

Needville High School



2018-19
Student Handbook

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Needville Independent School District Mission Statement

Needville ISD strives to create an environment where students reach their full potential and become productive, successful citizens.

Needville High School Mission Statement

The fundamental belief of Needville High School is all students can learn with positive self-image, motivation, and participation. Knowing that a motivating factor for students is a strong curriculum, the high school has focused instruction in areas of known student weaknesses so that all students may have the opportunity to become patriotic, well-motivated, citizens of this society.

Needville High School Campus Improvement Plan Goals

Campus Improvement Goals

- Campus Goal 1: Needville High School will demonstrate and sustain growth in student achievement.
- Campus Goal 2: Needville High School will improve home/community involvement within the Campus.
- Campus Goal 3: Needville High School will provide opportunities to enhance instruction through more effective staff development.
- Campus Goal 4: Needville High School will provide a safe school environment conducive to student achievement.

Notice of Compliance

The Needville Independent School District is in compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). The Needville Independent School District does not discriminate on the basis of race, color, religion, national origin, sex or handicap in admission or access to, or treatment or employment in, its programs and activities. Inquiries concerning Needville Independent School District policies and practices of non-discrimination may be addressed to the Assistant Superintendent, Needville Independent School District, 16227 Hwy. 36, Needville, Texas 77461, or information may be obtained by calling 979/793-4308.

Notice of Parent and Student Rights Family Education Rights and Privacy Act, 20 U.S.C. Sec. 1232g

The Needville School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the Superintendent's office is:

**Curtis Rhodes, Superintendent
P.O. Box 412
Needville, Texas 77461**

The address of the Principal's office is:

**Steve Adamson, Principal
P.O. Box 412
Needville, Texas 77461**

Parents of a minor or a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of handicapped students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a handicapped student's individual educational plan; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. The right to consent to the release of records transfers to the individual student on the 18th birth date of that student.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials such as, but not limited to, teacher's personal notes on a student that are shared only with a substitute teacher and records on former students do not have to be available to parents or students.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise his right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 25 cents per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent

for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information. This information will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about his child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent school attended.

The District's complete policy regarding student records is available from the Principal's or Superintendent's office.

THE INFORMATION IN THIS NOTICE SHOULD BE TRANSLATED FOR, OR EXPLAINED TO, THE PARENTS OF STUDENTS WHOSE PRIMARY OR HOME LANGUAGE IS NOT ENGLISH. FL (Local)

Pesticides

Pesticides are applied periodically at the Needville High School campus. Application notices are posted in the building at various locations. The pesticides are applied by a state licensed company employed by the district.

Needville Independent School District Board of Trustees

POSITION	YEAR ELECTED	NAME OF TRUSTEE
1	2016	John West
2	2016	Scott Valchar
3	1988	Jim Kocian
4	2014	Glenn Vecera
5	2009	Tim Sbrusch
6	2005	Kim Janke
7	2008	Chris Janicek

Board Officers: President – Chris Janicek Vice President – Jim Kocian Secretary –Scott Valchar Asst. Secretary – Tim Sbrusch

Please Note If you would like to email a member of the Board of Trustees, please log on to the district website at www.needvilleisd.com. Then click on “Contacts” and you will find a listing of the board members.

2018-2019 School Calendar



P.O. Box 412
Needville, TX 77461

979-793-4308 979-793-3823 (Fax)

Aug 13-24	Staff Development
Aug 27	First Day of School for Students
Sep 3	Labor Day Holiday
Sep 27	End of 1st Six Weeks
Sep 28	Fort Bend County Fair Holiday
Oct 8	Staff Development
Nov 2	End of 2nd Six Weeks
Nov 19-23	Thanksgiving Holidays
Dec 21	End of 3rd Six Weeks
Dec 21	Early Release
Dec 24- Jan 4	Christmas/New Year Holidays
Jan 7	Staff Development
Jan 21	Staff Development
Feb 15	End of 4th Six Weeks
Feb 18	Presidents Day (Comp Day)
Mar 11-15	Spring Break
April 12	End of 5th Six Weeks
April 18	Early Release
April 19	Good Friday- Easter Holiday
May 2	Early Release
May 3	Needville Youth Fair Holiday (Comp Day)
May 27	Memorial Day Holiday
May 30	Early Release
May 31	Early Release
May 31	Graduation
June 1	Staff Development

76,200 Instructional Minutes

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Progress Reports Issued
September 19
October 24
December 5
January 30
March 20
May 8

Report Cards Issued
October 3
November 7
January 9
February 20
April 10

Events	
August 27	First Day of School
May 31	Graduation

- School Closed
- Early Release
- First & Last Day of School

- SD Staff Development (no school for students)
- Progress Reports
- Grading Period Begins

- Staff Comp Day
- Report Cards
- Grading Period Ends

Bell Schedules

Regular Schedule (Monday, Wednesday, Thursday and Friday)

1st 8:00 - 8:50

2nd 8:55 - 9:49

(Announcements will be made from 9:45 until 9:49)

3rd 9:54 - 10:44

4th 10:49 - 11:39

5th 11:44 - 1:04

"A" 11:44 - 12:14 (class from 12:14 – 1:04)

"B" 12:34 - 1:04 (class from 11:44 – 12:34)

6th 1:09 - 1:59

7th 2:04 - 2:54

8th 2:59 - 3:49

Activity Schedule (Tuesday)

1st 8:00 - 8:48

2nd 8:53 – 10:01

(Includes 4 minute announcements and 16 minute activity time beginning at 9:41)

3rd 10:06 - 10:54

4th 10:59 - 11:47

5th 11:52 - 1:10

"A" 11:52 - 12:22 (class from 12:22 – 1:10)

"B" 12:40 - 1:10 (class from 11:52 – 12:40)

6th 1:15 - 2:03

7th 2:08 – 2:56

8th 3:01 - 3:49

Pep Rally Schedule

1st 8:00 – 8:47

2nd 8:52 – 9:43

(Announcements will be from 9:39 until 9:43)

3rd 9:48 – 10:35

4th 10:40 – 11:27

5th 11:32 – 12:49

"A" 11:32 – 12:02 (class from 12:02 -12:49)

"B" 12:19 – 12:49 (class from 11:32 – 12:19)

6th 12:54 – 1:41

7th 1:46 – 2:33

8th 2:38 – 3:25

Pep Rally 3:30 – 3:49

What to Do If....

You need to see the Principal:

The principal will be happy to visit with you any time you are free.

You need to see a Counselor, Assistant Principal, or Registrar:

If possible, visit with these people before school, during lunch, or after school.

If not, make an appointment, they will be happy to help in any way they can.

You need to see a Teacher:

Make arrangements with the teacher. Teachers are available before and after school to counsel with students.

You are hurt or sick:

Go to the nurse's office. Unless it is an emergency, you must have a pass from your teacher. All medical information and questions involving student health go through the nurse's office.

You are late to school:

Go to the Attendance Office [*located in the administrative office*] and sign in. Give the Attendance Clerk a note from your parents stating why you are tardy.

You have lost a book:

Look everywhere for it including the "Lost and Found" which is located in the assistant principal's office. If it cannot be found, pay for the book in the assistant principal's office.

You have found a book that is not yours:

Turn the book in to the "Lost and Found" located in the assistant principal's office.

You have found personal articles:

Turn them in to the "Lost and Found" in the assistant principal's office.

You want advice about college schedules or personal problems:

Go to the counselor before school, after school, during lunch, or make an appointment.

You want a transcript of your grades:

Go to the counselors' office located in the administrative office.

You want to withdraw from school:

Only your parent can withdraw you from school. Notes from home are not acceptable.

Have your parents contact either the grade level assistant principal or counselor for information regarding withdrawals.

You want a poster or sign displayed

Bring the poster or sign to the principal for approval before placing it on school property.

Signs may only be placed in designated areas.

You want to bring a visitor to school:

Because of the distractions to the learning environment we do not allow visitors on campus. NHS is a closed campus. Parents or guardians are encouraged to visit.

You need to leave school

Students are to remain at school and take advantage of the educational opportunities offered. If you have a doctor's appointment or some other reason you must leave, present a note signed by your parent or guardian to the front office so your parent or guardian can be contacted. Check out with the front office.

Where do students park?

Student parking will be assigned by the school to students having valid driver's license. There will be a registration fee for a school parking sticker, which must be displayed on the auto.

What to do if your name or address is incorrect

If your name, address, the telephone number, or birth date is incorrect on your records, changes are made in the front office.

What to do if a parent wants a conference with a teacher

Call the teacher at 793-4158 or email the teacher at lastnamefirstinitial@needvilleisd.com (doej@needvilleisd.com)

Testing Schedule 2018-19

Test Dates	STAAR Test
December 3 (Mon)	English I retest
December 5 (Weds)	English II retest
December 3-7	Make-ups for English I and II, and Algebra I, Biology and U.S. History retest
April 9 (Tues)	English I
April 11 (Thurs)	English II
April 12 (Fri)	Make-ups for English I and II
May 6 - May 10	Assessment window for Algebra I, Biology, U.S. History
June 24 (Mon)	English I retest
June 26 (Weds)	English II retest
June 28 (Fri)	Make-ups for English I and II retest
June 24 – June 28	Assessment window for Algebra I, Biology, U.S. History retest

I. Attendance

State Attendance Laws and Rules

Students between the ages of six (6) and seventeen (17) are required by law to attend school. School employees are required to investigate and report violations of this law.

To receive credit in a class, students must be in attendance for at least 90% of a semester. Students in attendance for fewer than 90% of a semester shall not be given credit for the class unless the excess absences are the result of extenuating circumstances.

If the student has failed to show extenuating circumstances for the absence, he may be denied credit for the class. Student denied credit may petition the attendance committee for reconsideration of the circumstances causing their absence. The attendance committee's decision may be appealed to the board.

Definitions

- A. EXTENUATING: excused
- B. NON-EXTENUATING: unexcused
- C. RE-ENTRY PERMIT: form completed at the campus administration office when a child returns to school after an absence(s).
- D. ATTENDANCE DOCUMENTATION: note written and signed by parent, guardian, medical person or administrator denoting dates and reason for absence.
- E. PARENT/GUARDIAN NOTE: attendance documentation generated, written, dated and signed by parent/guardian.
- F. MEDICAL NOTE: attendance document generated, written, dated, and signed by a physician, dentist or school nurse.
- G. SATURDAY DETENTION: scheduled Saturday study hall at the NMS cafeteria from 8:00 A.M. to 12:00 Noon is a technique to make up time and work to regain credit caused by excessive absences.
- H. CARC: Campus Attendance Review Committee. This committee reviews attendance documentation when a student will not be able to complete the 90% attendance rule.
- I. GRADE ADJUSTMENT: caused by excessive non-extenuating absences. A maximum grade of seventy (70) shall be entered for completed make up work.
- J. CREDIT DENIED: failure of a subject caused by less than 90% of attendance, failure to complete CARC decisions/assignment, or a grade of less than seventy (70) in subject.

Board Approved Extenuating Circumstances

- A. Circumstances described in the Texas Education Code:
 - 1. personal illness with proper medical documentation
 - 2. sickness or death in immediate family
 - 3. quarantine
 - 4. weather or road conditions making travel dangerous
- B. Suspension
- C. Medical and dental appointments (See Exception #1 below)
- D. Participation in substance abuse rehabilitation program
- E. Active participation in national holiday ceremonies
- F. Legal or court appearances
- G. Other unusual circumstances acceptable to the campus administrator.
(Pre-arranged with principal) (TAC21.035)

EXCEPTIONS: A student not actually on campus at 9:30 AM will not be counted absent for ADA accounting purposes if:

- 1) the student has an appointment with a health care professional and either commences classes or returns to school on the same day of the appointment AND provides documentation from the health care professional.
- 2) the student misses school for the purpose of observing religious holidays, including traveling for that purpose. Before the absence, the parent/guardian must submit a written request from the religious organization to the principal.
- 3) the student is participating in a board approved 4-H activity and is under the direction of a professional staff member of the school district. This should be pre-arranged with proper eligibility forms. In exceptions #2 and #3, the student must notify his/her teachers in advance and obtain any work that will be missed.

Non-Extenuating Absence

Non-extenuating absences are unexcused. These absences are counted in the required days of attendance (90 percent of a semester).

The following are considered non-extenuating absences:

- A. Expulsion
- B. Shopping
- C. Starting school late
- D. Working
- E. Vacation
- F. Personal Illness without proper medical documentation
- G. Any other reason which does not fulfill the Board of Trustees list of “Approved Extenuating Circumstances”.

Documentation

Documenting absences is a very important tool used by the CARC in denying or approving credit when a student has excessive non-extenuating absences. Parents and students have the responsibility to present proper documentation to the attendance clerk; in addition to documentation, a phone call needs to be made to the school on the day of the absence.

Failure to Present Appropriate Documentation

Failure to present appropriate documentation to the campus attendance clerk **on the day of or the day after** the student’s return to the school shall cause the absence to be classified as non-extenuating creating a grade of zero for non-completed make-up work, and not being counted in calculating 90% days of attendance. **Notes will not be accepted after the above mentioned guidelines.**

Appropriate Documentation

Appropriate Documentation should include the dates of absence, reason for absence and signature by parent, guardian, medical person or campus administrator. Documentation includes:

- A. Parent/guardian generated notes
- B. Medical/administrator generated note

Parent/Guardian Generated Notes

We do understand that there are instances where students must be absent and the district will follow the below guidelines in classifying those absences. The district will grant an excused absence for any parent signed excuse for up to five days of absences in each semester. To receive the excused absence a parent signed note must be turned in to the school office. Failure to turn in a parent signed note will result in an unexcused absence. Any additional absences, beyond the five days, will require documentation from a health care visit, court proceeding, or pre-approved by the principal, to be counted as an excused absence. Any absences after the five days of parent excuses will result in an unexcused absence if they are not properly documented. The school will send out warning letters to parents when their student has used all five days of parent notes or when they receive two unexcused absences.

Medical/Administration Generated Notes

Days of absences supported by a proper medical or administrator generated note may count in the required 90% days of attendance assuming the MEDICAL NOTE documents and supports all the days of absence. All absences below the 90% rule will be reviewed by the CARC committee.

Re-Entry Permit

Upon arrival at the school campus, a student who has been absent any portion of the school day shall secure a re-entry permit from the principal or attendance clerk. The re-entry permit must be obtained before the 8:00 am bell, failure to obtain a re-entry permit prior to the 8:00 am bell will result in a tardy being assessed. After an absence, a written note from the parent/guardian will be required and shall contain the following information:

- Student name - last and first
- Grade
- Date(s) of absence
- Reason for absence
- Signature of parent or guardian

THE ATTENDANCE OFFICE WILL CALL TO CHECK ON THE VALIDITY OF NOTES, SO IT IS IMPORTANT TO HAVE THE CORRECT PHONE NUMBERS.

Campus Attendance Review Committee (CARC)

A CARC has been approved for each campus. The CARC duties include:

- A. Review student attendance records and make decisions about credit on that basis.
- B. Award or deny credit.
- C. Determine how a student may regain credit for excessive absences.
 1. Additional Assignments
 2. Time on task requirement (before or after school)
 3. Attend tutorials
 4. Attend Saturday class
 5. Maintain attendance standards
 6. Other
- D. When the CARC committee is not satisfied with the evidence or if no evidence presented, it may impose conditions on award of credit or deny credit altogether.

Notices

- A. A warning letter (Five Day Absentee Notice), when approximately half of the allowable absences have occurred, will be issued to the parent/guardian/student.
- B. A Delinquent Attendance Notice will be issued to the parent/student at any time the student's attendance is such that he/she has fallen below the mandatory 90% of a semester rule.

Appeal To The Board

CARC decisions may be appealed to the Board of Trustees by using the following steps:

- A. Appeal is through the student complaint policy, FNG (Local).
- B. The Board will hear both sides of the attendance review case.
- C. The appeal may be heard in executive session unless the student or parent requests a public hearing.
- D. The Board will determine if the CARC abused its discretions, made a mistake, or otherwise acted inconsistently with established local rules. Unless convinced the CARC acted in such a manner, the appeal to the Board may be mute.

Make-Up Work

- A. All missed work, including tests, can be made up, regardless of reasons for absence, but the student is responsible for obtaining the assignments and completing them within the allotted time. After returning to school, they have one (1) day per day missed to complete any make-up work.
- B. Regardless of the reason for absence, if the student does not make up work within the allotted time (one day for each day missed), a zero for the assignment or test is given.
- C. Make-up homework/tests may be scheduled before, after or during the school day. The teacher shall determine the best time to complete homework/tests.
- D. Students who are absent for a fractional part of the school day shall be responsible for the class assignment for class attended prior to their absence. [This includes six week and semester tests]
- E. Students present on the day an assignment is made will be required to complete the assignment (including tests) on the day the student returns to school.
- F. Extended time assignments (projects, research papers, etc.) can have given due dates that are not extended by absence at the teacher's discretion.
- G. Make-up work will cover the same TEKS but can be in a different format.

Collection of Homework, Assignments, Books and Materials for Home Study by Principal's Office

Homework, assignments, books, and materials will only be collected and issued for home study for students who have absences for **more than one (1) day or anticipated absences of more than one day**. Requests must be made prior to 8:00 a.m., assignments and materials may be picked up at the main office after 12:00 p.m. on the following school day.

Anticipated Absence

Anticipated Absence - Student who knows ahead of time that they will miss a day(s) of school should make arrangements ahead of time with their Assistant Principal.

College Visitation

Students who need to make an official visit to a college during a school day must get a College Visitation form from the office and have it signed before going on the visitation in order to get an excused absence. Generally, seniors will be granted 2 college visits and juniors 1 college visit. *In order for the college day to be approved the college must be visited while the college is in session. Students will not be approved to visit during the last week of the high school semester [fall or spring].* This college day may not be made to lengthen a school holiday unless a request is made by the college the student wishes to attend. Due to school sponsored trip to Wharton Junior College, students are not allowed to take an additional visitation to **any** Wharton College campus.

Suspension

Students suspended will not participate, attend any school activities, or come on the school campus during suspension. No grade penalty can be imposed on a student who is suspended. Students who violate this rule are subject to the criminal trespass laws of the state of Texas.

Enrollment after the Semester Starts

To make up assignments, students who enter school after the semester has begun are to be given one (1) day for each day not enrolled. Example: student enters four days after the semester begins; four school days are allowed to make up assignments.

Issuance of a Verification of Enrollment [VOE] for Driver's License

TEA Code 25.092 requires students to be enrolled in public or private schools and be in attendance for "at least 90% of the days the class is offered" in the fall or spring semester before the student is eligible to obtain a driver's license permit.

TEA Code 25.092 requires the annual renewal of driver's license for persons less than 18 years of age. The requirements of the bill would have to be met at each renewal.

Recordkeeping

The student and/or parent are responsible for documentation and/or recordkeeping for "reasons of absence". These shall be necessary in event the student does not attend classes "at least 90% of the days the class is offered" per semester and comes under the judgment of the CARC committee.

Tardiness

Passing periods at Needville High School are five minutes long. Tardiness will only be excused in exceptional cases. The teacher and/or administrator will decide whether the case of a particular student is exceptional enough to warrant excuse. Students are required to be in their seats and ready for class when the tardy bell rings. Students arriving to class 25 minutes after the tardy bell will be considered absent. For additional information regarding the tardy policy, refer to page 2 of the Discipline Management Plan. Students that arrive after the official start time of school must sign in at the attendance office.

Extracurricular Trips and School Trips

Students who miss class because of school-sanctioned UIL activities will not be counted absent. It is the responsibility of the student to make arrangements with each teacher before the activity concerning scheduled tests, turning in assignments, and making up missed assignments. Each academic class is limited to one field trip per year. Field trips during the week prior to or the week of any EOC tests or the final two weeks of either semester are not permitted. There will be a list of black out dates that field trips will not be allowed provided to sponsors. **Any student that has received two or more ISS assignments during the current school year is prohibited from attending any field trips.**

Visitation

Parents and other residents of the district are invited to visit the school voluntarily. Parents are encouraged to visit the school to confer with teachers and principals. All visits shall be arranged with the principal so as not to interfere with the school schedule. **Classroom visits, while instruction is being presented, shall have prior campus administrator approval.** The following procedure is to be used by parents, guardians, or visitors in visiting the Needville High School campus after the initial day of registration:

1. Go by the principal's office and present purpose or reason to visit the campus.
2. A solution or procedure will be determined from the initial action.
3. Under no circumstances should a parent, guardian, or visitor go directly to a classroom, teacher, or pupil without first going to the principal's office.
4. We do not issue visitor's permits to any other visitor, such as friends and former students.
5. This is a **closed campus** during lunch; visitor's passes **are not** issued for lunch.
6. Parents and guardians are invited to eat lunch with their student during Public School Week.

Leaving School Campus

When a student comes on campus, he/she becomes the responsibility of the school. Leaving the school grounds after arriving on campus without direct permission from the Principal, Assistant Principal, or Nurse will result in disciplinary action. Discipline shall include but not limited to the loss of student's parking permit(s) for the remainder of the semester. Each student must sign out in the office after receiving permission and before leaving the campus.

An excused absence will only be given if the reason for leaving school is one of the Board Approved Extenuating circumstances. The Principal or his designee must speak with the parent before the student will be allowed to leave the campus.

II. End of School Day

P.M. Procedure

Students remaining on the campus after the 3:49 p.m. bell must be under supervision of a teacher.

