUS ROUTE INFORMATION CAN BE FOUND AT THIS LINK** <http://www.neisd.net/busroutes> or by visiting the District's homepage [www.neisd.net](http://www.neisd.net).

- Click "Departments"
- Click "Transportation"
- Click "Bus Routes and Forms"
- Click "School Bus Routes" and enter your legal home address in the number and street block. Click Search to display the bus route and school information.



## **DRESS CODE**

## PHILOSOPHY AND GENERAL STATEMENT TO PARENTS/GUARDIANS

North East ISD believes that school performance and future success are enhanced by appropriate dress and good grooming. Parents/guardians are strongly urged to work closely with the school to ensure student's adherence to these standards. Parents/guardians are encouraged to enforce moderate hairstyles and high standards of dress for their students, which at some campuses include standard attire such as uniforms. Parents/guardians will be serving the welfare of our students and helping us as educators by emphasizing standards of neatness, cleanliness, safety, and decency in dress and grooming. The Dress Code is in effect for students while attending school functions or school sponsored activities on or off school property. **Exceptions to this for certain school-related events are determined by each campus administrator.**

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

The following rules are to be followed:

- Hairstyles and/or hair colors that are considered by your student's school administration to be distracting and/or disruptive to the educational environment are prohibited. In addition, hair symbols and/or styles which are identified with inappropriate advertising or statements that are offensive or inflammatory are prohibited. This prohibition includes, but is not limited to, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence.
- Halter tops, exposed midriffs, strapless and/or low cut tops that expose breasts or cleavage, exposed backs, spaghetti straps, and see-through clothing are not permitted. **Undergarments shall not be visible or exposed.**
- Tanks/sleeveless shirts will be prohibited unless the width of the shirt's shoulder is at least two (2) inches wide. Sheer clothing is prohibited unless the under shirt's shoulder width is at least two (2) inches wide. **Undergarments shall not be visible or exposed. Oversized armholes/jersey-type tanks are not permitted without a sleeved undershirt.**
- Clothing or conspicuously displayed jewelry or accessories with inappropriate advertising, pictures, symbols or statements that are offensive or inflammatory are prohibited. This prohibition includes, but is not limited to, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence. Certain colored items of clothing, conspicuously displayed jewelry or accessories, such as but not limited to, shirts, hair decorations, shoe laces, and the like may be prohibited at the discretion of the campus principal.
- Lanyards with inappropriate advertising, pictures, symbols or statements that are offensive or inflammatory are prohibited. This prohibition includes, but is not limited to, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence. Lanyards may be prohibited at the discretion of the campus principal.
- Appropriate footwear is required. Footwear that has toes and/or soles reinforced with steel, hard plastic or similar materials is prohibited. Footwear with wheels is prohibited.
- Shorts will be permitted provided that the shorts are neatly hemmed, conservative and modest in appearance. Campus administration will determine appropriate length. Bicycle shorts, form fitting and skin-tight shorts or pants of spandex or other similar materials worn alone are prohibited. Dresses, skirts, shorts and split-skirts will be permitted provided that they are neatly hemmed, conservative, and modest in appearance. Campus administration will determine appropriate length. Excessively high slits in skirts and tight spandex will not be permitted.
- Pants shall be worn securely at the waist. Sagging is prohibited. Excessively worn, torn, frayed, over-sized or long clothing is not permitted. **Undergarments shall not be visible or exposed.** Pants/leggings that are made of spandex or similar material must have an item of clothing worn over the material that completely covers the student's front and back to the length of the student's bottom to ensure modesty.
- Body piercing ornaments and other similar ornaments that are considered by your student's school administration to be distracting and/or unsafe to the educational environment are prohibited.
- Visible tattoos and similar body painting(s) that promote violence or reflect gang activity are prohibited. Visible tattoos and similar body painting(s) that are considered offensive, inflammatory or disruptive to the learning environment are prohibited. This prohibition includes, but is not limited to, inappropriate advertising or statements that are offensive or inflammatory, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence.

- Hats, hoods on hooded sweatshirts, shirts and jackets **may not be worn during instructional, passing periods, or while in the building.** Hats, caps, or other head apparel with inappropriate advertising, pictures, symbols or statements that are offensive or inflammatory are prohibited. This prohibition includes, but is not limited to, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence. Head apparel may be prohibited at the discretion of the campus principal.
- Costumes of any type are prohibited.
- Any apparel or attire that is considered to be distracting and/or disruptive to the educational environment or is considered a safety concern is prohibited (i.e. pajamas, house shoes, etc.).
- All backpacks at the secondary level must be clear for safety and security reasons.

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

**While it is inevitable that there will be differences of opinion as to the appropriateness of dress, grooming, and/or determining whether or not a student's attire is disruptive or distracting to the educational environment of the school, the final determination will be made by the building principal.** Any student who does not comply with the dress code will be removed from the regular school setting until the student complies with this code.

### **UNIFORM EXEMPTION**

Parents/guardians with a bona fide religious or philosophical objection to their students wearing a uniform may apply for an exemption/transfer. Applications are available in the school office. Applications are to be returned to the school. The District Uniform Review Committee will review the application and make a recommendation to the North East ISD Board of Trustees. Parents/guardians will be notified of the Board's decision.



**EMERGENCY PROCEDURES  
AND  
TRANSFER GUIDELINES**

## EMERGENCY PROCEDURES

The school district works closely with federal, state, and local agencies to provide a coordinated response plan to natural and man-made disasters or events that may affect school district operations. Should emergency situations occur, such as severe weather, an announcement will be released from the Office of the Superintendent to local radio and television stations. You will also be contacted through the District's rapid communication system, Blackboard. **Please keep your school posted regarding any changes to your address or contact information.**

**During certain emergency conditions such as a lockdown, fire, etc. it may be necessary to close off a campus. The best way to help the emergency responders to carry out their duties, with maximum efficiency is to stay away from the school site. Should school operations be impacted or altered rest assured you will receive updated notifications through the District's messaging system regarding specific actions that may be necessary.**

## STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school or other facility, then those students may be subject to a controlled release as well.

## NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its Blackboard broadcast phone or text message system.

## PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should know. First, bring identification. Proper identification, such as a driver's license, ID card, military ID, etc. will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

## CRITICAL INCIDENT RESPONSE PLAN TERMS

When an emergency occurs at a campus or other school district location, the entire staff works together to provide an immediate and coordinated response. There are seven (7) basic procedures the District uses in response to various incidents:

### 1. **Fire Drills/Evacuations**

Fire drills are held in accordance with the requirements of the San Antonio Fire Department and in cooperation with the state organization for fire prevention. The drills are a precautionary measure for the safety of the students. Students will leave the building in the manner prescribed for each classroom. Instructions are posted on the bulletin board in each room. All teachers and students should know the procedures for leaving each room and the regulations that help them provide for the safety of everyone during a fire, gas leak or other exposure. Students are to move quickly in an orderly manner, to refrain from conversation, and to walk independently of others during fire drills. The signal for a fire drill is three (3) bells, to halt is one (1) bell, and to return to class is two (2) bells.