Student Drivers

Students having private transportation and not attending tutorials, club meetings, or other scheduled activities will be allowed to leave the campus at the 3:49 p.m. bell. This does not mean students can sit in vehicles and talk.

Bus Rider Students

Students not attending tutorials or club meetings who ride the bus will report to the bus loading area, buses will depart at approximately 4:00 p.m.

Car Riders

P.M. car riders are to be picked up at the designated student drop-off/pickup area located in the front of the high school. **DO NOT** use the faculty/visitor parking lot as a pick up spot.

III. Extracurricular Activities

Attendance

Students must be in attendance at least $\frac{1}{2}$ of a school day (**4 class periods**) to be able to participate in an extracurricular event that day.

Extracurricular Eligibility **Sec. 33.081 Texas Education Code**

A student in grades 9-12 may participate in extracurricular activities according to UIL & TEA Regulations on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state-approved courses indicated in this subsection as follows:

1. Beginning in the 9th grade year - have been promoted from the eighth grade to the ninth.
2. Beginning of the 10th grade year - at least five (5) credits toward graduation.
3. Beginning of the 11th grade year - at least ten (10) credits toward graduation.
4. Beginning of the 12th grade year - at least fifteen (15) credits toward graduation.

In order to be eligible to participate in an extracurricular activity event for a six weeks period following the initial six weeks period of a school year, a student must not have a recorded grade average lower than 70 on a scale of 0 to 100 in any course for that preceding six weeks period.

A student enrolled in a school district in this state or who participates in a University Interscholastic League competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League during the grade reporting period after a grade reporting period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified class (See No Pass, No Play Exemptions). After the first three weeks of a suspension under this subsection, the principal shall remove the suspension if the student has not received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class in that three-week period. A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance. A student may not be suspended under this section during the period in which school is recessed for the summer or during the initial grade reporting period of a regular school term on the basis of grades received in the final grade reporting period of the preceding school term. Suspension of a student with a disability that significantly interferes with the student's ability to meet regular academic standards must be based on the student's failure to meet the requirements of the student's individualized education program. The determination of whether a disability significantly interferes with a student's ability to meet regular academic standards must be made by the student's admission, review, and dismissal committee. For purposes of this subsection, "student with a disability" means a student who is eligible for a district's special education program under Section 29.003(b).

All UIL-sanctioned activities are sanctioned as school-related activities and, therefore, come under the provisions of this section. The governing boards at the highest level of any other organizations requiring students to miss a class during the school day must request approval, in writing, from the Commissioner of Education. If approval of the organization is granted and the local Board of Trustees concurs, student participation in the organization's activities will be subject to all provisions of this section. If approval is not granted, any absence incurred by the student will be considered unexcused.

No Pass / No Play Exemption

A student who recorded a six weeks grade average in any course lower than a 70 at the end of a six week period shall be suspended from participation in any extracurricular activity except for the classes listed below. If a student enrolled in one of the classes below makes a six weeks grade below 70 but above 63, the principal may exempt the student from no pass, no play sanctions. HOWEVER, this exemption is allowed only once per school year. It does not mean one time for each course during the school year.

Designated courses for no-pass-no-play exemption:

English I Pre-AP
English II Pre-AP
English III AP
English IV AP
Biology Pre-AP
Biology AP
Chemistry Pre-AP
Chemistry AP
Physics Pre-AP
Physics AP
Geometry Pre-AP
Algebra II Pre-AP
Pre Calculus Pre-AP
Calculus AP
US History AP
Government and Economics AP
World History Pre-AP
World Geography Pre-AP
Computer Science I AP
Spanish I Pre-AP
Spanish II Pre-AP

IV. Grading

Policy on Grading

Mastery shall be determined as follows:

1. Course assignment and unit evaluation shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporate into unit, six-week, and final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

Special Populations

Each campus in the District shall ensure that each student, other than a student with disabilities whose individual education plan (IEP) provides for alternative achievement standards, demonstrated mastery of the essential elements adopted by the State Board.

Students with Disabilities

Promotion standards or grade level classification of special education students shall be determined by the ARD committee or by the Section 504 committee, as appropriate.

Promotion

Student's promotion will be determined by the number of credits earned. The number of total credits the student has earned prior to the beginning of school in the fall will determine grade level placement for that school year.

Units Required for Classification:

9 th grade	Promotion from 8 th
10 th grade	6 credits
11 th grade	12 credits
12 th grade	18 credits
Graduation	23 credits (Minimum Graduation Plan)
	24 credits (Foundation Graduation Plan)
	26 credits (Foundation with Endorsements)
	26 credits (Recommended Graduation Plan)
	26 credits (Distinguished Achievement Plan)

Grading Scale

A student who has not maintained a grade average for a course equivalent to at least 70 on a scale of 100 may not be given credit for the course.

A-----	90 to 100
B-----	80 to 89
C-----	75 to 79
D-----	70 to 74
Failing-----	Below 70

A student may receive an incomplete [I] on a report card. The "I" signifies that the student has not finished his assigned work due to excused absences. A reasonable amount of time will be given to complete the assigned work [usually 1 week from the end of the grading period]. If the work is not finished in the allotted time, a "0" will be given for all unfinished work. A grade will be placed on the report card (the following six weeks) for all incompletes [I]. If an incomplete grade [I] is not removed prior to the date of certification, the student may lose his or her extracurricular eligibility.

Permanent Records

The actual numerical grade earned shall be recorded in the student's permanent records.

Grading Plan

Six weeks grades will be determined by the following:

Each teacher will have a minimum of 10 grades recorded in their grade book for each student each 6 weeks. At least (2) of these grades must be classified major grades.

Grade Assessment Percentages

Daily grade average:	40%
Major grade average:	60%

Semester grades will be determined by the following:

First six weeks grade:	¼
Second six weeks grade:	¼
Third six weeks grade:	¼
Semester exam grade:	¼

Dual Credit Grading Guidelines

Dual Credit classes offered to students at Needville High School have special circumstances regarding grading. Since these are college classes, grades may not be reported on a six weeks basis, but will be reported on a semester basis. Dual credit classes will not count toward no pass, no play restrictions except at the end of the 3rd six weeks. Students that fail a Dual Credit class by Needville ISD standards (below 70) at the semester will be removed from the class and placed in a non-dual credit class. This change will allow the student to regain eligibility after three weeks if passing grades are achieved. Any student that fails a dual credit course by WCJC standards (below 60) will be removed from the class and not allowed to take any further dual credit courses while enrolled at Needville High School.

Awarding of Credit

All courses passed with an average of 70 or above at the end of each semester (1st and 2nd) will earn one-half (0.5) credit. A yearly average for 1st and 2nd semesters of 70 or above will receive full credit for the course. Students enrolled in dual credit courses will receive college credit **only** for semester averages between 60 and 69.

Report Cards

Report cards will be issued at the end of each six weeks. Designated teachers will issue one copy of the computerized report card which contains all the student's grades (see the Report Card Schedule in this handbook).

Final report cards will be mailed to students furnishing stamped self-addressed envelopes. Students not furnishing self-addressed envelopes may pick up their report cards at the office.

Report Card Schedule

The following schedule will be in effect for the issuing and returning of report cards for the following school year:

<u>Reporting Period</u>	<u>Date Report Card Issued</u>
First Six Weeks	October 3, 2018
Second Six Weeks	November 7, 2018
Third Six Weeks	January 9, 2019
Fourth Six Weeks	February 20, 2019
Fifth Six Weeks	April 10, 2019
Sixth Six Weeks	May 31, 2019

Progress Report Schedule

Progress reports will be issued to all students at the end of the each three weeks of a grading period. The following schedule will be in effect for issuing progress reports during this school term:

September 19, 2018
October 24, 2018
December 5, 2018
January 30, 2019
March 20, 2019
May 8, 2019

Procedures for Re-teaching

Section 75.170 of the Texas Administrative Code states: "Each school district board of trustees shall establish policies on grading, promotion, retention, remediation, and placement of students. Each board of trustees shall be charged with the responsibility of providing a policy ensuring mastery of the essential knowledge and skills of each subject or course of study. In addition, each board shall establish an acceptable procedure to re-teach non-mastering students."

Re-Teaching

1. As demonstrated above, state law requires re-teaching for all students who do not master a minimum of 70% of the essential elements (state definition of "non-mastery").
2. Students who make below 70 on any major test (excluding projects, notebooks, composition, and semester exams) must be re-taught the essential knowledge and skills covered by that test.
 - a. Re-teaching is providing the student additional opportunities to achieve mastery through alternative instructional strategies.
 - b. Re-teaching is an integral part of the lesson cycle and may occur in many different situations, such as:
 - * the correcting of tests and discussion of answers
 - * direct teaching as a teacher checks for understanding
 - * guided practice as a teacher monitors
 - * independent practice as students work individually or in cooperative learning groups
 - * the resource support network
 - * tutorials both inside and outside the classroom
 - * peer teaching
 - * volunteer assistance

Tutorial Services

Tutorial services will be provided each day for students enrolled in Needville High School. These services will be available to any student failing or needing assistance in any subject. All available staff members will be in the classroom areas to assist students Monday through Friday mornings starting at 7:35 until 7:55 unless the teacher is at an assigned duty station.

Edgenuity

Needville High School offers students that have failed certain classes the opportunity to regain credit through a computer based, self-paced curriculum called Edgenuity. Credits for any class taken through the Edgenuity curriculum will not be used in the calculation of class rank or GPA. The following rules will govern this class:

- Cheating will not be allowed. Any student caught cheating on any Edgenuity assignment will immediately be removed from the class and returned to the normal classroom. Any student caught cheating will not be allowed to return to Edgenuity until the next school year.
- Only students that have failed a class for one year with a grade of 60-69, or have failed a class for two or more years will be allowed to use the Edgenuity curriculum.
- Students that do not complete at least a semester of work each semester will be removed from the class, and will not be allowed to return to the Edgenuity curriculum until the next school year.
- Students using the Edgenuity curriculum will only be allowed to take one class at a time. After completion the student may then begin another class on Edgenuity.

Students may use Edgenuity for credit advancement. EOC restrictions apply to these classes, and Needville ISD will charge \$150 per semester course.

Exemption Policy

I. Semester exam exemptions must meet the following criteria:

- 1) Grade/Absence requirements-
 - a. Grade of 70 and no absences
 - b. Grade of 75 and 1 absence
 - c. Grade of 80 and 2 absences
 - d. Grade of 85 and 3 absences
 - e. Grade of 90 and 4 absences
- 2) Cannot exceed 2 days ISS and/or OSS assignment in the semester of exemption.
- 3) No AEP assignments for the semester of exemption.
- 4) No outstanding fines or fees
- 5) Dual Credit and Concurrent Enrollment classes **are not** covered by this policy.
- 6) This policy applies to both semester and full year classes.
- 7) Seniors can be exempt from both fall and spring exams. Underclassmen can be exempt from spring exams only.
- 8) Exemptions will be posted by Monday, Dec. 17th (Fall) and Tuesday May 22nd for seniors (Spring) and Friday, May 25th (Spring) for underclassmen.
- 9) Minimum grade and absence requirements range from the start of each semester to Dec. 14th for the Fall semester and May 25th (May 21st for seniors) for the Spring semester.
- 10) Any student that exceeds the number of absences, but has a grade that is 90 or higher and has scored masters level on the EOC for that class, can be exempt from the final for that class only.

Semester Exam Schedule

First Semester: Tuesday, December 18, 2018

Second Semester Tuesday, May 28, 2019

Period 4 8:00 – 10:00

Period 8 10:05 – 12:05

First Semester Wednesday, December 19, 2018

Second Semester Wednesday, May 29, 2019

Period 3 8:00 – 10:00

Period 7 10:05 – 12:05

First Semester Thursday, December 20, 2018

Second Semester Thursday, May 30, 2019

(Senior Exams for Periods 2 and 6 will be given on Thursday May 23, 2019)

Period 2 8:00 – 10:00

Period 6 10:05 – 12:05

First Semester Friday, December 21, 2018

Second Semester Friday, May 31, 2019

(Senior Exams for Periods 1 and 5 will be given on Friday May 24, 2019)

Period 1 8:00 – 10:00

Period 5 10:05 – 12:05

Students **will not** be allowed to leave early on exam days unless the student is exempt. All non-exempt students will be released at 12:05. Any student wishing to eat lunch may remain for lunch and then leave afterwards or wait for buses to run at normal times. Any student that misses the scheduled exam date due for any reason will not be allowed to make up his/her test during other testing times. Make up times will be Monday, January 7, 2019 at 1:00 PM for the first semester and Monday, June 3, 2019 at 1:00 PM for the second semester. If the last exam day or more than one exam day is missed, the student will be required to make up his/her exam on January 3, 2018 at 1:30 PM for the first semester and Tuesday, June 5, 2018 at 8:00 AM for the second semester.

Exams will not be given early for any reason.

Schedule Change

Schedules will not be changed unless a legitimate reason is given to the principal, counselor and teachers involved. They must feel that a change is justified and advantageous to the student. A schedule change request may be submitted by the student but this request must be signed by parent/guardian. Even upon application, some schedules cannot be changed due to conflicts on the master schedule. Students enrolled in a two (2) semester course will not be allowed to drop that class after the first semester.

Students in a Pre AP/AP class have three weeks to request a schedule change each semester. After the three weeks, the student will not be allowed to change schedules until semester.

Parent-Teacher Conferences

If a parent-teacher conference is needed by the parent, teacher, or administration it will be scheduled during the teacher's conference period. A parent may contact the teacher directly to schedule a conference, or if a parent wishes they can contact the counselor's office so that a conference can be scheduled during the teacher's conference period.

V. Counseling

Academic Counseling

Students are encouraged to talk with the school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the minimum, recommended and distinguished achievement graduation programs`. Counselors can direct each student individually as to what high school courses will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about available financial aid and housing.

Students are urged to consult the counselor for interpretation of test results. Knowing one's individual strengths and weaknesses is of great help in planning for the future and in improving a weak area at the present time.

Pamphlets on different personal phases of interest to students are in the counselor's office. A file of reading material in vocations is available at all times for students to consult. If a student desires particular information on any of these, the counselor will attempt to get it for him or her.

Computer programs and videos are available concerning colleges, careers, scholarships and SAT/ACT/TSTI preparation.

Personal Counseling

This portion of the handbook is designed to provide students and parents/guardians with information about the counselors and counseling services available in our school.

School counselors hold the professional certificate in counseling issued by the Texas Education Agency on the recommendation of the college or university where the counselor has obtained a master's degree in counseling or psychology. Such programs prepare counselors to work with children of all ages and grade levels.

Our counselors believe that most children have the capacity to resolve their own problems and to make their own decisions with the professional assistance of a counselor serving as a facilitator. Each counselor's goal is to help each child develop positive feelings of self as well as the problem solving skills necessary to be effective citizens in today's world.

Our counselors spend time counseling with children in their offices, provide guidance services to children in classrooms, confer with teachers and parents to promote the best interests of children and serve as a liaison to outside agencies that also serve the interests of children.

The counseling relationship is a professional relationship and counselors have a professional code of ethics. Our counselors are aware that there are times when a counselor must confer with others regarding a particular child's problems in order to best serve that child. Our counselors are required by state law and their own professional code of ethics to report any form of child abuse or endangerment whether to self or others. To the extent possible under legal and ethical guidelines, the privacy rights of children and their families are protected by our counselors.

It is impossible for a counselor to guarantee specific results in working with any child. Our counselors are dedicated professionals who will work diligently with children and others legally involved in the children's lives in an attempt to help the children achieve important developmental goals. Our counselors follow accepted standards of practices for the profession. If you have questions about counseling services, call Mrs. Orsak or Mrs. Pohler at 979-793-4158.

VI. Curriculum

Course Load

Students must take eight (8) courses each year. A student must earn a minimum of 26 state credits (following the graduation guidelines for the Recommended Graduation plans or the Distinguished Achievement Plan) to graduate from Needville High School. Local credits do not fulfill state requirements.

Semester System

Needville High School operates on a semester system. The school year is divided into two semesters.

The school year consists of 75600 minutes. Each semester is approximately half of the total length.

- (1) All courses being taught for 50 minutes per day for the entire year will have the value of one credit.
- (2) All courses being taught for 100 minutes per day for the entire year will have the value of two credits.
- (3) All courses being taught for 150 minutes per day for the entire year will have the value of three credits.
- (4) All courses being taught for 50 minutes per day for one-half year (one semester) will have the value of 0.5 (1/2) credit.

Importance of Course Selection

Planning course selection in high school is a very important process. One should consider carefully needs and abilities. As one enters the ninth grade, high school requirements and plans for the future should be considered. Students often realize at the end of their senior year that they have not taken the subjects that would prepare them for their plans after graduation. It is the desire of the high school faculty and administration that all students receive proper counseling to be sure that they have the courses in high school which most nearly meet their needs in the future.

Summer School

Needville High School offers summer school for advancement purposes. Students will be allowed with the principal's/counselor's approval, to attend accredited summer schools. Summer school credits from other accredited institutions are used for emergency or enrichment only and do not become a substitute for residency work.

A. Emergency

1. Students must have failed a subject in residence.
2. Students transferring to Needville High School and lacking credits for classification as a result of the changing of schools.
3. A student whose class has already graduated and the student needs the credits to graduate.

B. Enrichment

1. College preparatory/concurrent enrollment
2. Courses not offered in curriculum.
3. Courses the student cannot fit into their schedule during the regular school year.
4. Students on track to graduate early.

Summer school grades will not count towards class rank. See your high school counselor for more information.

Credit by Examination with Prior Instruction

Students in grades 9-12 may use credit by examination to demonstrate mastery in any subject to earn credits in any academic course at the secondary level, with the prior approval of the appropriate administrator. Examinations used to earn credit under this policy shall assess the student's mastery of the essential knowledge and skills.

Eligibility

The minimum eligibility requirement is that the student has had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. In addition to the required prior instruction, a student shall have received a course grade of at least 60 in order to use credit by examination to make up a failing grade.

Excessive Absences

A student who was denied credit due to excessive absences will not be permitted to earn or regain course credit through credit by examination.

Extracurricular Activities

Credit by examination with prior instruction shall not be used to gain eligibility for participation in extracurricular activities.

Passing Scores

To receive credit, students shall score a grade of 70 or above on the examination.

Procedures

Tests shall be administered within 30 days of the end of the school year.

Credit by Examination without Prior Instruction

Test Selection

The Superintendent or designee shall be responsible for development and/or selection of tests for students without prior instruction. Whether tests are developed by the Needville ISD or purchased from a State Board-approved university, each examination shall thoroughly test the essential knowledge and skills in the APPLICABLE grade level or subject area. Tests developed by Needville ISD will be approved by the Needville School Board.

Test Dates

Needville High School will provide windows to test for credit by examination. See the counselors to set up dates inside those windows.

Registration

A student planning to take an examination for acceleration shall be required to register with the counselor no later than 30 days prior to the scheduled testing window on which the student wishes to take the test. Registration forms may be obtained from the counselors and will require a parent signature. The test will be administered at Needville High School.

Fees

No fee shall be charged for an examination for acceleration provided by the Needville ISD. If a parent or student requests an alternate examination, Needville ISD may administer a test purchased by the parent or student from a State Board-approved university.

Credit Approval

Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee. Students in grades 9-12 must attain a minimum score of 80% on the designated test to receive credit for a course without prior instruction.

Retesting

A student may not attempt to earn credit by examination for a specific high school course more than two times.

Correspondence Courses

All students enrolled in grades 9-12 as of September 1 of each year shall be eligible to take correspondence courses and earn credit toward graduation. Prior to enrollment in correspondence courses, students shall make written request to the principal and counselor for approval to enroll in the course. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment. The correspondence program shall be supervised by their counselor.

A student may be enrolled in only one correspondence course at a time. Grades earned in correspondence courses shall not be used in computing class rankings. Students may earn a maximum of 3 state required credits through correspondence courses. Seniors who are enrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least thirty days prior to the graduation date in order to be eligible for graduation at the end of the term. Contact the high school counselor for more information.

Physical Education Waiver

The District shall allow students to substitute certain physical activities for the ½ required units of physical education. Such substitutions shall be based on the physical activity involved in:

1. Marching Band during the Fall semester
2. Athletics

Olympic-Caliber Physical Activity Programs

The District shall award state credit for physical education for appropriate private or commercially-sponsored physical activity programs conducted either on or off campus, upon approval by the commissioner of education.

Classification for Physical Education

The District shall classify students for physical education on the basis of health into one of the following categories:

1. Unrestricted--not limited in activities.
2. Restricted--excludes the more vigorous activities.
Restricted classification is of two types:
 - a. Permanent--A member of the healing arts licensed to practice in Texas shall provide written documentation to the school as to the nature of the impairment and the expectations for physical activity for the student.
 - b. Temporary--Students may be restricted from physical activity in the physical education class. A member of the healing arts licensed to practice in Texas shall provide written documentation to the school as to the nature of the temporary impairment and the expected amount of the temporary impairment and the expected amount of time for recovery. During recovery time, the student shall continue to learn the concepts of the lessons but shall not actively participate in the skill demonstration.
3. Adapted and remedial--specific activities prescribed or prohibited for students so classified as directed by a member of the healing arts licensed to practice in Texas.

Fitness Gram Requirements

Physical Education pupils are required by state law (Senate Bill 530) to participate in the Fitness Gram health-related fitness and activity assessment. The Fitness Gram is a comprehensive health-related fitness and activity assessment and computerized reporting system. One of the unique features of the program is that it allows teachers to produce individualized reports for each student in a class. The reports provide feedback based on whether the child achieved the criterion-referenced standards for physical activity or fitness. The use of health-related criteria helps minimize comparisons between children and to emphasize personal fitness for health rather than goals based on performance. These standards are age and gender specific and are established based on how fit children need to be for good health.

Academic Eligibility for Collegiate Athletics

National Collegiate Athletic Association Core Curriculum

Students who enter NCAA Division I or Division II institutes in the fall of 1996 or after must satisfy the following requirements.

A freshman student entering an NCAA Division I or II institution in the fall of 1996, or thereafter, must complete a core curriculum of at least 14 academic courses including 3 years of English, 3 years of mathematics (Algebra 1 and above), 2 years of social studies, 2 years of natural/physical science (include one lab, Biology 1), 2 additional years in any of the previous disciplines, and 2 years of a foreign language or philosophy. A grade point average of 2.0 on a 4.0 system must be maintained in core courses. In addition, the student must score a minimum of 900 (combined score) on the SAT or 21 (composite score) on the ACT taken on a national test date.

Remedial, special education, vocational, developmental, and other similar courses will not meet the requirements of the core curriculum. Consequently, no foundation level course can be counted for NCAA eligibility.

Academic Achievement Record (Transcript)

All high school students are awarded the same type of diploma. The seals listed below do not appear on the diploma. However, transcripts will reflect the differing levels of academic achievement by one of the seals below:

Graduating Class of 2018 and After

Students enrolled in the 9th grade for the 2014-2015 school year and after must follow this graduation program and graduate under the Foundation with Endorsement or Foundation with Distinguished Endorsement plan. Students are not allowed to graduate under the Foundation Plan unless the student, the student's parent or guardian, and the counselor/principal agree that the student may graduate under the Foundation Plan.

COURSE	Foundation	w/Endorsement	Distinguished Level of Achievement
English	4		
Mathematics	3		
Science	3		
Social Studies	2 ½		
Economics	½		
Foreign Language	2		
Physical Education	1		
Health	½		
Technology Applications	1		
Fine Arts	1		
Speech	½		
State Approved Electives	5 (at least 2 of 5 must be endorsement electives)		
Total Credits	24	26	26

Foundation Plan

^Needville ISD requires 24 credits to graduate under the foundation graduation plan which is one more than the state minimum

Endorsements

Needville HS will offer the following Endorsements:

STEM

Business & Industry
Arts & Humanities

Public Services

Multi-Disciplinary

To obtain endorsements, students must receive credit in 1 Advanced Math or CTE Math, 1 Advanced Science or CTE Science, and 2 endorsement electives in addition to the credits needed for the Foundation Plan.

Distinguished Level of Achievement

To graduate under the Distinguished Level of Achievement, one must complete the Foundation graduation plan including at least one endorsement, have at least 4 credits in science, and at least 4 credits in math, including Algebra II.

Students that graduate under the Distinguished Level of Achievement and graduate in the top 10% of the graduating class qualify for automatic admission into State Universities in Texas.

Performance Acknowledgements

Students may also earn performance acknowledgements on their diploma and transcript by completing additional requirements. Students wishing to gain performance acknowledgements should meet with the counselors to find out about the additional requirements needed.

DISTINGUISHED ACHIEVEMENT PROGRAM

Purpose of the Distinguished Achievement Program	The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college students or work done by professionals in the arts, sciences, business, industry, or in community service.
Standards for Approval Requirements	<ul style="list-style-type: none"> ◆ Advanced measures focus on demonstrated student performance at the college or professional level. ◆ Student performance is assessed through an external review process.
Requirements of the Distinguished Achievement Program	<p>Students must complete the requirements found in 19 TAC §75.152(h) and receive any combination of four of the following advanced measures - (examples: two AP examinations, one college course, one research project; four AP examinations).</p> <p>Advanced measures include:</p> <p style="padding-left: 20px;">Original research/project:</p> <ul style="list-style-type: none"> ◆ Judged by a panel of professionals in the field that is the focus of the project; Or ◆ Conducted under the direction of mentor(s) and reported to an appropriate audience; <p style="padding-left: 20px;">Test data:</p> <ul style="list-style-type: none"> ◆ a score of three or above on The College Board Advanced Placement examination; ◆ a score of four or above on an International Baccalaureate examination; ◆ a score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student; <p style="padding-left: 20px;">College courses</p> <ul style="list-style-type: none"> ◆ A grade of B or higher on courses that count for 1 year of college credit, including tech prep programs; <p style="padding-left: 20px;">License</p> <ul style="list-style-type: none"> ◆ A license awarded by a professional board or association. (This item may count for only one advanced measure, regardless of the number of licenses received.)

Graduation

Only those students that have successfully completed all state and local graduation requirements and have performed satisfactorily on all sections of the secondary exit-level assessment instrument will be able to participate in the High School Graduation exercises.

1. A student must have shown mastery on ALL parts of the EOC tests before he/she will be allowed to participate in graduation exercises.
2. A student must have successfully completed all state and local graduation requirements in order to participate in graduation exercises.

Graduation is viewed as a dignified and important part of the educational process. The Needville I.S.D. students, faculty, administration, and board of trustees expect each student to cooperate in providing the appropriate atmosphere for graduation exercises.

Senior Class Ranking

The following procedure will be adhered to in determining the class ranking with valedictorian and salutatorian being first and second ranking of the senior class of Needville High School.

Class ranking for the senior class will be accomplished at mid-term of their senior year and at the end of the 5th six weeks for the final ranking [the spring semester average will consist of adding the 4th six weeks grade plus the 5th six weeks grade together and dividing by two to calculate the spring semester average for a class. Final class ranking will be released to the students 14 calendar days after the end of the 5th six weeks.

Class Membership

1. Senior students must be in membership by the first day of school at Needville High School of his or her senior year.
2. Senior student must be in membership of the class at graduation.

Transfer students will be eligible for valedictorian/salutatorian and top ten honors providing the following requirements are fulfilled:

1. Must be enrolled at Needville High School for at least 100% of the school days of their Junior and Senior years. Any student that does not meet this requirement may only be ranked as high as number 11 in the senior class ranking.
2. Provide the Needville High School with grades certified by the principal or his designee of the sending school(s). In the event only letter semester grades are available, the following numeral grades will be assigned for the letter grades:
 - a. A-93, B-85, C-77, D-70.
3. "Advance Placement" courses taken by a student at a previous school attended will count the same as an AP course taken at Needville High School.

Early Graduation

An early graduate is a student who satisfies all the requirements for graduation in 36 consecutive months. A student desiring to graduate early should declare his/her intent by letter to the principal by the end of their sophomore year.

1. Students will be ranked the year of their graduation. Early graduates are a member of the graduating class for the year of their graduation. (See class membership, graduation, and determining class rank for more information.
2. Early graduates may participate in senior activities and graduation exercises the year of their graduation.
3. Early graduates can apply for scholarships the year of their graduation.

Determining Class Rank

Grades for all subjects except local classes will be used to determine class rank.

1. Add the course or credit weight to the semester numerical grade earned by the student for each of the subjects attempted.
2. This becomes the "class rank weighted grade".
3. Sum all "class rank weighted grades".
4. Divide "class rank weighted grades" by the number of semester grades.
5. This becomes the "average class rank weighted grade".
6. The "average class rank weighted grade" for grades 09-10-11 and through the 5th six weeks of grade 12 will be used to determine final class rank, rounded to the nearest thousandth. *[See senior class ranking]*
7. The student with the highest "average class rank weighted grade" will be called Valedictorian.
8. The student with the second highest "average class rank weighted grade" will be called Salutatorian.
9. The top ten are the ten students with the ten highest "average class rank weighted grades".
10. Any Special Education student who is exempted from any parts of the EOC test by the ARD Committee will not be ranked.
11. Any Special Education student who is placed in any core Resource class with a modified curriculum will not be ranked.

Example: John Doe - Grade 11

<u>Subject</u>	<u>Numerical Grade</u>	(x)	<u>Weight</u>	(x)	<u>Course Index</u>	(=)	<u>Class Rank Weighted Grade</u>
English III	94		1		1.0		94
Algebra II	83		1		1.0		83
U.S. History	96		1		1.0		96
Chemistry AP	95		1.1		1.0		104.5
Health	95		1		0.5		47.5
Speech	94		1		0.5		47
Physical Education	92		1		1.0		92
Spanish III (Advanced)	92		1.05		<u>1.0</u>		<u>96.6</u>
					7.0		660.6

Sum of "class rank weighted grade" (660.6) divided by sum of course index (7.0) = (94.371) which is the "average class rank weighted grade".

Grade Point

Grade point is figured as follows and reported on student's official transcript:

Grade	General
A (90-100)	4
B (80-89)	3
C (75-79)	2
D (70-74)	1
Below 70 –	Failing

Course Weights for Class Ranking

The following weight (points) will be added to a student's numerical final grades.

Courses Not Included

In Class Rank

Library Aide
Office Aide
Special Education Classes
EOC Remediation Classes
Cheerleading (second, third, or fourth year)

General Courses (x 1)

Agricultural Sciences Courses
Algebra 1
Algebra 2
Aquatic Science
Architecture and Construction Courses
Athletics
Biology
Bible as Literature
Business Education Courses
Cheerleading (first year credit only)
Chemistry
Creative Writing
Dance
Economics
English 1-4
Family and Consumer Sciences Courses
Fine Arts 1-3
Forensic Science
Geometry
Health
Health Science
Integrated Physics and Chemistry
Journalism 1
Literary Genres
Math Models
Medical Terminology
PALS 1-2
Physical Education
Physics
Professional Communications
Psychology
Sociology
Spanish 1-2
Statistics and Risk Management
Technology Education Courses
Touch System Data Entry
U.S. Government
U.S. History
World Geography
World History

Advanced Courses (x 1.05)

Anatomy and Physiology
Business Information Management w/MCAS
Computer Programming 1-4
Culinary Arts
Debate 1-3
Engineering: The Digital Future
Fine Arts 4
Independent Study in Speech
Instructional Practices in Education
Journalism 2-4
Practicum in Culinary Arts
Practicum in Education and Training
Pre Calculus
Robotics
Spanish 3
Certified Nursing Assistant
Welding with certifications
WCJC Certificate Programs

Pre-AP / AP

(x 1.1 for classes of '18', '19 and
x 1.2 for class of '20)

English Pre-AP/AP
Biology Pre-AP/AP
Chemistry Pre-AP/AP
Physics Pre-AP/AP
Geometry Pre-AP
Algebra 2 Pre-AP
Pre Calculus Pre-AP
Calculus AP
World Geography Pre-AP
World History Pre-AP
U.S. History AP
U.S. Government AP
Economics AP
Computer Science I AP
Spanish I Pre-AP
U.S. History Dual Credit
English 4 Dual Credit
Speech Dual Credit
Trig/Pre-Cal Dual Credit
College Algebra/Finite Math Dual Credit
US Government Dual Credit
Economics Dual Credit

*** Added weight applies only to class rank and grade point average, but does not apply to passing or failing.**

Special Programs

Special programs for eligible students at NHS include Gifted & Talented, Special Education, English as a Second Language (ESL), and Section 504. Parents with questions about these programs should contact the high school counselor or principal, who will answer questions about eligibility requirements, programs, and services offered in the District or by other organizations.

The Response to the Intervention (R.t.I.) process is in place for student's experiencing learning difficulties. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. Parents may contact the person listed below to learn about the district's overall general education referral or screening system for support services.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement informing the parents of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

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

Valerie Orsak 979-793-4158 x1310

Gifted and Talented Program

Services

Gifted and talented students are served in Advanced Placement (AP), Pre-Advanced Placement (Pre AP) and Dual Credit (high school and college credit) classes. AP, Pre AP, and Dual Credit classes are designed to accelerate, provide greater depth, and expand the basic objectives of the subject matter.

Gifted students are served in AP and Pre AP classes in:

English I, II, III, IV

Biology, Chemistry, Physics

Geometry, Algebra II, Pre Calculus, Calculus

World Geography, World History, U.S. History, Government, Economics

Spanish I and II

Computer Science I and II

Dual Credit courses offered include U.S. History, English IV, Speech, Math, Government, Economics

Critical analysis, research skills, cognitive development, creativity, and academic aptitude will be nurtured through the Pre AP, AP, and Dual Credit classes.

Nomination

Nominations of students for the gifted and talented program may be made by administrators, teachers, counselors, or parents in writing and given to the campus counselor. All students who are nominated will be considered for assessment and evaluation by district personnel trained in the practice of gifted and talented education. Assessment and evaluation of nominated students include data from multiple sources, both qualitative and quantitative. December is the official nomination period of the year. Nominations must be received by the last school day of December in order to be considered for screening during the current school year. Students nominated before the December deadline will be screened during January and February to determine eligibility for the next school year.

Identification Criteria

Identification criteria is appropriate to each area of giftedness served in NISD and specific to the state definition of gifted and talented and assures fair assessment of students with special needs. Students shall be assessed, and if identified, provided services.

Parental Consent

Written parental permission is obtained before any special testing or individual assessment is conducted as part of the screening and identification process. Parental consent is also obtained before services are provided to students who meet the identification criteria.

Selection

A selection committee composed of at least three professional educators who have received training in the nature and needs of gifted students has been established on each campus. This committee will evaluate the results of the screening and testing of nominated students according to the established criteria and select students for whom placement in the gifted and talented program is the most appropriate setting.

Assessment

Data collected through objective and subjective assessments (minimum of three) are measured against the criteria approved by the Board to determine individual eligibility for the program. Students must meet a minimum of three out of five criteria in order to be eligible for the program. Assessment tools may include, but not limited to the following achievements tests, intelligence tests, behavioral checklists completed by teachers and parents and creativity assessments. ESL students will be assessed using instruments in the home language of the students when appropriate. Data collected can be no older than three years.

Notification

Parents of nominated students will be notified in writing by the end of March as to the results of the GT evaluation which will be implemented the next school year. Participation in any program or services provided for gifted students is voluntary.

Transfer Students

Students transferring into Needville High School may be placed in the GT program with appropriate information of previous GT placement in the sending district for the remainder of the school year. The student will be screened according to NISD standards in the spring to determine continued placement in the GT program.

Furloughs

The selection committee may place students who are unable to maintain satisfactory performance within the structure of the gifted and talented program on furlough. The purpose of such a furlough is to provide the student an opportunity to attain performance goals established by the selection committee. A furlough also may be granted at the request of the student and/or parent. A student may be furloughed for a period of time deemed appropriate by the selection committee. At the end of the furlough, the student's progress shall be reassessed and the student may re-enter the gifted program, be removed from the program, or be placed on another furlough.

Exit Provisions

Student performance in the program shall be monitored. A student shall be removed from the program at any time the selection committee determines it is in the student's best interest. If a student or parent requests removal from the program, the District shall honor that request after a conference with the selection committee or its representative.

Appeals

Appeals to the decision of the selection committee may be made within 30 days of the notification of placement or non-placement in the GT program. Appeals shall be made first to the selection committee. Appeals must be made in writing by presenting additional information not previously seen by the committee. Any subsequent appeals shall be made in accordance with School Board Manual FNG (Local) beginning at Level Two.

Program Evaluation

The gifted program shall be evaluated annually in the form of program evaluation questionnaires. Teachers, students, and parents involved in the NISD gifted and talented program will complete the questionnaires. Information gained from the evaluation shall be shared with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community.

Community Awareness

The district shall ensure that information about the NISD gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program. A gifted and talented program meeting will be held each year at the High School as part of Open House.

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.

Special Education Referrals:

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

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

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

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's

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

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

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

Contact Person for Special Education Referrals:

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

Contact Person:

Phone Number:

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:

Contact Person:

Phone Number:

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](#)

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición

verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto:

Número de teléfono:

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto:

Número de teléfono:

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)

Special Education

ARDs

A. Transfer ARD

1. It is held when a special education student moves into the district.
2. Individuals to attend this ARD are counselor/parent/student.
3. The schedule for the transfer student is based on classes and placement from the previous school. This placement is made for no more than 30 calendar days. All modifications made are based on information from the parent, student, and previous school.

B. 30 Day ARD

1. It is held for transfer students within 30 calendar days or when the Special Education records from the previous school are received.
2. The school diagnostician holds this meeting.
3. Individuals present at this ARD are:
 - A. Special Education Teacher
 - B. Regular Education Teacher
 - C. Vocational Teacher if appropriate
 - D. Principal or Assistant Principal
 - E. Parent
 - F. Student if appropriate
 - G. Diagnostician
 - H. Others if needed (Related Services, At Risk Counselor, etc)

C. Pre-ARD

1. It is held to discuss re-evaluations. The team decides if a retest is necessary or to continue placement status.
2. Individuals present at this ARD are:
 - A. Principal
 - B. Counselor
 - C. At Risk Counselor
 - D. Special Education Teacher
 - E. Regular Education Teacher

D. Annual ARD

1. It is held yearly for all Special Education students to determine the next year's schedule and class modifications.
2. The Chairman is the Principal.
3. Individuals present are the same as for a 30-day ARD.

E. Initial ARD, Referral ARD, IAT Team

1. The Intervention Assistance Team (IAT) meets when a student is referred for Special Education, 504, or other assistance as needed. Members of this team include:
 - A. Principal or Assistant Principal
 - B. Counselor
 - C. Special Programs Counselor
 - D. Special Education Teacher
 - E. Regular Education Teacher
2. Individuals who usually refer a student for special education are:
 - A. Teacher – Regular Education
 - B. Parent
 - C. Counselor
3. Process for referral:
 - A. The students' name is submitted to the Counselor.
 - B. The Counselor will begin the referral process.
 - C. The referring teacher will give and receive forms for needed information from all other teachers involved. This step needs to be completed within 1 week to 10 days.
 - D. The Counselor, Parent, and Nurse will also complete this information. The counselor will collect all documentation.
 - E. The IAT meets to determine if there is a need for testing, or possible placement in 504 or other modifications.
 - F. The Counselor gets permission to test from the parent.
 - G. All of the above information is sent to the Diagnostician.
 - H. The Diagnostician tests the student for a learning disability or emotional disturbance.
 - I. After testing is complete, an IAT meeting is held to look at the results of the testing and make a recommendation for the student.
 - J. If placement is made, an ARD is held to determine the schedule, and a modification plan that best meets the educational needs of this student.
 - K. Individuals to attend the ARD are the same as the 30-day ARD.

F. Dismissal ARD

1. This meeting is held to dismiss a Student from Special Education services. (This is usually done upon graduation.)
- G. Students in Special Education are usually identified as
1. L.D. – Learning Disabled (This can be in one or more areas of Math, Reading, or Writing)
 - A. Tests must show a 16 point difference between ability and performance to meet state guidelines. (Students may have a high I.Q. and still be L.D.)
 2. M.R. – Mentally Retarded – I.Q. is usually 70 or below
 3. O.H.I. – Other Health Impaired
 4. S.I. – Speech Impaired – ex. Stuttering, etc.
 5. E.D. – Emotionally Disturbed
 6. Homebound – unable to attend school
 7. V.I. – Visually Impaired
 8. H.I. – Hearing Impaired
 9. T.B.I. – Traumatic Brain Injury
 10. Autistic

Individual Transition Plan [ITP] Meeting

The meeting is usually held during the Annual ARD for all students who are 13 or older. This meeting will be held annually until graduation. The purpose is to make plans for the students' transition from High School into a job or post High School Education.

Accommodations for Special Education

- A. Accommodations are decided at any ARD
1. Teachers will receive a copy of the modification sheet for each of their special education students.
 2. These Accommodations are legally binding and must be followed.

Inclusion

A. To the maximum extent possible, students in special education receive their in-school Educational services in the general education classroom with appropriate in-class support.

1. A Special Education Teacher or Aide may be in your classroom for all or part of a class period, several days a week and will work with the Special Education student.

The Learning Center (TLC) / Content Mastery (CM)

A. TLC/CM will be available to students in special education, 504, ESL and other regular education students with administrator approval.

1. Students attending will get extra help on assignments, tests, etc.
2. The TLC/CM is available to the student from 7:40 A.M. to 3:49 P.M.
3. The teacher can send the student after any lecture time during the class period to get help with an individual assignment. If at all possible, please give prior notification of tests. (Every student coming to TLC/CM from the classroom should have a TLC/CM pass from the teacher indicating their assignment.)

4. TLC/CM will also track the grades of these students and try to ensure their success with consistent communication between teacher, student, and TLC.

English as Second Language Program

English as a Second Language (ESL) services are provided to students who are found to be limited English proficient (LEP) by the Language Proficiency Assessment Committee (LPAC). The LPAC consists of an administrator, an ESL/ESOL teacher, a counselor, and a parent of an ESL/ESOL student. ESL services are provided in a pull-out program taught by an ESL/ESOL teacher.

The program is designed to enable limited English speaking students to become competent in comprehension, speaking, reading, and composition of the English language. The program emphasizes the mastery of English language skills in mathematics, science, and social studies. The program addresses the affective, linguistic, and cognitive needs of LEP students.

The ESL program modifies the instruction, pacing, and materials to facilitate academic success and works to ensure that LEP students have a full opportunity to master the TEKS.