### 2. **Shelter In Place (air pollution alert, toxic exposure, severe weather)**

Sometimes conditions outside of the school threaten the safety of school occupants; e.g. a fire creating toxic smoke, a toxic material spill, etc. During these conditions, staff and students will remain inside of the secured building with all of the building's openings sealed. The purpose of **"shelter in place"** is to protect students and staff by keeping them inside the building while preventing toxic or hazardous chemicals from entering the building. HVAC systems are shut down to minimize the intake of fumes.

### 3. **Lock-Down Procedures** – (active shooter, violent persons) the purpose of the **"lock-down"** is to protect students and staff when a dangerous person(s) is on or near a campus and is deemed a direct threat to the safety and security of that site. The US Department of Justice provides guidance through a Standard Response Protocol that is not based on individual scenarios but on a response to any given situation that allows for great flexibility. For active threats such as shooters, they teach the **RUN, HIDE and FIGHT** protocol:

**Run** - if you can get away to a different location away from the threat.  
**Hide** - stay quiet and seek shelter in a locked area away from windows.  
**Fight** - when all else fails to neutralize and stop the threat.

Separation from the violent person(s) must be maintained by locking doors and windows, avoiding windows or glass areas, closing curtains, etc. In case of gunfire in the immediate area, students and staff are instructed to run or seek immediate shelter behind heavy furniture or other items. A **“Lock-Down”** involves a complete and total lock down of a school or facility when there is an immediate threat to the campus. We remind parents not to attempt to go to the school as these actions can compromise the operations of emergency responders. Wait for reunification instructions from school district administrators.

4. **Lock Out**

A **“Lock Out”** involves students remaining/going inside a building when a potential threat is identified in a neighboring area around the campus. Inside activities go on as usual with an increased perimeter security and situational awareness until the potential threat is resolved. Extra North East ISD police officers will be dispatched to facilities in a lock-out.

5. **Duck & Cover (earthquake, explosion, roof collapse, structural failure, tornado)**

These are the basic procedures for all students, staff and visitors in the building to follow during any movement of the building structure. Movement may be caused by an earthquake, tornado, natural gas explosion, bomb or other event such as aircraft crashing into a building. Students and staff will seek either shelter in designated hallways, rooms, etc., avoiding large free-span roof areas (gyms, auditoriums and cafeterias) and portables. These procedures are designed to ensure the immediate safety of the occupants and the orderly and safe evacuation of the building when appropriate to do so.

6. **Quarantine**

This involves providing a sick/isolation area separating sick persons from the general school population in situations involving potential flu or contagious disease exposure. Quarantine areas provide for supervision and monitoring of sick individuals until such time as they are released from the site. The supervisor of this area will be familiar with infection control procedures. The room selected will be well ventilated and provide for at least a six foot separation distance between ill persons and others.

7. **Reverse Evacuation**

This procedure involves the ability to return students & staff into the school building during sudden outside emergency events that threaten their safety such as lightning/severe weather, stray dogs on outside activity areas, threatening persons or conditions, etc. Reverse evacuations are often combined with other response actions such as duck & cover, lock downs, or shelter in place.

## **DISTRICT TRANSFERS**

### **Administrative Transfers**

An Administrative Transfer is a short term temporary transfer that does not carry with it a guarantee of renewal at the end of the current school year. An Administrative Transfer is based on district review of documentation that either a **safety/emergency** and/or a **medical condition exists** which hampers a student’s education at the home campus during the current school year. This condition must be localized to the student. Only parent(s)/guardian(s) of currently enrolled North East Independent School District (ISD) students may request an Administrative Transfer. If a student qualifies for such a transfer, the transfer campus will be determined by the District.

Prior to requesting an Administrative Transfer, the parent(s)/guardian(s) must be in communication with the school administration and make every effort to address the situation together to include school interventions to help solve the alleged concern. All documentation of this expectation must be submitted for the request at the time of the original application. No additional documentation will be considered once a decision has been rendered.

If a parent(s)/guardian(s) feels that their child may qualify for an Administrative Transfer based on the information above, the parent(s)/guardian(s) should contact the Department of Pupil Personnel at (210) 407-0070 to discuss their child’s situation and/or request an application. Should an Administrative Transfer request be submitted, the student shall remain enrolled at the home campus and attend class throughout the process. Failure to attend school during the evaluation process will result in unexcused absences. **Transportation will not be provided and is the responsibility of the parent(s)/guardian(s) for students on Administrative Transfers.**

The parent(s)/guardian(s) will be contacted in writing of the decision regarding the transfer request. Any decision is final and may not be appealed. The District will not engage in any further discussion regarding the transfer decision. (FNG [LOCAL]) University Interscholastic League (UIL) rules will apply. (FDB [LOCAL]) If approved, the principal of the receiving school has authority to revoke your child's enrollment during the school year for any of the following reasons: (FDB [LOCAL])

- Excessive tardiness to class and/or poor school attendance.
- Failing grades.
- Disciplinary problems.
- Lack of parental cooperation with school policies and procedures.

### **Curriculum Transfers**

Students may seek transfers for curriculum opportunities such as vocational, academic or magnet schools. Contact the home campus counselor regarding the type of curriculum opportunities available in the District.

### **Employee-Child Transfers**

North East ISD offers the opportunity for all full-time and/or part-time district employees to apply for an Employee-Child transfer within the district. If the employee is a campus-based employee, the application for a transfer can be obtained from the employee's home school principal. If the employee is a non-campus based employee, the application for transfer can be obtained from the Office of Pupil Personnel Services. Once the request form is completed, the employee must submit the transfer request to the requested school principal. The request may be denied on the basis of a school's capacity, the student's attendance, behavior, or academic record, or other factors related to the educational or work environment of the school. [see FDB (Local)]

### **School Safety Transfers [FDE (Legal/Local)]**

The parent/guardian of a student who becomes a victim of a violent criminal offense [see FDE (Local)] or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

### **REVOCATION OF TRANSFERS**

A transfer student shall maintain satisfactory grades, follow all rules and regulations of the District, including those for student conduct and attendance. Failure to comply with school policies and procedures by a parent/guardian or failure of the student to comply with the stated expectations above, to include causing disruptions on the day-to-day operation of the school, shall be grounds for revocation of the transfer agreement.

### **TRANSFERS FROM ANOTHER DISTRICT**

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

### **SCHOOL CHOICE GUIDELINES**

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

Under School Choice, parents/guardians can request their child be transferred to another school within the district other than the one serving their residence. Annually, the Office of Performance and Planning will establish the number of available seats for each school/grade level for all schools based on the projected enrollment, the core and classroom capacity, District and state mandated staffing ratios, the growth rate for each school, and other critical factors that may arise, such as construction or above average growth potential. Each school's attendance area residents will be given enrollment priority.

For current North East ISD students, School Choice online applications will be available for submission beginning at 7:20 a.m. on the first school business day of December and ending at the close of school business on the last school business day of February. **Prior to submitting an application, please verify that the email listed in the Family Access Center is updated**



**and accurate.** The application submitted during this time will be for the following school year. All applications submitted will be processed on a first-come, first-serve basis.