Identification Criteria

1. Student/parent indicates on the home language survey that a language other than English is spoken at home.
2. The student is given the LAS oral proficiency test in both English and Spanish and the LAS reading and writing sections in English.
3. An LPAC meeting is held to look at the results of the testing and to examine the past academic and testing history of the student. The LPAC makes recommendations based on these results.
4. LEP Students, whether or not serviced in the ESL program, shall take the TELPAS each year to determine their English listening, speaking, reading, and writing levels. The results of the test will determine improvement from the previous year's test.

Notification

Parent and student shall be notified in writing upon selection of the student for the ESL program. The District shall obtain written permission from parents before a student is placed in the program.

Assessment

The LPAC shall meet to determine standardized assessments each student shall receive during the school year.

Annual End-of-Year LPAC Meeting

The LPAC shall meet before the end of the school year to review the academic and testing progress of each LEP student and make recommendations for the next year. A report on the academic and testing progress shall be sent to parents of LEP students after the end of the school year.

Exit Provisions

Student performance in the program shall be monitored. A student may be reclassified as non-LEP if he/she passes all sections of the TAKS test, the LAS oral proficiency test in English, and is academically successful.

The academic and testing progress of monitored students shall be monitored for two years after reclassification.

Section 504 Services

504 Student Eligibility

The following questions must be answered:

1. Does the student have a physical or mental impairment?
2. Does it affect a major life activity? Example: Does it affect learning?
3. If it affects a major life activity: does it affect to a substantial extent?

Students with physical and/or mental disabilities that impact their educational achievement as determined by a 504 Committee receive accommodations and support services as specified in an Individual Accommodation Plan (IAP). Students enroll in course work with non-disabled peers and must meet credit requirements and master the Exit TAKS in order to earn a high school diploma.

Coursework content **is not modified or changed**. However, processes that accommodate that student's disability and are needed to facilitate academic success are provided. The student's Individual Accommodation Plan (IAP) is reviewed periodically and changes may be made based on educational progress.

504 Students

- A. For some students with educational needs, but who are not special education such as:
1. Dyslexia
 2. ADHD/ADD (Attention Deficit Disorders)
 3. Students with some physical limitations
- B. Annual meetings are held by the Special Programs Counselor and modifications are determined. All specified accommodations must be followed.

VII. General Procedures and Guidelines

Activity Fund

All checks payable to the school must be written payable to the Needville ISD Activity Fund. Only class sponsors and class presidents should go to the Administration Building to check on class financial records.

Library

The library is open daily from 7:35 a.m. - 4:30 p.m. and both lunch periods for student checkouts and research. Students needing to use the internet for research must have a pass from their subject teacher and a Student ID card with proper computer validation. The standard checkout period is three weeks, with fines assessed only for lost or damaged books. A copy machine is available for student use at 10 cents per copy and 25 cents per colored copy.

Lunch

The district participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information can be obtained in the principal's office.

Cafeteria

Every person will be required to eat lunch in the cafeteria no matter whether you bring your lunch or buy it in the cafeteria. **Students are not permitted to leave the campus to eat lunch.** Move into the cafeteria in an orderly fashion with no running, pushing, or loud noises. Classes are in progress in other parts of the building.

Cafeteria Prices

<u>Breakfast</u>		<u>Lunch</u>	
Students	\$ 1.50	Students	\$2.75
Students-reduced	0.30	Students - reduced	0.40
Adults	2.25	Adults	3.25

Morning Procedures

Breakfast will be served from 7:15 a.m. to 7:50 a.m. The first bell will ring at 7:55 a.m. and all students will report to their first period class. Eating breakfast will not be an excuse for being tardy.

Upon arrival at school, students will go to the cafeteria unless attending tutorials. If attending tutorials, the student must check in with hall monitor and go immediately to that teacher's classroom. Students who have been absent from school will report to the office for their admission slip before the 7:55 bell. Students that do not go to the cafeteria for their admission slip will be considered tardy to 1st period.

Lunch Procedures

- a. Students will remain in the cafeteria or go to the library with a pass for the entire lunch period.
- b. **EATING AREA:**
 1. Lunches, items purchased from the cafeteria, and food brought from home will be eaten in the cafeteria.
 2. Every student is expected to keep the cafeteria and surrounding area clean by putting disposable plates, cups, cans, paper, and other trash in the proper receptacles.
- c. Restrooms near the cafeteria are available during lunch for student use.

NO LOITERING WILL BE ALLOWED IN THE RESTROOMS.

Vehicles on Campus

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

Parking Lots

THE PARKING LOTS AND VEHICLES ARE OFF LIMITS TO STUDENTS DURING THE SCHOOL DAY.

Needville ISD Safety Rules for School Bus Riders

1. Be at your stop – five minutes early.
2. Stand back from the edge of the road or curb because the bus is required to be pulled off on the side of the roadway.
3. Loading and unloading procedures:
 - a. Stand in line at least five feet back from bus stop to avoid accidents.
 - b. Permit younger students to board first, then older girls, then older boys.
 - c. Watch your step. Step on and off quickly, quietly, and without crowding, pushing, or shoving.
 - d. Do not play at the bus stop. Watch traffic at all times.
 - e. Move away from the bus as soon as you get off to avoid falling under the rear wheels of the bus.
 - f. To cross a roadway: If the driver instructs you to cross without his escorting you, move at least 10 feet in front of the bus on the shoulder or curb and wait for the driver to signal you across.
4. If the driver signifies or instructs you that he will escort you across the roadway, he will precede you off the bus and across the road or street.
5. Be seated before the bus begins to move. Remain seated until the bus stops.
6. Do not put your head, arms, or any other body part out of window.
7. Never put anything in the aisles.

8. Band instruments too large to be held in the lap, placed in book racks, or under the seat may not be transported on the bus.
9. Live animals, insects, or dangerous objects of any nature, may not be brought on buses by anyone.
10. Cold drink bottles or cans are not permitted on buses.
11. Use of tobacco in any form is prohibited while riding the bus.
12. Damage to the interior of the bus by a student must be paid for by the student or the students causing same.
13. Eating on buses is not permitted. Exception: extra-curricular trips when approved by bus sponsor.
14. Never throw objects of any kind from buses.
15. To prevent overcrowding of buses, please do not invite large groups of friends to ride a bus home with you.
16. Only students enrolled in Needville ISD are permitted to ride buses.
17. Follow any other instructions given you by the bus driver and-or sponsor.
18. Never use the rear emergency door to enter or exit the bus except in any emergency.

School Sponsored Trips in General

The school will provide buses and drivers for the sponsored extracurricular activities of the school which have been approved and placed on the official calendar of the school.

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made if a written request is received before the scheduled trip from the parent or guardian of the student stating that the student may ride with a designated adult. The parent/adult who is to take the student home must give the signed note to the sponsor at the event before leaving with the student. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. Students cannot ride with other students. All over night trips must be approved by the school board and this approval must take place before any planning for the trip can take place. Activities included under this ruling are athletic teams, bands, F.F.A. groups, F.H.A. groups, cheerleaders, U.I.L. literary, and all other school sponsored groups.

Student Activities

All class or student activities will first be discussed with the proper sponsor and approved by the sponsor who will then get the approval of the principal. All rules that apply to school will apply to all school activities, contests, and events.

Parties

No parties will be held during the school day.

Class Meetings

Class meetings deemed necessary by the Administration will be scheduled during the school day. Other class meetings will be scheduled by the class sponsors and officers.

Junior – Senior Prom

The Junior Class will host a Junior-Senior Banquet or a Junior-Senior Prom either on or off campus. Details will be worked out by the class, sponsors, and administration.

Junior – Senior Prom Fundraising

Needville High School has a buyout program instead of any direct sales to pay for Prom. This buyout program will give students options and fee schedules to pay for their admission into Prom for their Junior and Senior years of high school. Additional fees will be charged for dates that are not NHS Juniors or Seniors or non NHS students.

Fund-Raising

The sale of raffle tickets and other fund raising projects at school is limited to school-related organizations: Band, 4-H, Scouts, Youth Fair, Junior Class, etc. Permission to have a fundraiser must first be granted by the principal. *The sale of candy will not be permitted on school property.*

Cell Phones and Electronic Devices

Cell phones are not to be used to make or receive personal phone calls or text messages during class time. Students may use their phones in the hallways, cafeteria, restrooms to send and receive text messages and outside of the building to speak on the phone before, after, and during passing periods of school time.* Once a student enters a classroom, phone use is not permitted. If the student's phone rings, or is out during class time for any reason, the phone will be confiscated and returned to the parent/guardian at the end of the next school day and the incident will be written up on a discipline referral slip. On the 2nd offense and each subsequent offense, the cellular phone will be confiscated, discipline issued and the phone will be returned to parent/guardian at the end of the next school day plus a storage fee of \$15.00 cash. Any electronic device will be confiscated and treated in the same manner as cell phones. This includes but is not limited to Laptop Computers, CD Players, iPods, Game Boys, etc. All confiscated items are subject to search by NISD administration or their designees.

*This change in procedure can be revoked and returned to the previous procedure at any time during the school year at the discretion of campus administration if the new procedure is not working or students are not following the standard.

Vending Machines

Bottled water/drink machines have been installed for the convenience of the students and will be open all day. All bottles/cans are expected to be discarded in the wastebaskets provided. Do not hit or abuse the machines. Notify the office when the machine malfunctions. Soft drinks are not be allowed in any of the building or classrooms other than the cafeteria.

Use of the Telephone

STUDENTS WILL NOT BE EXCUSED FROM CLASS TO USE THE TELEPHONE. The student must have permission from school personnel in the front office to use a phone. Students shall only use the phone for school business. The office personnel will not call a student out of class to take a telephone message unless it is an extreme emergency. Other messages will be delivered as soon as possible.

Deliveries for Students

Students will be notified that they have items in the front office to pick up. Items delivered for students will be stored in the office area and given to the students by the end of the school day. NHS faculty and staff are not responsible for items not picked up by the student.

Posters

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action. Approved signs and posters may be displayed only in designated areas.

Loaning of Money

The office will not loan money to students.

Sexual Harassment

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

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behavior known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or Assistant Superintendent, who serves as the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent must request a conference within 10 days with the Superintendent or designee by following the procedure set out in Board Policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

Student Complaints

EXCLUSIONS

Student complaints regarding instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are covered by separate policies. Students shall comply with those procedures before bringing a complaint to the Board under Level Three of this policy. (See legal and/or local provisions at EFA, FDD, FDA, FOD, and FMA, respectively.) Student or parent complaints regarding the special education program shall be handled in accordance with the procedures set out in the parents' rights handbook provided to parents of all students referred to special education. Special education matters shall be heard by impartial special education hearing officers; not District employees or the Board.

Student or parent complaints with respect to actions regarding the identification, evaluation, or educational placement of a handicapped student who is not eligible for special education shall be handled in accordance with the procedures in FB and FB (L).

PURPOSE

The purpose of this policy is to secure prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, handicap, or limited English proficiency.

PRESENTATIONS

In most circumstances, students shall be entitled to administrative conferences and informal presentations of the complaint to the Board.

REPRESENTATION The student may be represented by an adult at any level of the complaint.

If the complaint involves a problem with a teacher, the student shall in most circumstances be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.

LEVEL ONE

A student who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student within five days.

LEVEL TWO

If the outcome of the conference with the principal is not to the student's satisfaction, the student has ten calendar days to request a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the principal.

LEVEL THREE

If the outcome of the conference with the Superintendent or designee is not to the student's satisfaction, the student may submit to the Superintendent a written request to place the matter on the agenda of the next scheduled board meeting.

EXECUTIVE SESSION

If the complaint involves complaints or charges about an employee, it shall be heard by the Board in executive session unless the employee involved requests it to be public.

Complaints

Students and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact Curtis Rhodes at 979-793-4308. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be brought to Curtis Rhodes, 979-793-4308.

Lost and Found

Any misplaced articles should be turned in to the office. Anyone who has misplaced or lost any article should report it immediately to the principal's office. Items unclaimed at the end of semester will be disposed of.

End of School Year

Student's records must be clear to have final grades posted and receive a report card. This includes paying for lost or damaged books, library books, dues, fines, late grade notices, etc.

Transcripts

Turn in a Transcript Request Form in the student services office.

Textbooks

1. BOOK CHECK-IN

A student's final grades will not be posted until all books are returned or paid for in full.

STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL EARLY UNTIL ALL BOOKS ARE RETURNED OR PAID FOR IN FULL.

2. LOST AND DAMAGED BOOKS

Students will pay for lost and damaged books in the office. Students will receive a receipt upon payment. A copy of the receipt is to be returned to the appropriate teacher.

False Fire Alarm

State regulations required that Needville I.S.D. install a fire alarm system on the high school campus. Activating a false alarm is punishable under school discipline policy and state law.

Fire Drill Instructions

The fire alarm will be by a siren. If the drill takes place during a class period, proceed immediately in single file to the exit designated for the room. If it takes place at other times, move promptly to the nearest exit. Move in a quiet, orderly fashion. There is to be no talking from the time the signal sounds to evacuate the building until the time it sounds to re-enter the building. Obey all directions from the

faculty and staff members without question and without delay. Walk briskly, but do not run. If you find a blocked exit, the first person reaching the area should raise his right arm above his head which is a signal that should, in turn, be repeated throughout the line. All members of that line should immediately change direction and, taking care not to interfere with any other line, should leave through the nearest unblocked exit.

Storm and Tornado Instructions

General Procedures in the event of a tornado or storm:

1. Keep students in classroom, unless procedures for your building state otherwise (see below).
2. Move students to a wall that is not an outside wall.
3. Keep students away from glass doorways and windows.
4. Students are to sit down.
5. Students should bend over and protect head and neck with hands.
6. Remain with your students.
7. Remain calm at all times.

Students will be directed by classes through the PA system.

Weather Information – School Closing

Due to inclement weather, Needville I.S.D. may need to cancel school. Should this become necessary, the following stations will broadcast instructions for our district:

KILT - 100.3 FM

KTRH - AM 740

Instructions will be given between 6:00 - 6:30 a.m.

Parents and guardians can check the district website and the student notification call out system can also be used to inform parents and guardians.

In the event that the weather becomes severe during the school day, in most instances school will not let out early. School will dismiss as usual. On extreme rare occasions in which school would let out early, your child will not be taken home unless there is communication and verification of supervision at home. The NISD staff will supervise the students on campus until parents can come to pick them up.

VIII. Livestock Show Participation

General

Students who are members of the local FFA chapter may exhibit projects during the school year that require the student to be absent from school. As per 19 STAC 75.411 (a), a student may participate in any school-related or sanctioned activity on or off campus and be counted as present a limited number of times per TEA and Board policy.

Attendance Regulations from TEA

A school official must supervise the student while participating in a livestock show which causes the student to be absent from school. If a school official does not supervise the student, the local district may not be able to count the student present during the time in which the student is absent and exhibiting a project. In order to receive credit in a course a student must be present at least 90 percent of the scheduled days of school. Thus, if a student receives permission to show an exhibit where a school official is not present, the absence may be excused as a "parent generated note" but will be counted as an absence covered by 19 STAC 75.411 (a).

Livestock Shows Sanctioned by Administrative Regulations

The Needville I.S.D. designated the following shows to be supervised by school officials:

Fort Bend County Fair	Needville Youth Fair
San Antonio Livestock Show	Fort Worth Livestock Show
Houston Livestock Show	Star of Texas Show

Livestock Shows and County Extension Agent

Students may exhibit projects and be supervised by an adjunct staff member as per 19 TAC 129.21. The adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher's Retirement System of Texas. If a student is supervised by an adjunct member, the student's absence is covered by TAC 75.411 (a) which is the "10 day rule".

IX. N.I.S.D. Health Policy

Immunization Requirements for 2018-2019

The State of Texas requirements for immunization are:

1. DPT, DTaP or Tdap – Students grades Pre-K-12 must have 5 DPT (Tdap) unless the fourth dose was administered on or after the 4th birthday. Students 7 years or older must have three doses of any combination DTP/DTaP/Tdap vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists (a Dr. note will be required). Beginning August 1, 2009, all students entering the seventh grade will be required to have a booster dose of Tdap if it has been five years since their last dose of tetanus-containing vaccine. Students in grades 8-12 are required to have a booster dose of Tdap if it has been ten years since their previous dose of a tetanus-containing vaccine.
2. Polio (IPV) – All students, grades Pre-K-12 must have 4 doses, unless the third dose was administered on or after the 4th birthday.
3. Measles, Mumps, Rubella – The first dose of MMR must be received on or after the 1st birthday. Pre-K must have at least 1 dose. For K-8th grade, 2 doses of MMR are required. For 9th–12th grade, 2 doses of a measles-containing vaccine, and 1 dose each of rubella and mumps vaccine is required.
4. Hepatitis B – Grades Pre-K-12 must have 3 doses.

5. Varicella (Chicken Pox) – The first dose of varicella must be received on or after the 1st birthday. Pre-K must have at least 1 dose. For grades K–12th 2 doses are required. For any student who receives the first dose on or after 13 years of age, 2 doses are required. If your child has had chicken pox, proof of illness must be provided to the school.
6. Hepatitis A – All students entering Pre-K-9th grade must have two doses with the first dose received on or after the 1st birthday.
7. Meningococcal: All students entering 7th-12th grade will be required to have one dose of meningococcal (MCV4) vaccine, on or after their 11th birthday.
8. HIB – Pre-K only - 1 dose required on or after 15 months of age or a series of 4 completed prior to 15 months.
9. Pneumococcal- Pre-K only - must have completed the series. Check with your Dr. regarding your child's requirements.
10. TB – All students enrolling from a foreign country in our District schools for the first time must present proof of a negative Tuberculin skin test within the past 30 days. If the student's TB skin test is positive, they must present proof of a chest x-ray that is negative for Tuberculosis, and if indicated, proof that they are under treatment of a doctor by medication that will prevent them from developing an active case of tuberculosis. If at any time during the course of treatment the student fails to comply with this medical regime, he/she may be excluded until he/she presents proof from the doctor that he/she either has resumed treatment or is not considered contagious for the spread of tuberculosis.

Exclusion from Compliance

The immunization requirements now include an exemption from immunizations for reasons of conscience, including a religious belief. This change was a result of House Bill 2292 passed by the 78th Legislature. This law was effective on September 1, 2003. To claim exclusion for reasons of conscience, including a religious belief, the child's parent or guardian must present a signed affidavit form to the school. The affidavit will be valid for a **two year** period only.

School Immunization Records

All schools are required to maintain records of the immunization status of individual students. Signatures or rubber stamp validation of personal records by physicians or public health clinics are required.

Medication

A student who must take a prescription (or over-the-counter) medicine during the school day must bring a written request from his or her parent and the medicine, in its properly labeled bottle (the original container), to the clinic. The note must include the child's name, the amount and time medication is to be given and the parent's signature. Authorized District employees may administer the medication. Medication that has not been approved by the Federal Drug Administration (FDA), homeopathic agents, medications prescribed or purchased outside of the United States, home remedies, or herbal products will **NOT** be given. This is in accordance with the District Medication Policy.

If your child has any condition such as asthma, frequent headaches, or allergies, please send the appropriate prescription or over the counter medication to leave in the nurse's office. *The student and parent will be responsible for supplying medication that is needed. The school will not give any student medication if not brought from home.*

Students are not allowed to have any medicine, drug, or other pharmaceutical in their personal possession on school grounds at any time. However, it is sometimes necessary for students to receive medication during the school day, either for temporary illnesses or for more permanent medical conditions. Any medication (prescription or over-the-counter) brought to school for this purpose must be turned over to the school nurse immediately upon arrival at school. It is important that both student and parent understand that students are **NOT ALLOWED** to have any drug or other medication on their person while at school. Personal possession of even a properly prescribed medicine is a serious Level II discipline infraction that will result in the student being placed in In-School Suspension (ISS) as a minimum. Possession of a medication that was not prescribed for the particular student, or for which the prescription has expired, or which is included on the list of Controlled Substances (e.g., Ritalin, Adderall) on school grounds is a criminal infraction. Any student found in personal possession of any medication under these circumstances will be referred to the Needville ISD police department for criminal charges as well as receive school discipline.

Note:

A specific exception to the “No Personal Possession” rule is made for emergency inhalers for students with asthma or other respiratory problems. Refer to the **School Asthma Action Plan** for the guidelines. If any other circumstance arises in which a student needs to keep some sort of emergency medicine or equipment nearby for immediate use, the principal and the nurse should be informed by the parent and a note from the student’s doctor will be kept on file to document the need.

School Asthma Action Plan

House Bill 1688 authorizes students with asthma to possess and self-administer asthma medicine on school property or at a school-related event if the student has met the following:

- (a) the prescription asthma medicine has been prescribed for the student as indicated by the prescription label on the medicine;
- (b) the self-administration is done in compliance with prescription or written instructions from the student’s physician or other licensed health care provider;
- (c) a parent of the student provides the school a written authorization, signed by the parent, for the student to self-administer prescription asthma medicine; and
- (d) a parent of the student provides to the school a written statement from the student’s physician or other licensed health care provider, signed by the physician that states:
 - 1. that the student has asthma and is capable of self-administering the prescription asthma medication;
 - 2. the name and purpose to the medicine;
 - 3. the prescribed dosage for the medicine;
 - 4. the time at which or circumstances under which the medicine may be administered; and
 - 5. the period for which the medicine is prescribed.

The physician’s statement must be kept on file in the office of the school nurse of the campus the student attends. A parent or guardian or the student himself, if over the age of 18, may give permission to use an asthma inhaler under these guidelines.

Food/Severe Allergies

The district requires that upon enrollment of a student who is considered to have a severe allergy, whether it be related to the environment, insect bites or food, disclose this information to the district so that necessary precautions can be taken to protect the child's safety. Please contact the school nurse or campus principal if your child has a known allergy or as soon as possible after any diagnosis of an allergy. The district has developed an Allergy Emergency Action Plan that requires a parent/guardian and physician signature which must be on file at the appropriate campus and completed each school year.

Communicable Diseases Information

Any student suspected to be suffering from a communicable condition, as defined by the Texas Department of State Health Services, shall be excluded from attending school until the criteria for re-admittance is fulfilled. If you have any questions regarding these illnesses or any other communicable condition, please contact your school nurse.

Chickenpox (Varicella)	May return when blisters have crusted
Conjunctivitis (Pink eye)	May return to school with doctor's written statement and treated with antibiotic eye drops for at least 24 hours
Diarrhea (with or without fever)	May return to school once diarrhea has ceased for at least 24hrs
Fever (≥ 100.0 F)	May return to school once fever has subsided without the use of fever-reducing medication
Flu	NISD adheres to CDC Guidance for School Administrators regarding guidelines for the prevention of influenza. They recommend keeping your child home from school for at least 24 hours after their fever is gone. The fever should be gone without the use of a fever-reducing medicine. Visit cdc.gov for more information.
Impetigo	May return to school when treatment has begun (topical and/or oral antibiotic)
Hepatitis A	May return to school after 1 week from onset of illness
Lice (Pediculosis)	May return to school only after medicated treatment has been given; lice eggs (nits) should be removed from student's hair to prevent re-infestation.
Measles (Rubeola)	May return to school after 4 days from appearance of rash
Measles/German (Rubella)	May return to school after 7 days from appearance of rash
Mononucleosis	May return to school when released by a physician

Ringworm: Scalp/Skin	May return to school when treatment has begun, and lesion must be kept covered while at school. A physician must treat scalp ringworm before re-entry is permitted.
Scabies	May return to school when treatment has begun by a physician
Strep Throat	May return to school after treated with antibiotics for at least 24 hours; some physicians release sooner: however, <u>school policy is 24 hours.</u>
Vomiting	May return to school once vomiting has subsided for 24 hours
Whooping Cough (Pertussis)	May return to school after completion of 5 days of antibiotic therapy
Staph/MRSA	May attend school if under a physician's care, and wound can be covered and contained with a bandage. If the student cannot maintain good personal hygiene exclusion may be necessary.
Meningitis	May return to school when released by a physician.

In an outbreak of any communicable disease, unimmunized or immune-compromised children may need to be excluded for a longer period of time as determined by their physician or local health department.

The principal shall exclude from attendance any student suffering from a reportable disease, as defined by the Texas Board of Health, until one of the criteria for (re)admittance is fulfilled:

1. Certificate from the attending physician attesting to recovery and that the student is no longer infectious;
2. Permit for re-admission issued by the local health authority;
3. After a period of time corresponding to the duration of the communicability of the disease as established by the Commissioner of Health.

Illness

If your child becomes sick during the night or in the morning with vomiting and/or fever, **DO NOT SEND THEM TO SCHOOL.** A student who becomes too sick to attend class may go to the nurse's office. We will call you if he/she has a temperature above 100 degrees, is vomiting, has severe diarrhea, or is injured and the nurse feels it is necessary to leave school. Parents must be contacted before the student will be allowed to go home.

Emergencies

The nurse's office will handle all minor cases. In the event of a more serious situation, the parent will be contacted. The nurse has on file, all information provided by the parent on the **EMERGENCY CARE CARD**. *It is necessary that this card be current.* It is the parent's responsibility to keep the information up to date.

Meningococcal Meningitis Questions and Answers

Q. What is meningitis?

A. Meningitis, often referred to as spinal meningitis by the general public, is an infection of the layers of tissue that cover the brain and spinal cord. It may be caused by many different germs. It is generally a very serious illness, which can result in blindness, deafness, amputations, permanent brain damage, or even death. However, with proper treatment, many people recover fully.

Q. What is meningococcal meningitis?

A. Meningococcal meningitis is a particularly severe form of meningitis caused by the bacteria *Neisseria Meningitidis*. Even when treated with the right antibiotics, about 10-20% of people with this illness die, often within hours of the onset of the first signs of illness.

Q. Is meningococcal meningitis contagious?

A. Yes. However, it is not as contagious as the common cold or the flu.

Q. How hard is it to get meningitis in comparison with a cold or flu?

A. Meningitis is much more difficult to get because it is not airborne, is not spread by casual contact, and occurs much more rarely. Saliva must enter the nose or mouth to spread the disease.

Q. How is meningococcal meningitis spread?

A. It is spread by direct contact, as in coughing or sneezing directly into someone's face, allowing saliva or respiratory droplets from a carrier to enter the mouth or nose of another person, kissing, sharing of toothbrushes, sharing drinks and food, and immediate sharing of unwashed eating utensils.

Q. What are the symptoms?

A. Symptoms of meningitis may include:

1. Elevated temperature (fever will rise rapidly and will not break with Tylenol or Advil)
2. Severe headache
3. Stiffness of the neck (when bending the neck forward, chin cannot touch chest).
4. Nausea and maybe vomiting
5. A skin rash that looks like small, purplish red pinpoint spots.

Persons with meningitis may also be confused or very drowsy; sometimes they may even go into a coma from which they cannot be awakened. Getting early medical advice when a person has a fever, stiff neck and headache, especially when meningitis has been reported in the community can be lifesaving. Meningitis can begin with flu-like symptoms, but progresses very rapidly and is very dangerous. Early detection and treatment are of utmost importance in handling this disease.

Q. What should I do if someone in my household gets symptoms of meningitis?

A. Do not wait. Seek immediate medical attention for the sick person. Remember to ask the doctor about care of household members.

Q. How is meningococcal meningitis diagnosed?

A. The diagnosis is made by performing a culture of the blood or spinal fluid.

Q. How is it treated?

A. Persons with meningococcal meningitis must be hospitalized, almost always in intensive care. They are treated with intravenous antibiotics and other medications, and monitored closely.

Q. Who is most likely to get sick with meningococcal meningitis?

A. Approximately fifteen percent of normal healthy people have the meningococcal germs in their nose and throat, and remain well. Why some people suddenly become ill with this germ is not understood and happens unpredictably.

Two groups of people are known to have a higher chance of getting sick as a result of direct and close contact to the infected case:

1. People who live together under the same roof where there is a case of meningitis
2. Preschool age children in day care centers where there is a case of meningitis

Children from the ages of 3 months to 1 year are at the highest risk of contracting this disease.

Generally, children in the same school have no increased risk of getting sick and should just be observed. The same is also true of adults who work together. Although any person can be susceptible to the disease, people with immune deficiencies are at greater risk.

Q. What if I am exposed to someone who has meningococcal meningitis?

A. Those who are close contacts (household members, day-care classmates and teachers, and “best friends”) will usually be advised to take a two-day course of antibiotics to reduce their risk of meningitis. Depending on the antibiotic used, this may be a single dose or up to two days of medication.

Q. How long would it take for me to become sick if I were in close contact with an infected person?

A. In most situations, there is little chance that an individual who is exposed to a case of meningococcal meningitis will also get sick. However, anybody who has been around a case of meningitis should be alert to the possibility of disease in themselves, and seek medical care if symptoms develop. If you are going to become ill, the symptoms will show up in just a few days. Most people will get sick in two to ten days, the average is three to four days.

Q. Is there a vaccine for meningococcal meningitis?

A. There is a vaccine against meningococcal meningitis. It is effective against four of the groups of bacteria that cause meningococcal meningitis. The vaccine is somewhat helpful, but it will not prevent the most common serious type of meningitis. Mass immunizations are usually recommended only in areas where the number of cases is considered to be in epidemic proportions. It takes at least two weeks after vaccination for protection to begin. It is also ineffective in children under two year of age. This vaccine is recommended for children of college age living in dormitories and for those in military barracks due to the close contact of the living situation that allows for easier transmission of the illness.

Q. Should I keep my children out of school? Should ball games or concerts be canceled?

A. The Texas Department of Health and the Centers for Disease Control and Prevention do not recommend restricting travel, school or church attendance, or group events such as sporting or cultural events when meningitis occurs in the community. The risk is very small in those settings since transmission of the bacteria requires rather close exposure, such as direct transfer of saliva to the nose or mouth.

Q. Are there other general recommendations to avoid this and other infections in my household?

A. Personal hygiene is very important. This includes:

1. Covering your nose and mouth when sneezing or coughing
2. Frequent hand washing
3. Not allowing people to kiss your baby on the mouth
4. Not sharing common eating utensils
5. Avoiding overcrowded conditions

For more information, contact your local health department (281-342-6414), the state health department (512-458-7676), your private physician, or your child's school.

Hechos Sobre Meningococcal de la Meningitis Preguntas Y Respuestas

Q. ¿Que es meningitis?

A. El meningitis, a referido menudo como meningitis espinal por el público en general, es una infección de las capas del tejido fino que cubren el cerebro y la médula espinal. Puede ser causada por muchos diversos gérmenes. Es generalmente una enfermedad muy seria, que puede dar lugar a ceguera, a sordera, a amputaciones, a daño permanente del cerebro, o aún a muerte. Sin embargo, con el tratamiento apropiado, mucha gente se recupera completamente.

Q. ¿Que es meningitis meningococcal?

A. El meningitis meningococcal es una forma particularmente severa de meningitis causada por la bacteria meningitidis de Neisseria . Incluso cuando está tratado con los antibióticos correctos, 10-20% de la gente con esta enfermedad muere, a menudo dentro de unas horas del inicio de las primeras demostraciones de la enfermedad.

Q. ¿Es la meningitis meningococcal contagiosa?

A. Sí . Sin embargo, no es tan contagiosa como el resfrió común o la gripa.

Q. ¿ Que tan duro es en conseguir meningitis en comparación con el resfrió o la gripa?

A. El meningitis es mucho mas difícil de conseguir porque no es aerotransportada. No es esparcido por el contacto casual, y ocurre raramente. La saliva tiene que entrar por la nariz o boca para obtener la enfermedad.

Q. ¿ Cómo se disemina el meningitis meningococcal?

A. Es diseminado por el contacto directo, como en toser o el estornudar directamente en cara de otro, o permitienda que la saliva o las gotitas respiratorias de un portador entre en la boca o la nariz de otra persona, besando, compartiendo cepillos de dientes, compartiendo bebidas y alimentos y compartiendo de inmediato los utensilios sucios al comer.

Q. ¿Cuáles son las síntomas?

A. Las síntomas del meningitis pueden incluir:

1. Temperatura elevada (la fiebre se levantará rápidamente y no se romperá con Tylenol o Advil)
2. Tiesura severa del dolor de cabeza
3. Rigidez de cuello (al doblar el cuello para enfrente, la barbilla no toca el pecho).
4. Náusea y quizá gamito

5. Un pequeño sarpullido en la piel, color morado-rojo.

Las personas con meningitis pueden también estar confusas o muy Soñolientas, a veces pueden hasta entrar en coma del cual no puedan ser despertadas. Consiguiendo consejo médico temprano cuando una persona tiene fiebre, rigidez de cuello y dolor de cabeza, especialmente cuando el meningitis ha sido señalada en la comunidad puede salvarse. El meningitis puede comenzar con gripe como síntomas, pero progresara muy rápidamente y es muy peligrosa. La detección temprana y el tratamiento son de importancia extrema en la manipulación de esta enfermedad.

Q. ¿Qué debo de hacer si alguien en mi casa consigue síntomas del meningitis?

A. No espere. Busque atención médica inmediatamente para la persona enferma. Recuerde de preguntar al doctor acerca del cuidado de los miembros de la casa.

Q. ¿Cómo se diagnostica el meningitis meningococcal?

A. El diagnóstico se hecha realizando una cultura de la sangre o del líquido espinal.

Q. ¿Cómo se trata?

A. Las personas con meningitis meningococcal deben ser hospitalizadas, casi siempre en cuidado intensivo. Los tratan con los antibióticos intravenosos y otras medicamentos, y se vigilan cuidadosamente.

Q. ¿Quién es más probable que se enfermen con meningitis meningococcal?

A. Aproximadamente quince por ciento de gente con buen salud tienen los gérmenes meningococcal en su nariz y garganta, y permanecen bien. Pero alguna gente repentinamente se enferman con este germen porque no se entiende y sucede imprevisible.

Hay dos grupos que se conoce de tener alta posibilidad de conseguir la enfermedad como resultado de directo y de cercano contacto al caso infectado:

1. La gente que vive junta bajo la misma casa donde hay un caso de la meningitis
2. Niños de edad preescolares que están en servicio de guardería donde hay un caso de meningitis

Los niños de las edades de tres meses a un año están en el riesgo más alto de contraer esta enfermedad. Generalmente, los niños en la misma escuela no tienen alto riesgo de conseguir la enfermedad y deben de solamente ser observados. Igualmente es verdad de los adultos que trabajan juntos. Aunque cualquier persona puede ser susceptible a la enfermedad, gente con deficiencias inmunes está en mayor riesgo.

Q. ¿Qué hay si me expongo con alguien que tiene meningitis meningococcal?

A. Aquellos que tienen contactos cercanos (miembros de la misma casa, los compañeros escolares y profesores de la guardería, y los mejores amigos.) normalmente se aconsejaron que tomen un curso de dos días de antibióticos para reducir su riesgo del meningitis. Dependiendo del antibiótico usado, éste puede ser una sola dosis o hasta dos días de medicamento.

Q. ¿Cuanto tiempo se tomaría para que llegue a estar enfermo si yo llegara estar en contacto cercano con una persona infectada?

A. En la mayoría de las situaciones, hay poca ocasión que un individuo que se expone a un caso de la meningitis meningococcal también conseguirá la enfermedad. Sin embargo, cualquiera que ha estado alrededor de un caso de la meningitis debe estar alerta a la posibilidad de recibir la enfermedad, y buscar asistencia médica si los síntomas se desarrolla. Si usted llega enfermarse, los síntomas aparecerán en

unos días. La mayoría de la gente se enfermarán en dos a diez días, el promedio es de tres a cuatro días.

Q. ¿Hay una vacuna para el meningitis meningococcal?

A. Hay una vacuna contra meningitis meningococcal. Es eficaz contra cuatro de los grupos de las bacterias que causan meningitis meningococcal. La vacuna es algo provechosa, pero no prevendrá el tipo serio más común de meningitis. La gran cantidad de inmunizaciones, generalmente, se recomiendan solamente en las áreas donde el número de casos se considera estar en proporciones epidémicas. Toma por lo menos dos semanas, después de la vacunación, para que la protección comience. También, es ineficaz en niños bajo de dos años de edad. Esta vacuna se recomienda para los niños de la edad de la universidad que viven en dormitorios y para aquellos en los cuarteles militares debido al contacto cercano de la situación de vivir que permite una transmisión más fácil para la enfermedad.

Q. ¿Debo mantener a mis niños en la escuela? ¿Deben los juegos de pelota o los conciertos ser cancelados?

A. El departamento de Salud de Texas y los Centros para el control de Enfermedad y Prevención no recomiendan el restringir viajes, atender a la escuela o a la iglesia, o atended eventos grupo tales como deportes o eventos culturales cuando el meningitis ocurre en la comunidad. El riesgo es muy pequeño en esas configuraciones puesto que la transmisión de las bacterias requiere la exposición cercana, tal como transferencia directa de saliva a la nariz o por la boca.

Q. ¿ Hay otras recomendaciones generales para evitar esto y otras infecciones en mi casa?

A. La higiene personal es muy importante. Esto incluye:

1. Cubrir su nariz y boca al estornudar o toser
2. Lavar las manos frecuentemente
3. No permitir personas besar su bebé en la boca
4. No comparten los utensilios comunes de comer
5. Evitar condiciones atestadas

Para más información, llame a su departamento de salud local (281-342-6414), el departamento de salud del estado (512-458-7676), su médico privado, o la escuela de su(s) niño(s).

X. Respect for Our Country, Our State, and Our Flags

Needville High School expects befitting behavior of students in showing patriotic pride. Students are expected to show appropriate respect in all activities which dictate the showing of patriotic feeling. Due respect should be shown by all students for the flag of the United States of America and for the flag of the state of Texas.

In assemblies, games, and special occasions when patriotic behavior is in order, students are expected to rise for the Pledge of Allegiance and the National Anthem. If the occasion is outdoors, boys are expected to remove hats, and all students are expected to bow heads at appropriate times. In saluting the national flag, the dictates of custom should be followed. No student should become careless in showing respect to these national or state symbols and emblems. At no time should either flag be desecrated, either in handling or in merely observing. A display of love of country is never outdated.

Students will stand and show the proper respect to the flags each day during the recitation of the Pledge of Allegiance, the Texas Pledge, and a moment of silence or reflection.

THE STAR SPANGLED BANNER

**Oh, say, can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars, through the perilous fight,
Over the ramparts we watched were so gallantly streaming.
And the rockets red glare, the bombs bursting in air;
Gave proof through the night that our flag was still there.
Oh, say does that Star-Spangled Banner yet wave,
O'er the land of the free and the home of the brave?**

PLEDGE TO THE FLAG

**I pledge allegiance to the flag of the United States of America,
and to the republic for which it stands, one nation under God; indivisible, with liberty and justice
for all.**

PLEDGE TO THE TEXAS FLAG

I pledge allegiance to thee Texas, one state under God, one and indivisible.

SCHOOL SONG

**For Needville's honor, her spirit and her name,
We'll fight on to victory and guide her to fame.
Through Victory her name will be hailed throughout the land.
For our dear Ole Needville, we'll take our stand.
Our courage never wavers, spirits never die,
WE'RE PROUD OF THE BLUE JAYS OF NEEDVILLE HIGH.**

SCHOOL FIGHT SONG

**On you Blue Jays, On you Blue Jays,
Go right through that line,
We are proud of, We are proud when,
On that field you shine. Rah! Rah! Rah!
On to glory, On to glory, Give a Victory Cry,
Bring fame and honor to our NEEDVILLE HIGH.**

Pep Rallies

A certain amount of freedom is granted to students at pep rallies. However, the pep rally is not without organization. The speaker should be allowed to begin and end his/her speech without excessive noise--excessive talking or other disturbance--or by the enthusiasm of student body demonstrations. Students are expected to follow directions of cheerleaders. All students should participate in the pep rally during yells and singing of the Alma Mater. This is an excellent way of showing pride in your school.

Entry to and exit from the gymnasium, or any other place where the rally is held, should be prompt and without disturbance.

XI. NHS Sponsored Student Organizations and Honors

NHS Cheerleaders
NHS Sapphires Dance Team
NHS Band
NHS Drum Major/Twirler
NHS Flag Corp
The Company — sponsored by the Theater Arts Department
International Thespian Society
Needville Forensic League
FCCLA
SJP
FFA
BETA
National Honor Society
TAFE
Foreign Language Club
NHS Class Officers
NHS Class Favorites
NHS Academic “NHS” Awards
NHS Athletics
NHS Homecoming Queen
FCA.
NHS Student Council
Business Professionals of America
History Club

Cheerleaders

Purpose

The purpose of cheerleading is to generate and be an example for school spirit. Also, cheerleaders shall develop a sense of good sportsmanship and improve community/school relations. Cheerleaders must be dedicated, responsible and reliable.

For further explanation of the guidelines, see the official approved handbook.

Sapphires Dance Team

For further explanation of the guidelines, see the official approved handbook.

Band

Band I-IV is part of the Fine Arts curriculum and is open to students in grades 9-12. Director approval is a prerequisite for taking the course.

For further explanation of the guidelines, see the official approved handbook.

Drum Major/Twirler

For further explanation of the guidelines, see the official approved handbook.

Color Guard

For further explanation of the guidelines, see the official approved handbook.

The Company

Purpose

The purpose of The Company is to foster interest and facilitate participation in the dramatic arts at Needville High School and the community at large.

Membership

Membership in this drama club is open to any student of Needville High School, 9th through 12th grade. Attendance at monthly meetings warrants a student an active member of the Company.

Company Activities

1. The theatrical season consists of a fall production, a holiday production, and UIL One-Act Play.
2. Oral Interpretation (Prose and Poetry) is also a Company Activity. The Oral Interpretation squad attends several speech tournaments throughout the year and competes at the UIL spring academic meet.
3. Any student who is enrolled in Needville ISD and is in compliance with UIL eligibility academic regulations may audition for plays and try out for Prose or Poetry.
4. All senior members are eligible to apply for Company Scholarships.
5. Any student who is cast in a Company production or is assigned a technical position in a production can earn points toward membership in the International Thespian Society.

Company Officers

Students must qualify for International Thespian Society membership to run for an office in the Company.

The International Thespian Society

The International Thespian Society is the only organization to honor secondary school students for outstanding work in theatre. Thespian membership is granted for the performance of meritorious work in theatre arts, using a point system designed by the international organization. Our local chapter, Needville High School ITS. Troupe 5865, operates in accordance with the regulations of the International Thespian Society's official handbook.

Needville Forensic League

Debate and Speech Club is for competing debaters and speakers.

Pre-Requisite: Debate I

Family Career and Community Leaders of America (FCCLA)

Purpose

The purpose of FCCLA is to provide opportunities for self-development in family and community and develop interest in Family and Consumer Science and related careers and occupations.

Membership

Membership is open to any student who is enrolled in, or has been enrolled in a Family and Consumer Sciences class. A student wishing to become an affiliated member of FCCLA must pay local, state and national dues.