Each application submitted will be notated with the date and time it was electronically received. The online application process will be closed after the established window. **Applications are only accepted for students who will be entering into kindergarten through twelfth grade in the upcoming school year.**

For any new student enrolling in the North East ISD for kindergarten through twelfth grade, the window for School Choice will be open for five (5) school business days from the student's verified enrollment date. Applications received after the closure of this established window will not be processed for the current school year. These applications will be voided and a new application must be submitted during the conventional December-February School Choice window for consideration for the following school year. A new student is defined as any student enrolling in North East ISD for the first time, a student who either did not have a residence in North East ISD during the School of Choice established window, a student who is the first in his/her family to register to attend an North East ISD school, or any student returning to North East ISD after being out of the District for more than 1 (one) full year but who was not out of the District for disciplinary purposes or to avoid a disciplinary assignment.

Parents/guardians may submit only **one (1)** School Choice application per child with only **one (1)** school of choice requested on the application. A separate application is required for each student. No provisions are made for siblings. North East ISD magnet schools and/or dual language programs cannot be requested through School Choice and determination of eligibility for any magnet school and/or dual language program is made independently of the School Choice process. Questions regarding magnet programs should be directed to the department of Learning Support Services and dual language eligibility should be referred to the department of Curriculum and Instruction.

All online applications submitted will be processed by the Office of Pupil Personnel Services. Parents/guardians of current North East ISD students will receive an official email notification either granting or denying their application on or before the end of the third week of May regarding the status of the School Choice request. The Office of Pupil Personnel Services assumes no responsibility to verify email delivery. Notifications of application status will be exclusively electronic. Online applications submitted for newly enrolled students will be processed in the order they are electronically received with an official email status notification to follow. The district assumes no responsibility for any user and/or district-related technical outages resulting from the submission of an online application.

School Choice applications submitted by parents/guardians of a child who qualifies to receive special education services are considered by using the same procedures as all other students. Final determination of a School Choice transfer will be dependent upon the availability of the required services at the requested school. Special Education services will not be added or expanded to a campus to meet the needs of a School Choice transfer student.

Students enrolled under the School Choice option must reside with their parent(s)/guardian(s) in North East ISD. If your School Choice application was granted, you must accept your child's seat by providing the school of choice your current proof of residency on or before the last instructional day of the school year prior to the year of transfer. No exceptions will be made if all documents of residency have not been provided to the approved school of choice by the established timeline. Please contact the approved school of choice campus for all required documents needed for enrollment.

Parents/guardians may terminate their child's School Choice enrollment at any time by communicating their intention to withdraw their child in writing to the Principal of the school of choice campus. The parents/guardians will not need to reapply in the subsequent school year(s) for the grade(s) housed on that campus if the student is approved for School Choice enrollment for the requested school of choice. However, if the student is moving from elementary school to middle school or middle school to high school, a new School Choice application is required.

Any granted School Choice application will be automatically terminated upon withdrawal from the granted school of choice campus.

Students may have the School Choice transfer revoked and/or denied by the Principal of the school of choice campus if students do not follow the rules and regulations of the requested school. The following reasons are justification for a School Choice transfer to be revoked and/or denied:

- Excessive tardiness/absences
- Excessive discipline problems
- Major violations of the Student Code of Conduct
- Failing grades for the semester
- Lack of parent/guardian cooperation with school policies/procedures

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

For University Interscholastic League (UIL) purposes students must meet all UIL criteria. All students who are accepted for School Choice transfer for the first time will be ineligible for varsity level activities for one (1) calendar year. Recruiting of students is strictly prohibited.

For extra-curricular activities students must meet UIL criteria. All students who are accepted for a School Choice transfer for the first time will be ineligible for comparable "varsity level" activities for one (1) calendar year. Students who are members of organizations in the school they are leaving will be eligible to participate on a space-available basis at the transfer school.

FAQs regarding School Choice can be found at <http://www.neisd.net/Page/999>.

## **STUDENT RECORDS**

## STUDENT RECORDS

Students' educational records, which include but are not limited to: grades, attendance, discipline, health/ immunization and counseling records, are private and are protected from unauthorized inspection or use. Directory Information, which includes but is not limited to: name, address, electronic mail address, telephone number, (see Directory Information below for complete listing) is not protected and will be released to the public unless the parent/ guardian has restricted the release of directory information. Cumulative records are maintained for all students from the time they enter the District until students withdraw or graduate. This record moves with students from school to school. Both parents/guardians, whether married, separated, or divorced, have access to the records of students provided they are a minor or a dependent for tax purposes (unless otherwise restricted by court order), as do students who are 18 years of age or older. Parents/guardians whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Parents/guardians are responsible for updating student custody paper work any time a change occurs that could affect the student's education. Others who have general access to student records include students if they are 18 years of age or older and school officials with legitimate educational interests. Students' educational records may be released to appropriate parties, including parents/guardians, professionals trained to evaluate and handle such emergencies, such as mental health or law enforcement personnel, in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student and others. Certain other officials from various governmental agencies may have access to the records. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The confidential nature of student educational records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, Principal's, Counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school. The District forwards records on request to a school in which students seek or intend to enroll.

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

1. The right to inspect and review education records of students within 45 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents/guardians or eligible student of the time and place where the records may be inspected. Student records may be inspected free of charge. Copies of records are available at a per copy cost, payable in advance.
2. The right to request an amendment of a portion of the student's education records if parents/guardians or eligible students believe they are inaccurate or misleading. Parents/guardians should write the school principal, identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested, the District will notify the parents/guardians or eligible students of the decision and advise them of their right to a hearing regarding their request. Additional information regarding the hearing procedures will be provided to the parents/ guardians or eligible student when they are notified of the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents/guardians and students are not allowed to contest students grades in a course through this process.
3. The right to consent to disclosures of personally identifiable information contained in student education records, except to the extent that FERPA authorizes disclosure without consent. One such exception permits disclosure to school officials with legitimate educational interests.

A school official is:

- a. A person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel).
- b. A person serving on the School Board.
- c. A person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).
- d. A parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- e. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- f. The district also discloses education records without consent to officials of another school district in which a student seeks enrollment.

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5920**

## **DIRECTORY INFORMATION**

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/guardian objects to the release of the directory information about the student. If you do not want North East ISD to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing by the tenth (10<sup>th</sup>) day of the school year.

North East ISD has designated the following information as directory information: student's name, North East ISD student ID number, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The district is required by federal law to comply with a request by military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent.

Parents/guardians may alter their decision to restrict or not to restrict the release of student directory information at any time by completing the STUDENT DIRECTORY INFORMATION RELEASE FORM available at any North East ISD school. Directory information may also be addressed using the Family Access. Unless the information is restricted, the district shall release such information as required by the Texas Public Information Act, Chapter 552 of the Texas Government Code.

## **RIGHT TO OPT-OUT OF CERTAIN ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA) requires that parents/guardians consent or opt out of participation in student survey, analysis, or evaluation (protected information surveys) concerning one or more of the following areas:

- Political affiliations or beliefs of students or parents/guardians.
- Mental or psychological problems of students or family.
- Sexual behavior or attitudes.
- Illegal, anti-social, self incriminating or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships or analogous relationships, such as those with lawyers, physicians, or ministers.
- Religious practices, affiliations, or beliefs of students or parents/guardians.
- Income, other than as required by law to determine program eligibility.
- The collections, disclosure or use of student information for marketing purposes.
- Certain physical exams and screenings.

No surveys of this type are currently scheduled. Should such a survey be offered, parents/guardians will be offered an opportunity to opt-out.

For more detailed information regarding student records, see Board Policies FL (Legal) and FL (Local): Student Records. Copies of these policies may be obtained on the Internet at <http://www.neisd.net> or by contacting NEISD Communications Department, 8961 Tesoro Drive.



## **STUDENT ACTIVITIES AND ORGANIZATIONS**

All students can profit from the varied experiences they will enjoy as a member of a club. Students should affiliate themselves with at least one group whose activities interest them. The primary purpose of student organizations and activities is service to the school. In addition to the individual club interest, correct usage of parliamentary law and the promotion of all worthwhile school activities are stressed in the clubs. Information concerning extracurricular activities may be obtained from the organization sponsor, principal, assistant principal, counselor, or student council. Students will profit from the experiences gained as a member of a student organization.

## **ATHLETICS**

North East ISD participates in University Interscholastic League contests. All sports activities are governed by the rules and regulations established by this organization. The athletic program is well rounded, including football, basketball, baseball, golf, soccer, swimming, tennis, volleyball, wrestling, softball, cross country and track and field events. Other sports may be added when sanctioned by the University Interscholastic League and North East ISD.

Students who are interested in trying out for a sport should contact the head coach of that sport. Students who wish to participate in athletics must first secure their parent's/guardian's approval and a doctor's approval. Blank forms for these permissions and approvals may be obtained from the coach. Students in athletics must have school insurance or a waiver signed by their parents/guardians.

## **REQUIREMENTS FOR HOLDING A STUDENT OFFICE**

In order to obtain the best possible student leadership and to prevent interference with scholastic achievement, all students must have the approval of the faculty before they are considered for election or appointment to student offices. The areas suggested to teachers for consideration and approvals are scholarship, citizenship, dependability, and cooperation.

When necessary, in the best interest of the student body and school, the administration will remove students from a student organization office, retract any position of honor, deny any privilege of service, and prevent any further activity in an organization. Failure to maintain good scholarship, to comply with the rules and regulations of the school, to show interest in fulfilling the duties of an office, or to cooperate with the faculty and the sponsor(s) are among the reasons for disqualifying students or placing students on probation.

## **PARENT ORGANIZATIONS**

The **Parent-Teacher Association (PTA)** in North East is the primary communication link between parents/guardians, teachers, and school administrators. The Superintendent of Schools and the principals look to the leadership of the PTA to help them assess community feelings.

The PTA may also assist the schools on a continuing basis with special projects and regular school programs. Emphasis is on activities which encourage parent/guardian involvement, help improve the educational program, increase student safety and well being, and provide information on issues concerning education.

## **PUBLICATIONS (SCHOOL/DISTRICT)**

School publications are produced for the benefit of students and are made possible through the efforts of participating students. These publications also serve as a history of the school and its activities. Students who are interested in working on the publications of the school should consult the sponsor or counselors if they wish to be considered as possible staff members.

## **STUDENT ACTIVITY REGULATIONS**

Any organization which sponsors any kind of activity, such as money making projects, club meetings, recreational activities, dances, etc., must submit a completed activity form to the Student Council or the Student Activity Office. This form should be submitted for administrative approval well in advance of the activity.

Unless special individuals or groups are requested on the activity forms, the guests must be limited to the students, their parents/guardians, and the faculty. The faculty sponsor of the club or group who is entertaining will serve as the official chairperson. If students leave school dances and other designated functions, they will not be permitted re-entrance.

Financial expenditures must be the obligation of the entertaining group, and all bills must be paid on or before the date due. For the protection of all parties concerned, a written record of all money collected and paid should be kept by an officially designated member of the group. The sponsor and the principal will have the ultimate authority for record keeping.



## **FOR HIGH SCHOOL ONLY**

### **STUDENT COUNCIL AND PARLIAMENT**

The Student Council consists of student members and officers who represent the entire student body. The Student Council cooperates with the administration, faculty, and organizations to create better relationships and understanding within the school. It aims to promote strong school spirit, citizenship, loyalty, sportsmanship, and to increase the development of responsibility.

Council officers and representatives are called upon to represent the student body and school. See the home school campus adult sponsor regarding requirements for eligibility, rules, responsibilities, and expectations.

### **Other Organizations**

Other parent organizations interested in a specific phase of school life may be active on the campus. Examples of such organizations are the Athletic Booster Club, Band Parents/Guardians, ROTC Parents/Guardians, Spirit Organization Parents/Guardians, and Fine Arts Parents/Guardians groups.

### **STUDENT CODE OF CONDUCT APPLIES TO ALL STUDENT ACTIVITIES ON AND OFF CAMPUS.**

## **FOR MIDDLE SCHOOL ONLY**

### **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

This organization gives recognition for outstanding scholarship, citizenship, service, leadership, and character. To be eligible, students must have attended a middle school in the North East ISD for at least one semester and must meet academic standards as established by the school's NJHS charter and by-laws. Academic eligibility for membership begins with the first semester of the sixth grade. A candidate first becomes eligible for consideration for membership at the end of the first semester of seventh grade. Eligible students are rated by their teachers on the basis of school citizenship, service, leadership, and character. Election to the society is determined by these ratings and the approval of a faculty council.

### **STUDENT COUNCIL**

The Student Council, composed of representatives and officers elected by the students, represents the entire student body. Its major activities include providing a forum for the expression of student opinion; promoting school spirit; improving student-teacher relations; organizing and conducting student activities such as elections, social affairs, community service projects, and providing practical training for leadership and citizenship in a democratic society. Council meetings are held on a regular basis. Qualifications for candidacy to the Student Council are listed in its constitution.

### **STUDENT ACTIVITY REGULATIONS**

The Student Council assists in the coordination of student-planned activities in the school. The sponsor of a student organization will be present for its activities. **Only students enrolled in the school will be permitted to attend its sponsored social activities.** For reasons of security, and for the training of students in record keeping, each group should officially designate one member to keep a record of all money collected and paid out by the organization. The sponsor and principal will have the ultimate authority for record keeping.

### **STUDENT ORGANIZATIONS**

Student organizations, depending upon the need for such organizations as indicated by student interest and participation, may be established or activated by the administration. The Student Code of Conduct applies to all organizations on or off campus. All organizations must be approved by the campus principal. See your campus administrator for guidelines.



**INTERNET/NETWORK  
APPROPRIATE USE OF  
TECHNOLOGY RESOURCES GUIDELINES**

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

Dear Parents/guardians:

North East ISD has established a districtwide electronic communications system to help facilitate the education process and administrative services. This system also allows users access to the Internet. This global resource can extend students' educational experiences far beyond the traditional classroom.