Stop Judging People (SJP)

For further explanation of the guidelines, see the official approved handbook.

The FFA

Purpose

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education.

Membership

An active member shall be considered in good standing when:

1. The member attends local chapter meetings while enrolled in the school where the local chapter is established.
2. The member shows an interest in and takes part in the affairs of the Chapter.
3. The member must pay current National, State, Area, District and local dues regularly and acts in a manner consistent with the ideals of the organization.
4. Members must be enrolled in an agriculture science course to maintain membership.
5. To hold an office in the Needville FFA Chapter, the officer must be enrolled in an agriculture science class both semesters of the year that the office is being held. Failure to do so will result in officer relinquishing that office.

Bluejay Engineering Technology Association (BETA)

Purpose

1. To stimulate among high school youth an interest in engineering and applied science and to assist capable students in training for a career in these fields.
2. To encourage better scholarship and develop initiative, enthusiasm and interest in projects related to engineering and applied science.
3. To encourage members to make their home, school and community a better place to live through better understanding of technology and its interaction with society.

Membership

To join the Junior Engineering Technological Society, a student must be classified as a sophomore, junior or senior. They must have completed Algebra II Pre-AP or currently be enrolled in at least one of the following classes: Pre Cal, Calculus, Chemistry, Chemistry-AP, Chemistry Pre-AP, Biology I Pre AP, Biology II, Physics, or Computer Science I, II, or III. The BETA is an activity aimed at promoting understanding and interest in science and related fields.

National Honor Society (NHS)

Membership Selection Process

In order to be eligible for membership in the Needville chapter of the NHS, a student must receive a high rating in four areas: scholarship, character, service, and leadership. The process is a multistep procedure.

1. Seniors have to meet the scholarship requirements of an average of 100 (weighted), and Juniors must have an average of 96 cumulative from the 9th grade (not including basic

- classes).
2. Each student achieving this level of academic excellence will receive a student information packet. This packet will allow the student to submit pertinent information to the Faculty Council demonstrating character, service and leadership traits. An original student generated essay will accompany the information packet, defining the “National Honor Society student” and identifying what attributes the candidate will bring to the Chapter.
 3. Individual conduct files will be prepared on all candidates returning the Student Information Packets on or before the due date. We will not accept late applications. Documentation will be gathered from tardy and discipline files in the administration office.
 4. The teaching staff will be asked to recommend students as to their character, service to the community and leadership ability. Only faculty members who have taught the student or worked with them in a co-curricular activity will recommend students. All recommendation sheets must be signed by a faculty member.
 5. The faculty council, made up of five faculty members appointed by the Principal will make the final decision on each student. The council will utilize the academic and behavior records, student information packet and teacher recommendations to assist in the decision-making.

Retaining membership

In order to remain a member in good standing of the National Honor Society, a student must:

1. Maintain high academic standards
2. Maintain the high ideals of character, leadership and service at all times.
3. Never create a disruptive situation in school nor contribute to such a situation
4. Never participate in cheating, whether giving or receiving
5. Attend and participate in the various NHS sponsored events including local meetings, individual and group service projects and the Spring Convention

In order to wear the NHS collar at Graduation and/or receive a NHS senior scholarship, a student must be in good standing and have participated in these NHS activities:

1. Paid dues
2. Completed individual service hours for fall and spring semester
3. Participated in Senior scholarship fundraiser
4. Participated in charity fundraisers
5. Attended local NHS meetings (only 2 excused absences allowed)
6. All members will also adhere to strict guidelines set by sponsors and NHS officers. Late payments, paper work, service hours will NOT be accepted!

Texas Association of Future Educators (TAFE)

Purpose

To recruit qualified youth to become teachers to help eliminate the shortages within the profession; to learn about the teaching profession, its opportunities, responsibilities and its important role in our democracy, to cultivate the qualities of personality, character, and leadership which are essential in good teachers; to increase student involvement and pride in their school and in education.

Membership

Membership is open to any student who is interested in exploring teaching as a career and who has the high qualities of character, personality, scholarship and leadership essential to a good teacher.

Meetings

1st Monday of each month

Spanish Club

Purpose

The purpose of the Spanish Club is to promote the learning of foreign languages as a means of communication and cultural understanding.

Class Officers

Election Procedures

1. Students wishing to run for class office will submit their names to class sponsors. Students may only run for one office per year.
2. The sponsors will make a ballot listing the nominees for each office [with the exception of Vice President, the runner-up for President will automatically become Vice-President].
3. On the ballot, the students circle one choice for each office.
4. The student receiving the most votes will be elected to that office.
5. Officers will be elected at the beginning of the school year.
6. Each grade will elect the following class officers: President, Secretary, Business Manager, Parliamentarian, Reporter, and Historian (for 11th and 12th grade).
7. When a student chooses to participate as a class officer, he/she chooses to take on the additional responsibilities and behavioral requirements associated with that office.
8. Students who voluntarily make that choice are held to a higher expectation and higher standards.
9. Students conducting themselves in such a manner as to bring reproach upon the school or student body will forfeit their rights to represent the school in any way.
10. Said students will also forfeit any elected office and will be replaced by the next elected officer in line. (Order of offices: President, Vice-President, Secretary, Business Manager, Parliamentarian, Reporter, Historian). If this occurs, the Historian position is not replaced.

Class Favorites

Class elections are held to nominate and elect two (2) Favorites (one boy and one girl) and two (2) Cutest students (one boy and one girl) from their class (9-12). (Students must meet U.I.L. eligibility requirements). Student must be an enrolled student at Needville High School on the date of election.

Academic “NHS” Awards

These Awards are presented near the end of the school year to give special recognition to Needville High School. These students have (a) participated in extracurricular activities and U.I.L. competitions; (b) been outstanding in academic achievement; or (c) had perfect attendance.

Athletics

District and above competition takes precedent over non-district, other competition.

Homecoming Queen

Election Rules

1. Candidates for Homecoming Queen will be limited to girls in the senior class.
2. Each senior will nominate one girl by secret ballot from a list of all senior girls.
3. The five (5) most repeated names will become finalists.
4. At a given time, the entire student body will vote by secret ballot for their choice of homecoming queen.
5. Each student will vote for one (1) candidate on the ballot.
6. The candidate receiving the most votes will become the Homecoming Queen.
7. Escorts will be selected from the senior class by the finalists. Varsity football players are not allowed to be escorts.
8. The junior, sophomore, and freshman classes will each select one (1) Duchess from their respective classes.
9. The Duchess will select an escort from her class. Varsity football players are not allowed to be escorts.
10. The Principal or his designee will be responsible for making the ballots.
11. This is a secret ballot and the winner’s name will remain a secret until it is announced at the game.
12. The Homecoming Queen will be announced at the football game and the finalists (names which appear on the ballot) will be introduced as the Homecoming Court, as well as the Duchesses.
13. Tie Breaker:
 - (a) In the event of a tie between senior finalist candidates, the candidate with the greatest number of nominations will be declared winner.
 - (b) In the event a tie exists in greatest number of nominations, the winner will be declared by the flip of a coin.
14. Homecoming participants must meet U.I.L. requirements.
15. The Senior Class will purchase roses for the Queen and a corsage for the three finalists. Each class will purchase a corsage for the Duchess from class funds.

No campaign signs will be posted on school walls. Signs are permitted in designated areas only.

Fellowship of Christian Athletes (FCA)

Purpose

Since 1954, The Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, high school, junior high, and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA focuses on serving community by equipping, empowering, and encouraging people to make a difference for Christ.

Vision

To see the world impacted for Jesus Christ through the influence of coaches and athletes.

Mission

The FCA mission is to present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

Officers

1. Will be elected by the members of the FCA in the Spring Semester.
2. Must fill out and officer application and MLA form provided by the National FCA office.
3. To be an officer, you must be affiliated with athletics in some way.

Members

Membership is open to any student of Needville High School.

NHS Student Council

This organization is open to all students at Needville High School that wish to participate in school service activities.

XII. General Student Conduct

By discipline we mean training which corrects, strengthens, molds or perfects. It also means to develop by instruction and exercise, to train in self-control or obedience to given standards. It does not mean to punish. Constructive school discipline is based on the assumption that the great majority of our student body will do right because some external force is applied by someone. Good discipline is the result of good school spirit. The stability and character as well as the success of a nation, an institution, or an individual depend to a great degree upon proper discipline. Without firm discipline or school control, there cannot be good school spirit, success in school activities, happy living conditions, or effective academic work.

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

1. Cheating or copying the work of another student. The teacher is to contact the parent.
2. Throwing objects, outside supervised school activities, which can cause bodily injury or damage property.
3. Leaving school grounds without principal's permission.
4. Directing profanity, vulgar language or obscene gestures toward other students or school personnel.
5. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.
6. Committing arson.
7. Committing robbery or theft.
8. Damaging or vandalizing property owned by other students or District employees.
9. Engaging in misconduct, as defined by District policies and regulations, on school buses.
10. Fighting. (see Zero Tolerance Policy)
11. Committing extortion, coercion, blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
12. Engaging in verbal abuse; i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate substantial disruption of the school environment or incite violence.
13. Engaging in inappropriate sexual contact disruptive to other students or the school environment.
14. Engaging in any other conduct that disrupts the school environment or educational process.
15. Persistent misconduct on offenses means two (2) or more violations of the code of conduct in general or repeated occurrences of the same violation.
16. Assaulting a teacher or other individual.
17. Selling, giving, or delivering to another person, possessing or using:
 - a. Marijuana or a controlled substance, as defined by the Texas Controlled Substance Act or by 21 U.S.C. 801ET SEQ.
 - b. A dangerous drug, as defined by Article 4476-14, V.A.T.S. and drug paraphernalia.
 - c. A firearm, knife, club, or other weapon listed as a prohibited weapon under Penal Code 46.06.
 - d. An alcoholic beverage, as defined by the Alcoholic Beverage Code, or committing a serious act or offense while under the influence of alcohol.
 - e. Abusable glue or aerosol paint as defined by Article 4476.15, V.A.T.S. or volatile chemical as defined by Article 4476.13A, V.A.T.S.
 - f. A product represented as an alcoholic beverage or a controlled substance.
18. Being under the influence of any substance listed above.
19. Aggressive disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.

20. Possessing a prohibited weapon.
21. Engaging in conduct that constitutes felony criminal mischief.
22. Hazing.
23. Repeated minor offenses.
24. Any other conduct that substantially disrupts the school environment or educational process.

Students conducting themselves in such a manner as to bring reproach upon the school or student body will forfeit their rights to represent the school in any way. Said students will also forfeit any awards outstanding.

Plagiarism

Plagiarism consists of using another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student shall be subject to disciplinary action, additional academic penalties will also apply [example: receiving a zero for the work in question]. Students guilty of plagiarism forfeit any academic awards outstanding.

Cheating

Students who are caught cheating will be given a zero on that assignment and the teacher will contact the parent at the earliest possible time. The teacher should document the action on a discipline form to the assistant principal. No retest will be given. Any student caught cheating for a second time will be placed in ISS.

General Student Responsibilities

Student responsibilities for achieving a positive learning environment at school or school-sponsored activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired. (See Dress Code).
4. Exhibiting an attitude of respect towards others.
5. Refraining from violations of the Student Conduct of Conduct.
6. Conducting themselves in a responsible manner.
7. Obeying all school rules, including safety rules.
8. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels (See Student Complaints).
9. Paying required fees and fines, unless they are waived.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

The District has authority and control over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action.

General Hallway and Classroom Conduct

Corridors are traffic lanes which enable you to reach your classes quickly and safely; therefore, your conduct in the halls is most important. Observe the following:

BE PRESENT - BE PROMPT - BE ATTENTIVE.

- Walk - do not run.
- Observe regular traffic rules by keeping to the right.
- Do not block traffic by stopping to talk.
- Avoid loud talking, whistling or pushing.
- No Public Display of Affection - Do not hold hands or make physical contact with others in the halls or on the campus.
- Do not sit on the classroom desk tops.
- Students from agricultural sciences, athletics, band, or physical education courses are not to enter the academic areas of NHS until the bell indicating the change of classes.
- Radios, tape recorders, electronic games, laser pointers, and other types of devices that could disrupt the educational process are not to be brought to school. They will be confiscated from student.
- You will not be allowed to use cards or gambling devices on the school premises.
- Student may not possess aerosol cans at school unless approved by school personnel.
- Chewing gum, eating candy, food or soft drinks are not allowed in the building. Food and drinks are not to be taken out of the lunchroom after the end of a student's lunch period.
- Activities that disrupt the classroom will not be tolerated.
- Loitering in the restrooms will not be tolerated. Students should get a drink of water and attend to restroom needs between classes. Passes from classroom to the restroom or water fountain should be avoided.
- Students are to comply with lawful directives from school personnel or with school policy, rules and regulations - students who do not comply or who are disrespectful (i.e. verbal abuse, etc.) are guilty of insubordination and are subject to suspension.
- Open containers of food and drink are not allowed on campus except during lunch periods in designated areas.

Assembly Conduct

Various activities will be scheduled in the Auditorium, Gym, Lunch Room, Football Field, etc. from time to time. Students should be aware of proper etiquette in those situations and they are expected to practice good social skills. Courtesy will be shown to all speakers. Students at Needville High School will be expected to exhibit proper social skills from the time they enter the 9th grade through their graduation exercise. The faculty and administration at N.H.S. will review social skills with the students.

Students who do not exhibit the proper social skills will be removed from that activity and will face further disciplinary action.

Hand Held Metal Detectors

School Administrators may search a student or students under a search plan executed in good faith and in a non-discriminatory manner.

Punishment for Misbehavior

Corporal punishment shall be limited to spanking or paddling the student, and shall be administered only in accordance with the following guidelines:

1. The student shall be told of the reason corporal punishment is being administered.
2. Corporal punishment may be administered by the school Principal or Assistant Principal.
3. The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
4. When corporal punishment is administered, it shall be done in the presence of one other district professional employee and shall take place in a designated place out of view of other students.

Detention

NHS has Lunch Detention, After School Detention, and Saturday Detention.

In-School-Suspension [ISS]

1. ALL RULES IN THE STUDENT HANDBOOK APPLY TO ISS.
2. AT ALL TIMES, STUDENTS IN ISS WILL ADHERE TO THE FOLLOWING:
 - * Sit up and face the back wall of your desk unless they are given permission to do otherwise.
 - * Raise your hand to get permission before speaking or getting out of your seat.
 - * Do not talk, sleep, throw things, make noise, or put your head on your desk or any personal item.
 - * You may not give anything to or take anything from another student without permission --
THIS INCLUDES STUDENTS NOT IN ISS!
 - * On break, stay with the group and remain quiet. If you see a mess in the restroom, please report it to the ISS monitor immediately.
 - * Head coverings may not be worn at any time.
3. THE FIRST FULL DAY OF ISS:
 - * Students will bring all books and necessary materials to complete their assignments. Each day's lesson will be graded by the student's regular teacher.
4. LUNCH:
 - * Students may not use the vending machines at lunch.
 - * Students should purchase everything they want from the cafeteria or snack bar before sitting down to eat.
5. PASSES:
 - * No one will be allowed to leave the class without permission from their Assistant Principal.
6. ABSENCES FROM THE ISS:
 - * If a student is absent, this time must be made up before the student may return to their regular classes.
7. SCHEDULE:
 - 7:55 - Report to Center
 - 9:05 - Morning Break
 - 10:30 - Lunch

12:45 - 1st Afternoon Break
2:40 - 2nd Afternoon Break
3:49 - End of Day

8. COMPLETION OF ISS ASSIGNMENT:

*Upon completion of a student's assigned time in ISS, a student and his/her parents will meet with the assistant principal to discuss the ISS placement and the expected changes in behavior. Re-entry form must be obtained before re-entering the regular classroom.

Vandalism and Damage to School Property

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or district schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost textbooks.

Tobacco Use

Students in all grades shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff or chewing tobacco, on school premises or at school-related functions. Any student in violation of this policy shall be subject to disciplinary action and legal action by NISD police, including suspension if the circumstances are such that a threat to the safety or welfare of other students is posed. Possession of or use of E-Cigarettes will be handled as is tobacco use.

Needville ISD Crime Stoppers

Stop crime on your campus. NISD Crime Stoppers pays up to \$100.00 cash for tips in solving crimes committed on campus.

Callers remain anonymous with no pressure to reveal their identity and still collect their rewards. To assure anonymity callers are furnished with a code number which is used to identify the call in subsequent transactions with Crime Stoppers.

NISD Crime Stoppers can be reached at **979-793-3636**.

Zero Tolerance Policy

The following policy concerns the use of excessive physical violence and/or fighting with a fellow student, teacher, or other school official, or being in possession of an illegal weapon. It should be further understood that the amendment/procedures were developed in full cooperation with the Needville Police Department and the Justice of the Peace.

The Needville Independent School District strongly believes that all children deserve a safe and peaceful learning environment in which to learn. To accomplish this belief, students in Grades 4-12 are working in a zero tolerance atmosphere toward fighting, excessive violence, and weapons on Needville ISD property or at school-sponsored events. Measures currently used for such violations are forfeiture of the privilege to attend or participate in extracurricular activities, parent conference, suspension, corporal punishment, in-school suspension, and possible expulsion. The Needville Independent School District is

now adding the procedure of filing disorderly conduct charges and/or possession of an illegal weapon charges through the local law enforcement agencies. The local police will be notified, and students may be taken to the police station for investigation. Appropriate charges will be filed by the injured party and the school officials. The fine range for disorderly conduct is \$1 to \$500 dollars.

In order to avoid problems, we suggest that any hint of future confrontations with students be reported immediately to the campus administration or central administration staff.

Weapons

A student shall not go onto the school premises with a firearm, explosive weapon, or illegal knife, unless pursuant to written regulations or written authorization of the District. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive weapon, or illegal knife.

Students are also prohibited from bringing to school or a school-related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to:

1. Fireworks of any kind
2. Clubs or night sticks
3. Razors
4. Metallic knuckles
5. Chains
6. Any other object used in a way that threatens to inflict bodily injury on another person
7. Knives of any size, including pocketknives

The possession or use of articles not generally considered weapons may be prohibited when, in the Principal's or designee's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use.

Hazing

No student shall engage in any form of hazing, nor shall any student encourage or assist other persons in hazing. Students, who engage in hazing, either individually or in concert with other persons, shall be subject to disciplinary action, including suspension if the circumstances warrant.

Drug and Alcohol Use

No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-related activity, function or event:

1. Any controlled substances or dangerous drug as defined by law without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant,

amphetamine, or barbiturate.

2. Alcohol or any alcoholic beverage
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
5. Any item used to inhale, ingest, or inject illegal or illicit drugs (substances). This would include, but not be limited to, pipes, vials, separation trays, razor blades, bong, power hitters, injection needles, etc.

"Possession" means a student has in his/her possession, either owned or not owned, a substance prohibited by law and/or school regulations.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

"Under the influence" means a student's faculties are not noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this policy.

Drug and Alcohol Search

Vehicles and lockers may be searched for alcohol and drugs in accordance with policy. Searching with an alcohol and narcotics interdiction dog is to be accomplished on a random, unpredictable basis throughout the entire school facility. Students found with contraband will be dealt with according to school policy.

Searches / Random Drug Testing

Random Drug Testing and Searches

STUDENT RIGHTS AND RESPONSIBILITIES:
INTERROGATIONS AND SEARCHES

FNF
(LOCAL)

INTERROGATIONS

BY SCHOOL OFFICIALS

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

BY POLICE OR

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA(LOCAL).

OTHER
AUTHORITIES

DESKS AND
LOCKERS

Desks, lockers, and similar items are the property of the District and are provided for student use as a matter of convenience. Lockers and desks are subject to blanket searches or inspections by District administrators. Searches or inspections may be conducted at any time and without notice. Students shall be fully responsible for the security and contents of desks or lockers assigned to them. Students shall make certain that lockers are locked and that the keys or combinations are not given to others. Students shall not place or keep in a desk or locker any article or material prohibited by law, District policy, or the Student Code of Conduct. Students shall be held responsible for any prohibited items found in their desks or lockers.

VEHICLES

Students shall be fully responsible for the security and contents of vehicles driven or parked on school property. Students shall make certain that their parked vehicles are locked and that the keys are not given to others. Students shall not place or keep in a vehicle on school property any article or material prohibited by law, District policy, or the Student Code of Conduct.

If there is reasonable cause to believe that a vehicle on school property contains contraband, it may be searched by school officials or by personnel whose services have been engaged by the District to conduct such searches. Students shall be held responsible for any prohibited items found in their vehicles on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

USE OF TRAINED
DOGS

The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL), and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

NOTICE

At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

**PARENT
NOTIFICATION**

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

**STUDENT DRUG-
TESTING
PROGRAM**

RATIONALE

The District has determined that the use or misuse of illegal drugs, performance-enhancing drugs, and/or alcohol among students in grades 7-12 is a problem within the schools and communities throughout the United States. Information gathered from the student bodies and from other reliable sources within the communities indicate that such use is prevalent within all segments of the student population, including those who participate in competitive extracurricular activities and those who drive to school. The District has determined a need to implement a program of random testing of students in grades 7-12 as a condition of their participation in competitive extracurricular activities and/or as a condition of obtaining/maintaining a permit to park on campus. This provision becomes effective the first day of instruction for each school year.