NEISD has put into motion an educational transformation process to better serve students of today and tomorrow. Technology plays an increasing role in how instruction is delivered. In order to provide your child with a future ready education, we offer resources, such as computers, mobile devices, interactive white boards, eBooks, online library databases and a variety of digital learning tools. In addition, we also offer a robust wireless network and encourage the use of students' personal electronic devices for instructional activities. We are tasked with preparing your child for college, workforce and military readiness. The District strives to use the most effective tools possible to best match how students learn with how schools teach.

The use of this resource comes with certain responsibilities. Although the District provides training in ethical use, it is possible your child may access some material you may find objectionable. The District takes reasonable steps to prevent access to such material. It is not possible, however, to completely block all access.

**In order for your child to take advantage of these resources, you must indicate “YES” on the Acceptable Use Policy for your child to have supervised and filtered access to the Internet, as well as utilize digital learning tools and other online resources for instructional purposes. If you select “NO”, your child will not have access to the abovementioned resources. If a preference is not indicated after the tenth day of school, or registration, permission to access these resources is assumed.**

Please review the Student Appropriate Use of Technology Resources Policy and speak to your child regarding his/her responsibilities. Although District teachers and administrators will continue to emphasize proper behavior, your help in emphasizing the importance of the guidelines will go a long way toward ensuring compliance.

Please sign the permission form to indicate your preferences for your child's interaction with the NEISD electronic communications system.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sean A. Maika', written over a horizontal line.

Sean A. Maika, Ed. D.

Superintendent of Schools

## **STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT ELECTRONIC COMMUNICATIONS SYSTEM**

The purpose of this document is to set forth the policies governing the use of all District technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all District technology resources via off-campus remote access.

Please read the following Acceptable Use Policy carefully before signing your registration packet. The District reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available online at <https://www.neisd.net/aup>.

### **INTRODUCTION**

North East ISD is pleased to offer students access to District computers and other hardware, the use of communications systems<sup>1</sup>, the Internet and a wide array of other technology resources and online resources to promote educational excellence during in-person and/or virtual instruction or learning. Technology can expand a student's access to educational materials, prepare students by providing workforce skills and college readiness, and lead to personal growth. The District recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This policy is designed to make parents/guardians, teachers and administrators partners to teach students how to be responsible users of technology.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on sites that provide collaborative environments (i.e., social networking websites, chat rooms, Google Docs, etc.) to increase awareness of cyberbullying and appropriate response.

The District will hold ALL students responsible for their use of technology, whether District-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, District policy and procedures, and legal requirements. This applies to the use of all District technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all District technology resources via off-campus remote access.

This Policy shall be used in conjunction with North East ISD Board Policy FNCE (Legal) and (Local), which deals with Student Rights and Responsibilities, and the Student Code of Conduct adopted by the Board and found in the Student/Parent Handbook.

### **USING THE INTERNET AND COMMUNICATIONS SYSTEMS**

The District provides technology resources to students for the purpose of furthering their education. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any District computer networks, software or websites sanctioned or used by the District, and any personal technology used in an educational setting. Access to the District's technology is a privilege, not a right. Students must comply with all District standards set forth in this Policy at all times in order to retain the privilege of using its technology resources.

Students and their parents/guardians are advised that any information stored on and/or sent through the District's technology resources is the property of the District. Accordingly, in connection with ensuring student safety, District network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on District technology resources to maintain system integrity and ensure that students are complying with this Policy and using technology in a responsible and appropriate manner. Such reviews will include students' use District-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with the District's expectations for such use.

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<sup>1</sup> "Communication systems" as used throughout this Policy include educational-related communications between and among the District and students by e-mail, web sites, cell phones, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

Students do not have a reasonable expectation of privacy over any information stored on District technology.

The District may allow students to bring personal electronic devices (i.e., tablets, e-readers, smartphones) for use during the school day for authorized curricular purposes at the discretion of the teacher, via the principal. Students that use personal electronic devices will be required to comply with all aspects of the Acceptable Use Policy and/or Student Code of Conduct in the use of such devices at school or school-sponsored activities. A student's personal electronic device may be subject to search by campus administrators in connection with determining if a student has committed a violation of this Policy and/or the Student Code of Conduct.

The District remains committed to integrating technology to enhance its curriculum for students, which it believes will increase students' educational experience for them and allows for better preparation for job skills and college success. Access to the Internet enables students to use extensive online libraries, databases and websites selected by the District for use in instruction.

Although the District strives to ensure that any Internet access avoids inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. The District does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. The District takes steps to minimize students' opportunities to do so, including the implementation of extensive content-filtering software. This software is not fail-safe, however, and while at school the District strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this Policy is strictly enforced, and students who misuse any District technology outside its intended purpose, including the use of District-recommended websites for purposes outside the educational intent, will be in violation of this Policy, which may lead to disciplinary consequences for the student.

#### **PROPER AND ACCEPTABLE USE OF ALL TECHNOLOGY RESOURCES**

The District requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. The District will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this Policy. When using District technology systems outside the school, parents/guardians should strive to ensure that students do so in compliance with the rules set forth in this Policy, as the District is unable to supervise students' technology use at home. The District's content-filtering software will not work in a student's home, so parents/guardians are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students' Internet usage at home. Students, who unintentionally access inappropriate material in connection with their use of any District technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. The District shall take immediate steps to ensure such material is blocked from further viewing at school by its content-filtering software.

All District technology resources, including but not limited to District computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this Policy.

#### **Activities that are permitted and encouraged include the following:**

- School work and assignments.
- Original creation and presentation of academic work.
- Research on topics being discussed in classes at school.
- Research for opportunities outside of school related to community service, employment or further education.
- Reporting inappropriate content or harassing conduct to an adult.

#### **Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on a District-provided or personal electronic device, include the following:**

- Using District or personal electronic devices during the administration of state standardized testing, End of Course, and/or final examinations unless expressly allowed to do so by a classroom teacher;
- Using technology for plagiarism or otherwise representing the work of others as the student's own;
- Presenting any copyrighted, registered, or trademarked work as that of the student;

- Using obscene or profane language on any District technology resource, to include posting such language on any website or software used by the District;
- Engaging in harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying while using any District technology resource, to include the use of any website or software used by the District;
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, or any material that is not related to the permitted activities set forth above;
- Using a website or software program implemented by the District in a manner outside the scope of the use specified by the classroom teacher, coach or administrator, including any behavior that disrupts virtual instruction or learning of others;
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any District equipment, network, stored computer file, or software, to include any conduct that results in a person's time to take any corrective action;
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto District equipment, networks, stored computer files, or software;
- Attempting unauthorized access, or "hacking," of District computers or networks, or any attempts to bypass Internet content-filtering software used by the District;
- Using USB, bootable CD's, or other devices to alter the function of any District technology equipment, network or software;
- Sharing online any personal information of another student or staff member, including name, home address, or phone number;
- Using any District technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher, coach or administrator;
- Participating in collaborative environments without prior approval by a classroom teacher, coach or administrator;
- Using any District technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Personal electronic devices may be subject to search in accordance with the Student Acceptable Use policy and Student Code of Conduct;
- Using any District technology resource to engage in any activity that violates any NEISD Board Policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.

Students shall immediately report any violations of this Policy to a classroom teacher or administrator. If any student or parent/guardian has a question about whether any activity may be a violation of this Policy, they should ask a teacher or administrator.

## **PRIVACY AND SECURITY**

Students are expected to use District and personal technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using a District-issued or personal electronic device. Students shall not share their individual logins, passwords, or access to District technology with others without the prior approval of a classroom teacher, coach or administrator. Students may share their login and password information with their parents/guardians to help access and facilitate virtual instruction and learning. Students shall sign off or log off all District equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords or access.

## **CONSEQUENCES FOR VIOLATIONS OF THE POLICY**

Students shall be subject to disciplinary action as deemed appropriate by the Superintendent or designee for a violation of this Policy, depending on the severity of the violation. Such consequences may include, but are not limited to, suspension, removal to an alternative education setting, and/or expulsion. In addition, a student's privileges to use District technology resources may be restricted or revoked. The District may undertake appropriate investigations of any potential violation of this Policy by a student, and may take action based upon the preponderance of the evidence revealed by such investigation.

In addition to this Policy, individual schools may implement additional rules and regulations pertaining to the use of District and/or personal technology resources within their respective campuses. A school may hold any personal technology belonging to a student, subject to the applicable District and/or campus policies and procedures, in the event the student uses the technology inappropriately in violation of this Policy or of applicable campus rules.

Students who violate this Policy may also be subject to potential violations of local, state, and federal law, depending on the conduct involved.

**LIMITATION OF LIABILITY**

The District makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through District provided and/or a student’s personal electronic device. North East ISD is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student’s own risk, as the District makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use District technology resources, students and their parents/guardians hereby release North East ISD, its trustees, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of the District’s technology resources by the student.

Created by the Technology & Library Services department	Final document	Last revised 06/2020
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Dear Parents/guardians,

The North East ISD is committed to providing students with the best education possible in order to achieve success in college, military service and the workforce. Part of that success will be dependent upon a student's ability to utilize technology, whose role in our professional and personal lives continues to increase.

To that end, North East ISD is committed to incorporating a variety of online resources into the classroom to enhance the educational experience and better prepare students for the future. Classroom teachers continually integrate digital learning tools into the lesson cycle.

Our first priority is ensuring the safety and security of our students. Classroom teachers and District administrators carefully review online resources, digital learning tools and software to ensure they are age-appropriate and of an educational benefit to students. Although some websites/software may specify a recommended age for use, District personnel perform an independent review. All student use of technology is governed by the North East ISD Acceptable Use Policy for Students, which may be found at <https://goo.gl/Cy6PN2>.

Please allow your student the opportunity to utilize the various digital resources offered by the District. This participation will allow your student an opportunity to work, collaborate, create and interact with students and teachers in an online environment within the context of instruction. Please consider this when completing the "Student Acceptable Use" portion of the Student Verification Enrollment card. In the event a student does not have permission to utilize the Internet or other online/digital resources, an alternative assignment will be provided. A student's grade will not be adversely affected by not having access to online/digital resources.

Best regards,

Tom Johnson  
Executive Director, Technology and Library Services



## **DEFINITIONS AND TERMINOLOGY**

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

### **AGGRAVATED ASSAULT**

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

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

### **AGGRAVATED KIDNAPPING**

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

### **AGGRAVATED SEXUAL ASSAULT**

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

### **ARSON**

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

### **ASSAULT**

Assault is defined as:

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

### **BODILY INJURY**

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

### **BREACH OF COMPUTER SECURITY**

A student engages in conduct that contains the elements of the offense of breach of computer security if the student knowingly accesses a computer, computer network, or computer system without the effective consent of the owner if the conduct involves accessing a computer, computer network, or computer system owned or operated on behalf of a school district; and the student knowingly:

1. Alters, damages, or deletes school district property or information; or
2. Commits a breach of any other computer, computer network, or computer system.

### **BULLYING**

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school; and
5. Includes cyberbullying.

### **CAMPUS BEHAVIOR COORDINATOR (CBC)**

As required by law, each campus must have a designated CBC. The CBC is primarily responsible for maintaining student discipline and completing designated duties as assigned by law. In North East ISD, the CBC is the principal. The principal may delegate the duties required as a CBC as necessary.

## **CHEMICAL DISPENSING DEVICE**

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

## **CONSUMPTION OF ALCOHOL**

Any amount of alcohol consumed by a minor on school property, school-related or school-sponsored program on or off of school property, or in a vehicle operated by the district is prohibited. In this context, the student does not need to be legally intoxicated.

## **CRIMINAL MISCHIEF**

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

## **CYBERBULLYING**

Cyberbullying means bullying that is done through the use of an electronic communication device, including through the use of cellular or other type of telephone, a computer, a camera, an electronic mail, instant messaging, text messaging, a social media application, an internet website or any other internet communication based tool. Cyberbullying can occur off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunity or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

## **CYBERSTALKING**

The practice of digital forms of communication to harass a person in an aggressive, often threatening manner.

## **DEADLY CONDUCT**

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

## **DEADLY OR DANGEROUS WEAPON**

Deadly weapon means:

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

## **DELIVER/DELIVERY**

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

## **DISRUPTION OF CLASSES**

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

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

1. Emitting noise of an intensity that prevents or hinders classroom instruction; enticing or attempting to entice a student away from a class or other school activity that the student is required to attend;

2. Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend;
3. Entering a classroom without the consent of either the principal or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupting class activities.
4. Public property includes a street, highway, alley, public park, or sidewalk.
5. School property includes public school campus or school grounds on which a public school is located and any grounds or buildings used by a school for an assembly or other school-sponsored activity.

### **DISRUPTIVE ACTIVITIES**

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

Disruptive activity is:

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

### **DRUGS**

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

The definition of drugs also includes over-the-counter drugs/medications, steroids, CBD, marijuana like substances that are commonly found in K2, Spice and other synthetic marijuana products, or any substance having hallucinogenic or mind-altering properties, homeopathic remedies, dietary supplements, herbs, vitamins, etc. Abusing an over-the-counter drug, giving or delivering an over-the-counter drug to another student or becoming impaired due to abuse of an over-the-counter drug may result in disciplinary action.

### **DUE PROCESS**

Parents/guardians and students are afforded their due process when an North East ISD administrator has given the parent/guardian/student notice of the behavior, the proposed consequence for the behavior, and the opportunity to respond and be heard regarding the notice.

### **E-CIGARETTES**

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

### **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 their 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 such action, is subject to disciplinary action by the school district.

## **EXTORTION**

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

## **FALSE ALARM OR BOMB THREAT**

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

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

A false alarm or report that involves a school is a higher degree offense.

## **FIGHTING**

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

## **FIREWORKS**

Students, who possess, pass, ignite, or discharge fireworks of any kind on or around a school campus will be subject to disciplinary action. It is unlawful to explode or ignite fireworks within 600 feet of any public school (Texas Revised Civil Statutes-Annotated Article 9205 Section 8). Violations of this law would subject the offender to legal prosecution.