OBJECTIVE

The drug-testing program is not intended to be a punitive measure. Rather, the following objectives shall serve as the foundation for the program:

1. To promote the health and safety of all students;
2. To undermine the effects of peer pressure by providing a legitimate reason for students involved in extracurricular activities to refuse to use illegal drugs;
3. To encourage students who use drugs to participate in drug-treatment programs; and
4. Eliminate the impact drug and alcohol use has on the learning centers of the brain so that students may achieve their full academic potential.

APPLICABILITY	This policy shall apply to all District students ("participants") in grades 7-12 as a condition of participation in any competitive extracurricular activities and/or as a condition of obtaining/maintaining a permit to park on campus.
STUDENT AND PARENT CONSENT	Before a student may be allowed to become a participant, the student and the parent and/or person otherwise in lawful control of the participant must present written consent to the testing. Refusal to submit written consent to testing shall render the student ineligible for participation.
TESTING	All participants are subject to random drug testing at a frequency and rate to be determined by the administration.
TESTING PROCEDURES AND PROTOCOL	<p>The District shall contract for drug-screening services through an independent laboratory that has met all standards for certification as established by the Substance Abuse and Mental Health Services Administration (SAMHSA), and all testing shall be conducted by qualified laboratory personnel in accordance with accepted practices and procedures established by the contracted laboratory. Testing shall be accomplished by urinalysis using accepted immunological screening procedures. Chain-of-custody documentation shall be maintained throughout the collection and testing procedures.</p> <p>Any specimens with a positive test result shall be subject to a second test for confirmation utilizing the Gas Chromatography/Mass Spectrometry (GC/MS) testing methodology. All screening shall be performed at District expense.</p> <p>The vendor with whom the District contracts for drug testing shall provide the services of a medical review officer (MRO) who is certified by the Medical Review Officer Certification Council or by the American Association of Medical Review Officers as having proven by examination to have the appropriate medical training to properly interpret and evaluate the results of any drug testing authorized by the District. The MRO shall, as well, agree to abide by the procedures established by the District for the evaluation and timely reporting of any positive test results.</p> <p>In the case of a confirmed positive test result, the MRO or an authorized representative shall attempt to contact the parent or person otherwise in lawful control of the participant, within one day of having received the results. Should the MRO be unsuccessful in initial attempts to contact the parent within the time specified, the District shall provide assistance in locating the parent or person otherwise in lawful control of the participant. Upon verification of a positive test result, the MRO or representative shall report the result to the Superintendent or designee within one school day after contacting the parent or person otherwise responsible for the participant.</p>
CONFIDENTIALITY	The collections and coding of specimen samples shall be executed in a manner that ensures proper identification and confidentiality. Test results shall be made known to the Superintendent or designee, the participant, and the parent or person otherwise in lawful control of the participant. Any other parties involved in the case of a confirmed positive test result shall be notified only with respect to the level of the offense.

Test results shall be released only upon written request of a parent or person otherwise in lawful control of the participant or of a participant who is of legal age. Test results shall be destroyed within 60 days of when the participant graduates or is no longer of school age.

The vendor, laboratory, and MRO shall be prohibited from releasing any statistical information relating to the nature or rate of any positive test results from the testing program to any person, organization, news publication, or the media without the expressed written consent of the District. The vendor shall, however, provide the District with a report, at least once per semester, that includes the number of tests performed during the specified period, the rate of both positive and negative results, and a list of the substances identified from any positive specimens.

SCREEN
PARAMETERS

For the purpose of this policy, the term "drug" shall be defined as any substance considered illegal by either federal or Texas law or that is controlled by the United States Food and Drug Administration including, but not limited to the following:

Alcohol

Amphetamines/methamphetamines (speed, uppers, diet pills)

Anabolic steroids (performance-enhancing drugs)

Barbiturates (downers, sleeping pills)

Benzodiazepines (Valium, Librium)

Cannabinoid (marijuana)

Cocaine metabolites

Hallucinogens (LSD)

MDMA (ecstasy)

Methadone

Nicotine

Opiates (heroin, morphine, codeine)

Phencyclidine (PCP, angel dust)

Propoxyphene (Darvon)

The District shall reserve the right to test for any and all illegal or controlled substances as determined at the discretion of the District.

TESTING PROCEDURES

The following procedures shall be followed for a random drug test:

1. Pinnacle Medical Management shall submit the list of participants and alternates to be tested to the campus principal on the day of the random drug test. Pinnacle shall also notify the school of the time that they will arrive on campus to conduct the screening. The substance abuse monitoring specialist (SAMS) shall be notified so he or she will be available for the screening.
2. The following preparations shall be made prior to the arrival of the screening personnel:
 - a. Tables and chairs shall be set.
 - b. Bottled water shall be made available for participants.
 - c. The consent forms shall be verified for all individuals to be screened.
 - d. Call slips shall be generated in groups of five participants in accordance with the time of the screening.
3. Upon arrival, Pinnacle personnel shall be escorted to the designated test site area by the SAMS to set up for screening.
4. Office personnel and administrators shall retrieve participants from classrooms and escort the participants to the designated test site area.
5. As participants enter the designated test site area, they shall be identified and checked off the list. If a participant is not present, his or her absence shall be verified and an alternate summoned and escorted to the designated test site area.
6. Any participant wishing to decline the testing shall be required to sign the waiver form acknowledging that he or she refused the screening.
7. The administrator designated and the SAMS shall remain in the designated test site area to oversee the screening and to sign call slips to return participants to class after the screening.

SANCTIONS

FIRST OFFENSE A participant testing positive through random drug testing shall be suspended from all competitive extracurricular practices, performances, competitions, activities, and/or driving privileges for 15 school days. The designated official shall arrange for a conference between the participant, parent/guardian, appropriate sponsors, and the participant's assistant principal to discuss the offense. The participant shall be required to show proof of attendance in a

certified drug-abuse program or to show proof of private drug-abuse counseling. Any costs associated with private counseling shall be the responsibility of the participant and/or parent/guardian.

During this period of suspension, the participant shall be required to continue to attend his or her related activity in the class period allotted and shall undergo drug testing at each testing date for the remainder of the school year. If the results of the subsequent tests are negative, the participant shall be eligible to practice and participate in performances, competitions, activities, and/or regain driving privileges at the end of the 15-school day suspension period. A positive result in the subsequent drug testing shall count as a second offense. Following the positive test result, the District designee shall direct the campus designee and the student assistance program coordinator to develop a new schedule regarding the frequency of subsequent drug testing and the time frame for the participant to regain his or her eligibility.

**SECOND
OFFENSE**

A participant testing positive for a second time shall be suspended from all competitive extracurricular practices, performances, competitions, and/or activities, and/or driving privileges for a period of 45 school days. The designated official shall arrange for a conference between the participant, parent/guardian, appropriate sponsors, and the assistant principal to discuss the second offense. The participant shall be required to participate in a certified drug-abuse program or to show proof of private drug-abuse counseling. Any costs associated with private drug-abuse counseling shall be the responsibility of the participant and/or parent/guardian.

During this period of suspension, the participant shall be required to continue to attend his or her related activity in the class period allotted and shall undergo drug testing at each testing date for the remainder of the school year. If the results of these tests are negative, the participant shall be eligible to practice and participate in performances, competitions, activities, and/or regain driving privileges following the end of the suspension period. A positive result in the subsequent drug testing shall count as a third offense. Following the positive test result, the District designee shall direct the campus designee and the student assistance program coordinator to develop a new schedule regarding the frequency of subsequent drug testing and the time frame for the participant to regain his or her eligibility.

THIRD OFFENSE

A participant testing positive for the third time in a random drug testing shall be suspended from all competitive extracurricular activities and/or driving privileges for a period of one calendar year from the date of the confirmation of the third positive drug test result or alcohol test result. The designated official shall arrange for a conference between the participant, parent/guardian, appropriate sponsors, and the assistant principal. The participant shall be required to participate in a certified drug-abuse program or to show proof of private drug-abuse counseling. Any costs associated with private counseling shall be the responsibility of the participant and/or parent/guardian. The participant shall also be required to continue to attend his or her related activity in the class period allotted and shall consent to a drug test at the end of the year of suspension in order to regain

	eligibility.
FAILURE OR REFUSAL TO SUBMIT TO DRUG TESTING	A participant identified for random testing on a given date that, because of illness or any other legitimate reason, leaves school before the test is performed shall be included in the next random screening. Refusal on the part of any participant to participate in a scheduled or random drug test shall be considered to have tested positive.
FAILURE OR REFUSAL TO SUBMIT TO DRUG COUNSELING	A participant testing positive that refuses to attend drug counseling and refuses to submit to future drug testing shall be suspended from all extracurricular activities and/or driving privileges for one calendar year from the date of the confirmation of the positive drug or alcohol test.
RETESTING	In the event of a positive test result, a student or the student's parent or the person in lawful control of the student who wants a retest must submit a written request to the Superintendent or designee within three days of receipt of the notice. If the request for retest is filed, the second half of the student's specimen shall be tested by a laboratory mutually agreed upon by the student, parent, and District. The parent or person otherwise in lawful control of the student shall assume responsibility for payment of all fees related to the second test.
APPEAL	A suspension may be appealed by a student, parent, or person in lawful control of the student in accordance with FNG(LOCAL) beginning at LEVEL TWO. Pending the results of the appeal process, the student's suspension from extracurricular activities or driving privileges shall remain in effect.

XIII. Needville High School Discipline Management Plan

Preamble

The Discipline Management Plan for the Needville High School was originally developed by administrators, teachers, parents and community members of the district. Annual revisions have been made since that time and will continue to be made in light of changes in laws, school board policies, etc. It is based on the premise that one's education begins with discipline and ends in self-discipline. Basic to this premise is the belief that effective learning situations can best be provided and positive behavioral patterns enforced when unacceptable behavioral patterns and their consequences are outlined, communicated and understood by students, parents, and school personnel. When discord does arise, adherence to this code will assure that all parties are treated with courtesy, respect, and fairness, yet with a firmness that will direct students to conduct themselves in an acceptable manner. This discipline management plan is an outline which describes the behavioral expectations of the Needville High School staff and to ensure consistency in applying disciplinary consequences.

Campus Discipline Person

The campus discipline person on each campus shall be the principal, or designee. Duties shall include the authority to:

- Assess and implement the campus student handbook, discipline management plan, and code of conduct.
- Remove a student from campus for emergency reasons.
- Remove students to alternative education programs.
- Suspend a student for no more than three school days for violation(s) of the campus Student Handbook, Discipline Management Plan or a violation of the Student Code of Conduct, which requires a DAEP proceeding.
- Schedule a disciplinary hearing with the district's Board Designee for students who require a DAEP or Expulsion hearing.
- Ensure that each class has accepted classroom rules posted and clearly visible.
- Maintain a disciplinary file on every student
- Students failing to comply with lawful directives issued by school personnel or school policies, rules and regulations, provoking or contributing to minor disruptive behavior will be subject to a range of behavioral modification techniques.

Types of Infractions

Negative behaviors at NHS will be considered as falling in to one of three levels depending on the seriousness of the infraction.

These levels are identified as:

- **Level I** — Minor Infractions [Sections A1,A2]
- **Level II** — Major Infractions [Sections B1,B2]
- **Level III** — Criminal Misconduct [Sections C1,C2]

The behaviors that fall into each category, and the consequence(s) that will be applied, are as follows.

Level I Infractions - Teacher and Administrator Directed (minor infractions):

1. Tardy to class [1st Tardy - Verbal Correction by teacher; 2nd Tardy - 3 Days Lunch Detention assigned by teacher; 3rd Tardy - 2 Days After School Detention assigned by teacher; 4th Tardy - office referral to grade level assistant principal for placement in 1 Saturday Detention; 5th Tardy - office referral to grade level assistant principal for placement in I.S.S. (Length of I.S.S. placement is determined by previous placements in I.S.S. according to the Discipline Management Plan.); 6th Tardy and beyond in one semester constitutes persistent misbehavior and will be dealt with by the grade level assistant principal according to the Discipline Management Plan.]
2. Minor Classroom disruption (talking out without permission, making noises, throwing objects, etc)
3. Dishonesty (Copying from another student, lying, taking another student's property without permission)
4. Dress Code Violations*
5. Inappropriate physical contact
6. Inappropriate/abusive language**
7. Possession of a prohibited item (electronic device, laser pointer, lighter, pocketknife, etc.)
8. Harassment of student (name calling, teasing)
9. Public Display of Affection other than kissing (PDA)
10. Horseplay at school or school sponsored activities
11. Displaying/using cellular phone during school day (7:30am-4:00pm)***
12. Student in off limits area (out-of-bounds areas)
13. Eating or drinking in the library, computer lab, or academic (classroom) area
14. Failure to return parent signed documents
15. Discourteous conduct towards teachers, staff, or other students
16. Failure to bring required materials to class
17. Any other act which impedes the orderly classroom procedure or interrupts the orderly operation of the class
18. Failure to follow posted classroom rules

Level I Consequences

1. Verbal corrections
2. Seating change within the classroom
3. Student-Teacher Conference
4. Parent-Teacher Conference
5. Withdrawal of classroom privileges
6. Classroom detention (having student attend either before or after school)
7. Lunch Detention
8. Confiscation of items that disrupt the education process
9. Parent contact: note or telephone call to parent
10. Other appropriate in-class disciplinary actions
11. After school detention from 3:50-5:00 [*D-Hall is offered Monday, Tuesday, Wednesday and Thursday*].
12. Saturday Detention from 8:00 a.m. - 12:00 p.m.
13. Corporal Punishment: Teachers/Administrators have the option of administering corporal punishment in place of the detention. This decision will be made by the teacher assigning

the detention, Corporal Punishment will be administered according to district policy and will count *as* a Level I offense for that week.

* Refer to the student handbook on enforcement of dress code violations.

** Unless directed at a teacher or other staff member

*** Refer to the student handbook on enforcement of cell phone violations.

Note: Consequences 1-6 are classroom business. Teachers should keep records of minor infractions, but consequences 1-6 need not be reported to the student's assigned assistant principal. Consequences 7-12 will be reported to the office for scheduling and inclusion in the discipline database using a Level I Discipline Referral Form.

Note: Confiscated prohibited items will be turned in to the office. Please contact your student's grade level assistant principal for additional information on return of confiscated items.

Note: Teachers and administrators may impose Level I consequences for Level I misconduct. A fourth level I infraction in a one week period in a class will be considered a Level II infraction (Multiple Level Infractions) and will be referred to the student's grade level assistant principal.

Level II Infractions - Administrator Intervention (major infractions):

1. Multiple Level I infractions (>3 Level I infractions in a class in one week period)
2. Insubordination
3. Destruction of school or person property
4. Hazing, bullying, extortion, coercion, or blackmail
5. Rude or disrespectful language or demeanor directed toward school employees.
6. Profanity or obscene gestures directed toward employees.
7. Profanity or obscene gestures directed toward others.
8. Use of profanity in conversations while at school or at school sponsored activities
9. Truancy (skipping) or leaving campus or the classroom without permission (student will be assigned one day of I.S.S. for each period truant from school).
10. Public display of affection (kissing).
11. Cheating or plagiarism
12. Throwing objects that can cause injury or property damage
13. Scuffling (pushing, shoving, taunting, challenging)
14. Fighting*
15. Possession/distribution/use of tobacco products***
16. Excessively physical horseplay (cause or likely to cause injury or property damage)
17. Gambling
18. Inappropriate or abusive language (language likely to create disruption or start fights)
19. Use of racial, ethnic, or gender-related slurs
20. Damaging or vandalizing school or personal property less than \$150000 in value
21. Possession or use of matches or lighters on campus
22. Deliberate discharge of a fire extinguisher
23. Possession of a razor, box cutter, pocketknife, chain, or other object, which can be used as a weapon

24. Possession or discharge of fireworks, pyrotechnics, or stink bombs
25. Possession of a look-alike weapon, air or BB gun, mace pepper spray, or other caustic or stinging chemical
26. Gross class disruption
27. Failure to attend or complete detention
28. Group demonstrations that disrupt or interfere with school activities
29. Verbal abuse, racial slurs or derogatory statements that disrupt the school environment or may incite violence
30. Unsafe operation of a motor vehicle on school grounds
31. Threatening another student or inciting violence
32. Any other behavior deemed disruptive to the educational process

Level II Consequences

1. Saturday detention
2. In-School Suspension (ISS)
3. Removal from class
4. Suspension from extracurricular activities
5. Out-of-School suspension
6. Citation by NISD Police Department Officer
7. Assignment to the Needville ISD DAEP campus.

Any level II infraction, if severe enough, can rise to the level of Disorderly Conduct under the Texas Penal Code or Disruption of the Educational Process under the Texas Education Code and the student can be cited bylaw enforcement officers, **in addition** to consequences imposed by the school. The campus administration will make a determination in each individual case whether a citation is warranted.

At the discretion of the NHS principal/assistant principal, minor Class II infraction may be handled with Saturday detention. In most cases, **however**, Class II infractions will warrant In-School-Suspension (ISS) or more serious consequences. In most cases, the rule at NHS will be on the fourth ISS or out-of-school suspension the student will be sent to a DAEP hearing at which time the student will be assigned to a minimum of 45 days on the DAEP campus.

In most cases, there will be a four-step process for dealing with Level II offenses at NHS. These steps are,

- Step 1** 3 Days ISS — 1st Level II infraction
- Step 2** 3 Days ISS — 2nd Level II infraction
- Step 3** 4 Days ISS — 3rd Level II infraction
- Step 4** Out-of-School Suspension [*up to 3 days*] pending entry into NISD DAEP

Note: The consequence for any offense may be greater than those listed above depending on the severity of the offense. A second Level II infraction during the same school year will be handled on Step 2 in the four step process.

Fights and Fighting: Conflicts at NHS will be considered to have occurred at one of three levels: verbal,

scuffle and fighting.

Verbal conflicts are just that, verbal, with no physical contact. Verbal conflicts that cause or are likely to cause disruption of the educational process will be treated as disruptive conduct (item 28) or as inappropriate and/or abusive language (item 15). If racial, ethnic, or gender related slurs are used (item 16), it will significantly increase the severity of the consequence(s).

Scuffle (item 13) is a conflict that gets physical (pushing or shoving) and/or includes taunts or challenges but does not escalate to punches. Scuffles are a serious infraction and will result in a minimum of a 3-day assignment to ISS. As such, it will count as one of the three steps allowed before the student is assigned to the NISD DAEP campus.

Fighting (item 14) is a conflict in which the participants come to blows. **If punches are thrown, it is a fight.** In all cases of fighting, the combatants will be, at the discretion of school administration**, suspended out-of-school (OSS) for a period of three school days, and/or serve a three day in school suspension (ISS). Any subsequent fighting incidents could result in criminal charges being filed by the Needville ISD Police Department. The suspension will count as a step toward DAEP placement. ISS and OSS assignment times vary upon the number of fights a student is involved in. Each student will receive the discipline listed for fighting at school: 1st fight 3 days OSS** + 3 days ISS, 2nd fight 45 days of AEP + citation, 3rd fight 60 days of AEP + citation, 4th fight 120 days of AEP + citation.

Notes on Fights at School or School Sponsored Activities:

1. No amount of verbal provocation justifies hitting someone. However, verbal provocation does make a student culpable for the ensuing fight. If Student A calls Student B a name and Student B retaliates by hitting Student A, **BOTH** students are considered to be fighting and will be dealt with accordingly.
2. A student can claim self-defense only if there was **NO OTHER OPTION** to fighting back. NHS administrators will consider a claim of self-defense as an element of mitigation if the following criteria are met:
 - a. It can be documented that there was no verbal or physical provocation by the student claiming self-defense immediately prior to the conflict.
 - b. It is evident that the student claiming self-defense had no other choice but to defend him/her or be injured. If the student could have walked away or asked a teacher for help but chose to fight, he or she was a combatant, not a victim.
3. All threats of violence and challenges to fight will be treated as serious. Challenging someone to fight is seriously disruptive behavior, and will be treated accordingly.

Level III Infractions — Administrator Intervention (criminal misconduct):

Level III infractions are all serious violations of the law and will be treated as such. In most cases, the Texas Legislature has directed administrators concerning the disposition of students charged with these offenses. In all cases of Level III misconduct, the student will be removed from the regular education setting and placed in a controlled environment such as the Needville ISD DAEP or the student will be expelled to the Fort Bend County Alternative School, a juvenile justice alternative education program (JJAEP) campus. The length of the assignments to DAEP for most Level III offenses is specified in the

Needville ISD Student Code of Conduct. Where assignment to DAEP is discretionary, it will be the policy of NHS to assign any student guilty of Level III offenses to DAEP in all cases unless there is a compelling reason to do otherwise.

1. Assaulting a teacher or other individual.
2. Selling, giving, or delivering to another person, possessing or using:
 - a. Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act.
 - b. A dangerous drug, as defined by Article 4476-14, V.A.T.S.
 - c. A firearm, an illegal knife, a club, or other weapon listed as a prohibited weapon under Penal Code 46.06.
 - d. An alcoholic beverage, as defined by the Alcoholic Beverage Code, or committing a serious act or offense while under the influence of alcohol.
 - e. The transmittal, sale, or attempted sale of what is represented to be any controlled substance such as, but not limited to, marijuana, alcohol, and illicit drugs.
3. Being under the influence of any substance listed above. The student need not be legally intoxicated, but his or her faculties must be noticeably impaired.
4. Committing arson, as defined by Penal Code 2802.
5. Vandalism.
6. Robbery or theft.
7. Extortion, coercion, or blackmail.
8. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
9. Verbal abuse, i.e., name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence.
10. Insubordination.
11. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other employees.
12. Fighting.
13. Any other conduct that disrupts the school environment or educational process.
14. Engaging in inappropriate sexual conduct disruptive to other students in the school environment. The campus administrator will determine the level of inappropriateness of such conduct.
15. Engaging in public lewdness.