## **GAMBLING**

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

## **GANGS OR CREWS**

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

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

## **GENDER-BASED HARASSMENT**

Gender-based harassment includes, but is not limited to harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

## **GIVES**

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

## **GRAFFITI**

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

## **HARASSMENT**

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.

## **HAZING**

Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. Is 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. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (5), 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. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or
5. Involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
  - i. a drug; or
  - ii. an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

## **HIT LIST**

Hit List means a list of people targeted to be harmed, using:

- A firearm, as defined by Section 46.01(3), Penal Code;
- A knife, as defined by Section 46.01(7), Penal Code; or
- Any other object to be used with intent to cause bodily harm.

## **INDECENT ASSAULT**

Indecent assault means a person without the other persons consent and with the intent to arouse or gratify the sexual desire of any person, the person: touches the anus, breast, or any part of the genitals of the other person; touches another person with the anus, breast or any part of the genitals of any person; exposes or attempts to expose another person's genitals, pubic area, anus, buttocks, or female areola; or causes another person to contact the blood, seminal fluid, vaginal fluid, saliva, urine, or feces of another person.

## **INDECENCY WITH A CHILD**

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

## **INDECENT EXPOSURE**

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

## **INTIMATE VISUAL MATERIALS**

Visual materials in the form of any film, photograph, video, depicting another person with the person's intimate parts exposed or engaged in sexual conduct.

## **INTOXICATION**

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

## **LOITERING**

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



**MEDICATION**

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

**MINOR OFFENSE**

A minor offense, as determined by the school administrator, 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.).

**OBSCENITY**

Obscenity is defined as containing a patently offensive description of or a solicitation to commit a sex act (see Penal Code 42.07 for full definition).

**PERSISTENT MISBEHAVIOR**

An established pattern of disruptive behaviors that continues after all campus interventions have been exhausted and/or repeated occurrences of the same behavior.

**PORNOGRAPHY**

Materials which are considered pornographic include but are not limited to, pictures, magazines, books, videos, computers, computer storage devices, cell phones/personal electronic devices and/or inappropriate web sites.

**POSSESSION**

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

**PROMOTE**

Promote means to procure, manufacture, issue, sell, give, provide, lend, mail, deliver, transfer, transmit, publish, distribute, circulate, disseminate, present, exhibit, or advertise or to offer or agree to do any of the above.

**PUBLIC LEWDNESS**

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

**RETALIATION**

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

**SELF DEFENSE**

The student must not have been involved in provoking the situation, must seek to detach himself/herself from the situation and/or obtain help from school personnel. Self-defense is not an acceptable reason for misconduct that seriously disrupts the educational environment, is used as a reaction to bullying, endangers others, and/or hurts or seriously affects other students.

**SELL**

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

**SERIOUS MISBEHAVIOR AT THE DAEP**

Serious misbehavior at the DAEP means:

1. Deliberate violent behavior that poses a direct threat to the health and safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or

4. Conduct that constitutes the offense of:
  - a. Public lewdness under Section 21.07, Penal Code;
  - b. Indecent exposure under Section 21.08, Penal Code;
  - c. Criminal mischief under Section 28.03, Penal Code;
  - d. Personal hazing under Section 37.152, Texas Education Code; or
  - e. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

### **SERIOUS OR PERSISTENT MISBEHAVIOR AT THE SCHOOL CAMPUSES**

Serious or persistent misbehavior at the school campuses means:

1. Deliberate violent behavior that poses a direct threat to the health and safety of others.
2. Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
3. Behavior identified by the District as grounds for a discretionary DAEP placement.
4. Actions or demonstrations that substantially disrupt or materially interfere with school.
5. Extreme and/or blatant insubordination.

### **SEXTING**

Sexting is the act of sending sexual messages, pictures and/or through text messaging via cell phones or any electronic transmissions. See Texas Penal Code 43.25/26 for legal penalties and other information regarding this offense.

### **SEXUAL ASSAULT**

Includes conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provisions of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activities; or
3. Sexual assault, dating violence, domestic violence, or stalking as those terms are defined in federal law.

### **SEXUAL HARASSMENT**

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

### **STUDENT**

Any person who:

1. Is registered in or in attendance at an educational institution; or
2. Intends to attend an educational institutional during any of its regular sessions after a period of scheduled vacation (i.e. summer break, winter break, spring break, intermission, etc.).

### **TERRORISTIC THREAT**

A person commits this offense if he/she threatens to commit any offense involving violence to any person or property with intent to:

1. Cause a reaction of any type to the his/her threat by an official or volunteer agency organized to deal with emergencies
2. Place any person in fear of imminent serious bodily injury
3. Prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service.
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state or a political subdivision of the state, such as a school district.

### **THEFT**

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

## **THREAT**

A verbal/written/or physical expression that indicates or implies any type of danger or harm to another student, school employee or to a school is a threat. Threats include, but are not limited to, intimidation, coercion, embarrassment, spreading false information, and pictures displaying weapons, any threat of the like on social media and any intention to injure or hurt a person.

Bullying behavior that goes beyond harassment may amount to a threat. Most threats of violence are illegal, and all are prohibited on school campuses regardless of whether the threat is directed at a person or facility or whether it meets the elements of a criminal offense. Disciplinary consequences will apply even if the student states he/she does not intend to carry out the threat. The act of making the threat is itself the basis for the imposition of the applicable disciplinary consequence.

## **TOBACCO/VAPE PRODUCTS ON SCHOOL PROPERTY**

North East ISD prohibits the following in accordance with Texas Education Code Section 38.006 and Texas Health and Safety Code Section 161.081:

1. Any adult and/or student from smoking cigarettes, tobacco, tobacco products, electronic, vapor, smokeless or any other substitute form of cigarettes, tobacco or tobacco-like products, as well as the use of any devices which are used for the purpose of ingesting or transmitting any type of tobacco or tobacco-like products at a school-related or school-sanctioned activity on or off school property.
2. Students from possessing or using cigarettes, tobacco, tobacco products, electronic, vapor, smokeless or any other substitute form of cigarettes, tobacco or tobacco-like products, as well as the use of any devices which are used for the purpose of ingesting or transmitting any type of tobacco, or tobacco-like products at a school-related or school-sanctioned activity on or off school property.

North East ISD will ensure that school personnel will enforce the tobacco/vapor rules. State law prohibits the possession, purchase, consumption or acceptance of an electronic cigarette, cigarette or tobacco product by an individual who is younger than 18 years of age. An offense under state law is punishable by a fine. Additionally, students will face disciplinary consequences which could include a DAEP placement or an expulsion for a THC or CBD related violation.