Level III Consequences

At the discretion of the NHS principal/assistant principal, Class III infractions will warrant In-School-Suspension(ISS) or more serious consequence. In most cases, the rule at NHS will be on the fourth ISS or out-of-school suspension the student will be sent to a DAEP hearing at which time the student will be assigned to minimum of 45 days on the DAEP campus.

Below is a chart showing those offenses that fall under Level III and the state-directed disposition of those students:

Chart for Determining Mandatory Placement and Expulsion Codes

Disciplinary Action Reason Codes (C165)		Disciplinary Action Codes	
	Code and Translation	Mandatory DAEP Placement	Action Codes Mandatory
01	Disruptive behavior-TEC §37002(b)	Placement	Expulsion
02	Conduct punishable as a felony-TEC §37.006(a)(2)(A)		
04	Possessed, sold or used marihuana or other controlled substance-TEC §37.006(a)(2)(C) and 37007(b) for under the Influence	X	
05	Possessed sold used or was under the influence of an alcoholic beverage-TEC §37.006(a)(2)(D) and 37.007(b)	X	
06	Abuse of a volatile chemical- TEC §37.006(a)(2)(E)	X	
07	Public lewdness or indecent exposure-TEC §37.006(a)(2)(F)	X	
08	Retaliation against school employee-TEC §37.006(b) and 37.007(d)	X	X
09	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses In Title 5, Penal Code-TEC §37.006(c)	X	
10	Based on conduct occurring off campus and while the student is not In attendance at a School sponsored or school-related activity for felony offenses not in Title 5, Penal Code-TEC §37.006(d)		
11	Used, exhibited, or possessed a firearm-TEC §37.007(a)(1)(A) and/or 37.007(e) brings a firearm to school.		X
12	Used exhibited, or possessed an illegal knife-TEC §37.007(a)(1)(B)		X
13	Used exhibited, or possessed an illegal club-TEC §37.007(a)(1)(C)		X
14	Used exhibited, or possessed a prohibited weapon under Penal Code Section 46.05-TEC §37.007(a)(1)(D)		X
16	Arson-TEC §37.007(a)(2)(-B)		X
17	Murder, capital murder, criminal attempt to commit murder, or capital murder-TEC §37.007(a)(2)(C)		X
18	Indecency with a child-TEC §37.007(a)(2)(D)		X
19	Aggravated kidnapping-TEC §37.007(a)(2)(E)		X
20	Serious or persistent misconduct violating the student code of conduct while placed in alternative education program-TEC §37.007(c)		
21	Violation of student code of conduct not included under TEC §37.006, 37.007, or 37.002(b)		
22	Criminal mischief-TEC C37.007(f)		
23	Emergency Placement/Expulsion-TEC §37.019		
26	Terroristic threat-TEC §37.006(a)(1) or 37.007(b)	X	
27	Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer-TEC §37.007(b)(2)(C)	X	
28	Assault under Penal Code Section 22.01(a)(1) against someone other than a school district employee or volunteer-TEC §37.006(a)(2)(B)	X	
29	Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer-TEC §37.007 (d)		X
30	Aggravated assault under Penal Code Section 2202 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)		X
31	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer-TEC §37.007(d)		X
32	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)		X
33	Possessed, purchased, used or accepted a cigarette or tobacco product as defined in the Health and Safety Code, Section 3.01, Chapter 161.252		
34	School-related gang violence		
35	False alarm/false report-TEC §37.006(a)(1) and 37.007(b)	X	
36	Felony controlled substance violation-TEC §37.007(a)(3)		X
37	Felony alcohol violation-TEC §37.007(a)(3)		X
41	Fighting/Mutual Combat-Excludes all offenses under Penal Code §22.01		
42	Truancy (failure to attend school) — Parent contributing to truancy - TEC §25.093(a)		
43	Truancy (failure to attend school) — Student with at least 3 unexcused absences – TEC §25.094		
44	Truancy (failure to attend school) — Student #4th 10 unexcused absences TEC §25.094		
45	Truancy (failure to attend school) — Student failure to enroll in school - TEC §25.085		
46	Aggravated robbery - TEC §37.007(a)(2)(F)		X
47	Manslaughter - TEC §37.007(a)(2)(G)		X
48	Criminally negligent homicide - TEC §37.007(e)(2)(H)		X
49	Engages in deadly conduct - TEC §37.007(a)(2)(F)		

Retaliation against school employee or volunteer coupled with an offense in TEC 37.007 (a) or (d).

Shaded areas indicate that the disciplinary action reason code has more than one corresponding disciplinary action code.

While a school may find it necessary to temporarily remove a student for safety reasons using in-school or out-of-school suspension, the mandatory actions taken against a student for a particular offense should include at least one (1) 425 record that matches this chart.

Discipline and Extracurricular Activities

Misconduct, and especially misconduct associated with participation in extracurricular activities, can have negative repercussions for the student beyond those listed above. Students who violate the Student Code of Conduct and or NHS school rules may forfeit for a time their right to participate in any or all extracurricular activities. This can be the result of a specific suspension from participation imposed by the principal as a consequence of the misconduct, or it may be due to the rules and/or policies of the activity or organization.

For example: if a student was caught cheating on an exam, he or she could be placed in ISS for the misconduct. If that student was a member of NHS National Honor Society he or she subject to the rules and by-laws of the Society which would impose sanctions for members guilty of academic dishonesty. If a student skipped school and also missed football practice, the coach could suspend the student from playing in a game, remove that player from the team, or impose a physical punishment (miles, steps, etc) in addition to the school penalty imposed by the campus principal or assistant principal. This is not double jeopardy and the student is not being punished twice. When a student chooses to participate in an activity or organization, he/she chooses to take on the additional responsibilities and behavioral requirements associated with that activity or organization. Students who voluntarily make that choice are held to a higher expectation and higher standards.

I.S.S. and Out-of-School Suspension

Students who are assigned to In-School Suspension (ISS) or who are suspended Out-Of-School (OSS) are not permitted to participate or attend any school-related activity during the period of ISS or OSS suspension. This includes practice for these activities. The ISS or OSS day runs from 12:01 am until 11:59 pm of each day assigned. A student who is released from ISS at 3:49 pm on the last day of an ISS assignment will not become eligible to participate until midnight (12:01 am) of that day. If a multiple-day ISS assignment or suspension extends across a weekend (Thursday, Friday, Monday) the student will not be eligible to participate on Saturday or Sunday. However, if a student completes an assignment on a Friday, he/she would be eligible to participate in activities on Saturday.

School Bus Conduct

Students are “**AT SCHOOL**” from the moment they step on a Needville ISD vehicle in the morning until they step off the vehicle when arriving home at the end of the day. Students being transported in school-owned vehicles shall comply with all aspects of the Student Code of Conduct. Misconduct on the bus will be handled as misconduct at school. Any student who fails to comply with the Student Code of Conduct or established rules of conduct while on any school vehicle may be denied transportation services and shall be subject to disciplinary action.

Students suspended from any school vehicle are suspended from all Needville ISD vehicles for the duration of the suspension. This includes all morning and afternoon routes as well as any/all extracurricular activities.

For safety purposes, audio/video equipment will be used to monitor student behavior on all school buses. Students will not be told when the equipment is being used. Campus Administration and the Transportation Director will review the tapes as needed. According to Needville ISD District Policy FL, Viewing of videos by unauthorized individuals is not allowed unless their child can be isolated on the video and no other students may be seen.

The following rules shall apply to student conduct on school vehicles:

1. The bus driver and/or ECA sponsor are in charge. Their instructions are to be followed by all riders.
2. Students should be at their designated bus stop at least five minutes before arrival of the bus.
3. Stand back from edge of road or curb while waiting for the bus.
4. Loading and unloading procedures:
 - a. Stand in line at least five feet back from bus stop.
 - b. Permit younger students to board the bus first.
 - c. Watch your step. Step on and off the bus quickly, quietly, and without pushing or shoving.
 - d. Do not play at the bus stop. Watch traffic at all times.
 - e. Move away from the bus as soon as you get off to avoid being hit or run over by bus as it pulls away from stop.
 - f. While crossing roadway:
 1. If driver instructs you to cross without escorting you, move at least 10 feet in front of bus on shoulder/curb of road and wait until the bus driver signals you to cross.
 2. If driver instructs that he will escort you across the roadway, wait for him to enter the roadway and signal you to let you know when it is safe to cross.
5. Be seated before the bus begins to move. Remain seated until the bus comes to a complete stop.
6. Keep all parts of your body inside the bus at all times.
7. Never put anything or any part of your body in the aisle at any time.
8. Band instruments or school projects too large to be held in the students lap or under the seat may not be transported on the bus.
9. Live animals, insects, or any dangerous objects may not be brought on buses by anyone.
10. Eating or drinking is not permitted on buses. **EXCEPTION:** Extracurricular trips when approved by the sponsor.
11. Damage to interior of any school vehicle by a student must be paid for by student or students causing same.
12. Due to overcrowding, friends should not be invited to ride bus home with regular student riders.
13. Only Needville ISD students are permitted to ride buses.
14. Never use the rear emergency door to enter or exit the bus except in an emergency.

The following procedures will be followed when a discipline concern arises on a bus serving a regular route or extracurricular activity:

1. A conference involving campus administration, the student passenger, the transportation director, and the parents may be required.
2. Campus administration or transportation director may suspend a student's bus riding privileges. If a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In case of serious misconduct that endangers the safety of other passengers or the driver, the driver has the authority to remove the student in question from the bus and remand him/her to any Needville ISD Administrator or any certified law enforcement officer. The responsible campus principal and the parents will be notified of the situation as soon as possible. Use of Needville ISD transportation will not be provided until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a handicapped student will be made in accordance with the provisions of the student's individual education plan (IEP).

Disciplinary action for any and all bus infractions will be set by each campus at the discretion of the campus administration.

XIV. Needville I.S.D. Dress Code For Grades 5-12

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 includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and for any school-related misconduct, regardless of time or location.

The District's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, and assert authority.

Since the dress and personal appearance of students are important factors in the maintenance of good discipline on the school campus, the school district has formulated definite policies in regard to what is acceptable and what is not acceptable in the manner of dress and personal appearance.

Students shall come to school looking clean and neat, wearing appropriate clothing and exhibiting grooming that will not be a health or safety hazard to the student or others. The District prohibits clothing with writing or images, except approved NISD spirit apparel; further, it prohibits any dress or grooming that, in the Principal's judgment, may reasonably be expected to interfere with normal school operations.

Each student and parent receives a copy of this dress code, and it is the responsibility of the student and his or her parent to ensure that the rules and restrictions listed are met.

MODESTY WILL BE THE DOMINANT FEATURE

- The **DRESS CODE** is in effect at **EVERY SCHOOL SPONSORED ACTIVITY on NISD Property**. The only exception is at outdoor school sponsored events, students may wear shorts that fall to the knees and caps, hats and sunshades are permissible. Students attending off campus school sponsored events should follow these guidelines.
- The **DRESS CODE** is in effect **IMMEDIATELY** upon arrival at any NISD and remains in effect **CONTINUOUSLY** until one is completely off school grounds.

HAIR

- Hair shall be clean, well-groomed, and out of the eyes.
- Boys' hair shall **NOT** cover any part of the ears, beyond the eyebrows, or over the top of a standard collar in the back when combed down (even when not wearing a standard collar).
- One straight line for parting purposes is allowed.
- Sideburns will be neatly trimmed and shall **NOT** extend below the middle of the ear, and may **NOT** be wider than 1 inch from top to bottom.
- Boys must be clean shaven daily with **NO** facial hair visible.
- Tufts, tails, cornrows or designs are **NOT** permitted.
- Hair must be a natural color.
- Added hair color for girls cannot be distracting. Hair chunking is **NOT** allowed.
- Highlights/Lowlights as well as hair accessories are **NOT** allowed for boys.
- Hair height above the head cannot extend beyond 4".
- Extreme hair-dos of any nature as determined by the principal or his/her designee are **NOT** allowed.

SHIRTS

- **ALL** shirts will be completely tucked in at all times. Girl's dress blouses may be worn untucked. Girl's dress blouses may be worn untucked around the waist as designed as long as flesh is not showing when sitting, standing, bending or raising the arms.
- **ALL** shirts must extend beyond the waistband of the jeans, pants, or skirt and be long enough to remain tucked when sitting, standing, bending, or raising the arms.
- **ALL** writing will be school appropriate and is subject to the discretion of the campus administration.
- **ALL** Clothing - shirts, blouses, dresses - must be long or short sleeved. Sleeveless clothing is **NOT** allowed. Sheer or lace tops must have tank top with at least a 2 inch width underneath.
- Cap/crop sleeves are **NOT** allowed. **ALL** sleeves must have at least 1" of material beyond the bottom seam.
- **ALL** collars – front, side, and rear – must fall within 3" of the neck.
- Cleavage is **NOT** allowed.
- Shirts must be worn under all sweaters/sweatshirts and meet **ALL** of the above requirements.
- Long sleeved shirts are **NOT** considered sweaters or sweatshirts and will be worn tucked in, buttoned, and meet the above requirements.

SWEATERS/SWEATSHIRTS/JACKETS/COATS

- Sweatshirts, sweaters, jackets, and coats will **NOT** be tied around the waist.
- Hoods on hoodies are **NEVER** to be worn.
- Writing on sweaters, jackets, coats or sweatshirts are at the discretion of the campus administration.
- Jackets, sweaters, and/or coats do not circumvent the dress code in any shape or form. The clothing underneath the jacket, sweater, or coat must meet all dress code regulations.

DRESSES/SKIRTS

- Knee length must be within 3 inches of the knee which includes wearing tights or leggings.
- Excessively tight dresses will not be permitted and will be subject to the discretion of campus administration.
- **All** shirts, blouses, dresses-must be long or short sleeved. Sleeveless clothing is **NOT** allowed.
- Cap/crop sleeves are **NOT** allowed. **ALL** sleeves must have at least 1" of material beyond the bottom seam.
- **ALL** collars – front, side, and rear – must fall within 3" of the neck.
- Cleavage is **NOT** allowed.
- Boys are **NOT** allowed to wear dresses/skirts.

PANTS

- Pants must be worn at the waist, as defined at the top of the hip bones.
- NO yoga pants or leggings will be worn as pants- all pants must have a zipper and pockets.
- Oversized pants are **NOT** allowed. Sagging or baggy pants are **NOT** allowed.
- Pajamas are **NOT** allowed.
- Athletic pants, sweatpants or joggers are permissible if they have pockets and a draw string.
- Girls may wear Capri pants that extend beyond the bottom of the knee in a sitting position.

- Pants with holes shall not have skin or flesh colored tights (any other color tight is appropriate) showing through above the knee. The size and number of holes shall not be excessive, which is subject to the discretion of the campus administration.
- Boys are **NOT** allowed to wear Capri pants, Knickers, or the like.
- **No** shorts may be worn except during PE or Athletics.
- **All** pants will be free of any writing or images except for approved NISD Spirit Apparel.
- Pants with more than one zipper, loops, or hoops are not permitted.
- Tights or leggings are not considered pants.

SHOES

- Shoes must be worn at all times.
- House slippers, rubber thongs, or shower shoes are **NOT** allowed.
- Boys are **NOT** allowed to wear sandals, unless socks are worn.

MISCELLANEOUS

- The wearing of any type of pierced jewelry anywhere on the body is **NOT** allowed except for girls wearing earrings in their ears.
- Students are not permitted to wear other nontraditional piercing, for example, nose, lip, tongue, eyebrow, body rings, gauges or spikes.
- Oral jewelry is **NOT** allowed.
- Writing or pictures are not allowed on the body at any time.
- Makeup is not allowed for students in grades 5 and 6.
- Boys may not wear nail polish, or color their finger nails.
- All Tattoos, regardless of the location, must be completely covered at all times.
- Caps, hats, bandanas, skull caps, dew rags, and sunshades, etc. are **NOT** allowed at any time on campus.
- Proper undergarments are to be worn.
- Jackets, sweaters, and/or coats do not circumvent the dress code in any shape or form. The clothing underneath the jacket, sweater, or coat must meet all dress code regulations.
- Medical Modifications to the student general dress code may be granted on a case by case basis. The modifications will be subjected to considerations such as, but not limited to:
 - Medical statements from a physician indicating a medical condition will be worsened by adhering to the student general dress code.
 - The modifications are not for mere comfort or ease, but truly medical in nature.
 - Pregnancy does not circumvent the dress code.

BACK PACKS

- Manufactured logo is permitted.
- Backpacks that have writing, designs, or drawings other than the manufacturer's logo, manufacturer's design, manufacturer's name, or owner's name **will not** be allowed at school.

ENFORCEMENT

- **If a student's apparel is considered inappropriate by the principal or his/her designee**, the inappropriate item will be confiscated, the student will be allowed to call for other clothing or will be placed in a school issued corrective clothing to be worn for the rest of the day, and the student will immediately be issued a dress code citation and must attend after school detention. If a student receives more than four (4) after school detention citations in a one week period, each additional citation that week will constitute persistent misbehavior and be handled as a Level II Disciplinary Offense.

CONFISCATED ITEMS WILL BE RETURNED WHEN REPLACEMENT ITEM IS RETURNED, BUT EACH SUBSEQUENT ITEM CONFISCATED WILL NOT BE RETURNED TO PARENTS UNTIL THE FIRST BUSINESS DAY FOLLOWING THE FINAL DAY OF SCHOOL. ITEMS WILL BE DISCARDED AFTER THE TENTH BUSINESS DAY FOLLOWING THE FINAL DAY OF SCHOOL.

Any attire deemed distracting, lewd, offensive, or otherwise inappropriate by school administrators will not be allowed. The school reserves the right to establish rules during the school year regarding new fashions in dress.

XV. Needville Independent School District Student

Acceptable Use Policy for Technology

The Needville Independent School District recognizes the value of technology in helping the district achieve its educational purposes. Computer use, computer networks, and Internet services can enhance the educational program and help students develop the knowledge and skills they need to be successful. In addition, computer use, computer networks, and Internet services can help staff support the educational program, strengthen district communications, and improve operational efficiency. These services are for the specific and limited purpose of achieving the district's goals and accomplishing its educational and organizational purposes.

The use of NISD's technology is a privilege, not a right. Inappropriate use will result in the loss of this privilege.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While NISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

District Rights and Responsibilities

- Access to the NISD's network will be made available exclusively for instructional and administrative purposes.
- NISD reserves the right to deny technology access to any individual. Only students who have returned and signed the Acceptable Use Policy signature page and are under the supervision of designated district employees are permitted to use a district computer.
- NISD reserves the right to monitor all activity on all computers, networks, and the Internet.
- NISD reserves the right to block any material on the Internet.
- Use of NISD's systems shall not be considered confidential.
- Security on the network is a high priority. The Superintendent or designee shall establish procedures that will maximize system security.
- Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by NISD are those of the individual and do not represent the position of NISD.
- Educate students in Internet safety and cyber security which includes cyber bullying and digital citizenship.
- NISD staff is responsible for supervising student use of technology.
- Using personal laptops, smart phones, or wireless devices to connect to the NISD Guest Wireless network is allowed if the device is used as an educational tool and ONLY if the use of the device is applicable to specific activities conducted in class.

Prohibited uses of the Technology include, but are not limited to:

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Cyber bullying.
- Encouraging the use of or promoting the sale of controlled substances or drugs.
- Any attempt to destroy, damage, or dismantle any and all technology equipment¹.

¹ Technology equipment includes but not limited to pcs (mouse, keyboard, monitor, speakers, case, etc), laptops, calculators, projectors, cameras, multimedia projectors, printers, scanners, vcrs, dvd players, etc.

- Using portable operating systems.
- Using mass storage devices² for any use other than school-related assignments or activities.
- Any attempt to gain access to, deny access to, harm, alter, or destroy data found on the school's networks, stand alone computers, or public networks. This includes, but is not limited to, the uploading or creation of computer viruses.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Downloading and/or installing any software, including but not limited to commercial software, shareware, freeware, original software, and/or utilities on school computers, networks, or mass storage devices².
- Downloading music, movies, games, videos, or any other data.
- Accessing any software other than software that is assigned.
- Disabling, attempting to disable, or by passing Internet filtering devices and/or changing or attempting to change any computer configurations or settings.
- Attempting to change the physical configuration of the network. Adding personal switches, patch cables, removing hardware, etc.
- Using real-time conference features, such as forums, talk, blogs, chat, and/or Internet relay chat, nor will students be allowed to use e-mail.
- Playing Internet games or surfing for any purposes other than school-related assignments or activities.
- Logging into the system using another user's account or password.
- Leaving an account open or unattended.
- Violating any district, local, state, or federal regulation or statute.
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
- Use of any browser other than Internet Explorer.
- Users must respect the privacy of others. Users shall not read, delete, copy, modify, or reveal data of other network users.

Discipline

Student discipline for violation of any part of these rules and procedures shall be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including termination of privileges, suspension, and/or expulsion. Perpetrators or their parents/guardians may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.

² Mass storage devices includes but not limited to pen drives, flash drives, usb keys, key drives, mp3 players, hard drives, thumb drives, cds, dvds, floppy disks, zips, etc.