## **UNDER THE INFLUENCE**

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

## **USE**

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

## **VANDALISM (DESTRUCTION OF OR DAMAGE TO PROPERTY)**

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

## **Offenses to Property**

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

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

**VEHICLES ON CAMPUS**

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

# SCHOOL DIRECTORY

## (Campus Principal/CBC/Title IX Coordinator)

### HIGH SCHOOLS:

WINSTON CHURCHILL	Todd Bloomer	<a href="mailto:tbloom@neisd.net">tbloom@neisd.net</a>	12049 Blanco Road 78216	356-0000
CLAUDIA TAYLOR “LADY BIRD” JOHNSON	Gary Comalander	<a href="mailto:gcomal@neisd.net">gcomal@neisd.net</a>	23203 Bulverde Road 78259	356-0400
LEGACY OF EDUCATIONAL EXCELLENCE	David Crowe	<a href="mailto:dcrowe@neisd.net">dcrowe@neisd.net</a>	1400 Jackson Keller 78213	356-0800
NORTH EAST SCHOOL OF THE ARTS (NESA)			1400 Jackson-Keller 78213	356-1033
SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) ACADEMY			1400 Jackson-Keller 78213	356-1003
DOUGLAS MACARTHUR	Peter Martinez	<a href="mailto:pmarti1@neisd.net">pmarti1@neisd.net</a>	2923 Bitters Road 78217	356-7600
JAMES MADISON	Eric Wernli	<a href="mailto:ewernl@neisd.net">ewernl@neisd.net</a>	5005 Stahl Road 78247	356-1400
RONALD REAGAN	Brenda Shelton	<a href="mailto:bshelt@neisd.net">bshelt@neisd.net</a>	19000 Ronald Reagan 78258	356-1800
THEODORE ROOSEVELT	Bryan Norwood	<a href="mailto:bnorwo1@neisd.net">bnorwo1@neisd.net</a>	5110 Walzem Road 78218	356-2200
DESIGN AND TECHNOLOGY ACADEMY (DATA)			5110 Walzem Road 78218	356-2237
ENGINEERING & TECHNOLOGIES ACADEMY (ETA)			5110 Walzem Road 78218	356-2317
ACADEMY OF CREATIVE EDUCATION (ACE)	Patrick Valdez	<a href="mailto:pvalde@neisd.net">pvalde@neisd.net</a>	10333 Broadway 78217	407-0740
INTERNATIONAL SCHOOL OF THE AMERICAS (ISA)	Steve Magadance	<a href="mailto:smagad@neisd.net">smagad@neisd.net</a>	1400 Jackson-Keller 78213	356-0900
NORTH EAST ALTERNATIVE HIGH SCHOOL (NEAC-HS)	Brian Kennedy	<a href="mailto:kenne@neisd.net">kenne@neisd.net</a>	103 West Rampart 78216	356-7400

### MIDDLE SCHOOLS:

OMAR N. BRADLEY	Brenda Cerroni	<a href="mailto:bcerro@neisd.net">bcerro@neisd.net</a>	14819 Heimer Road 78232	356-2600
BARBARA BUSH	Stuart Guthrie	<a href="mailto:sguthr@neisd.net">sguthr@neisd.net</a>	1500 Evans Road 78258	356-2900
CLARA DRISCOLL	John Hill	<a href="mailto:jhill2@neisd.net">jhill2@neisd.net</a>	17150 Jones-Maltsberger 78247	356-3200
DWIGHT EISENHOWER	John Smith	<a href="mailto:jsmith4@neisd.net">jsmith4@neisd.net</a>	8231 Blanco Road 78216	356-3500
JOHN NANCE GARNER	John Bojescul	<a href="mailto:jbojes@neisd.net">jbojes@neisd.net</a>	4302 Harry Wurzbach 78209	356-3800
BERNARD A. HARRIS, JR	Jeremi Niehoff	<a href="mailto:jnieho@neisd.net">jnieho@neisd.net</a>	5300 Knoll Creek 78247	356-4100
DAVID LEE “TEX” HILL	Charles Reininger	<a href="mailto:creini@neisd.net">creini@neisd.net</a>	21314 Bulverde Road 78259	356-8000
WILL W. JACKSON	Erin Deason	<a href="mailto:edeaso@neisd.net">edeaso@neisd.net</a>	4538 Vance Jackson 78230	356-4400
WALTER KRUEGER	Cynthia Rubio	<a href="mailto:grubio@neisd.net">grubio@neisd.net</a>	438 Lanark Drive 78218	356-4700
KRUEGER SCHOOL OF APPLIED TECHNOLOGIES (KSAT)			438 Lanark Drive 78218	356-4700
JOSE M. LOPEZ	Alejandro Escamilla	<a href="mailto:aescam1@neisd.net">aescam1@neisd.net</a>	23103 Hardy Oak 78258	356-5000
CHESTER NIMITZ ACADEMY	Jennifer Cooper	<a href="mailto:jcoope1@neisd.net">jcoope1@neisd.net</a>	5426 Blanco Road 78216	356-5300
SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) ACADEMY			5426 Blanco Road 78216	356-1001
FRANK M. TEJEDA JR.	Martha Reyes	<a href="mailto:mreyes37@neisd.net">mreyes37@neisd.net</a>	2909 East Evans Road 78259	356-5600
EDWARD H. WHITE	Bethany Lorge	<a href="mailto:blorge@neisd.net">blorge@neisd.net</a>	7800 Midcrown 78218	356-5900
DESIGN AND TECHNOLOGY ACADEMY (DATA)			7800 Midcrown 78218	356-5981
JOHN H. WOOD	Joaquin Hernandez	<a href="mailto:jherna20@neisd.net">jherna20@neisd.net</a>	14800 Judson Road 78233	356-6200
NORTH EAST ALTERNATIVE MIDDLE SCHOOL (NEAC-MS)	Brian Kennedy	<a href="mailto:bkenne@neisd.net">bkenne@neisd.net</a>	103 West Rampart 78216	356-7400

## ELEMENTARY SCHOOLS:

BULVERDE CREEK	Michelle McCoy	<a href="mailto:mmccoy@neisd.net">mmccoy@neisd.net</a>	3839 Canyon Parkway 78259	407-1000
CAMELOT	Wilma Payne	<a href="mailto:wipayne@neisd.net">wipayne@neisd.net</a>	7410 Ray Bon 78218	407-1400
CANYON RIDGE	Laura Huggins	<a href="mailto:lhuggi@neisd.net">lhuggi@neisd.net</a>	20522 Stone Oak Parkway 78258	407-1600
CASTLE HILLS	Betsy Asheim	<a href="mailto:bashei@neisd.net">bashei@neisd.net</a>	101 Honeysuckle 78213	407-1800
CIBOLO GREEN	Adam Schwab	<a href="mailto:aschwa@neisd.net">aschwa@neisd.net</a>	24315 Bulverde Green 78261	407-1200
CLEAR SPRING	Carlos Hoffman	<a href="mailto:choffm3@neisd.net">choffm3@neisd.net</a>	4311 Clear Spring 78217	407-2000
COKER	Elizabeth Fischer	<a href="mailto:efisch@neisd.net">efisch@neisd.net</a>	302 Heimer Road 78232	407-2200
COLONIAL HILLS	Jenae Mai	<a href="mailto:jmai@neisd.net">jmai@neisd.net</a>	2627 Kerrybrook Ct. 78230	407-2400
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HEROES STADIUM	4707 David Edwards Drive 78217	356-6950
COMMUNITY EDUCATION	8750 Tesoro Drive 78217	407-0140
NORTH EAST POLICE DEPT.	10333 Broadway 78217	407-0911 407-0925- Non- Emergency





