

# - SECTION D -

## DISTRICT POLICIES AND PROCEDURES

### ADMISSION REQUIREMENTS

#### General Eligibility

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

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

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

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

- a. Power of Attorney;
  - b. Notarized letter or sworn affidavit from parent, guardian, or the adult responsible for the minor child;
  - c. Assignment letter from the Department of Human Services;
  - d. Juvenile Probation, or other agencies;
  - e. Death certificate of natural parent(s);
  - f. Proof of receipt of federal assistance; or
  - g. Other documentation deemed appropriate by the superintendent or superintendent's designee.
5. The person is homeless, as defined by federal law, regardless of the residence of the person, either parent, or the person's guardian or other person having lawful control.

A "homeless child" is one who lacks a fixed, regular, and adequate residence or has a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

6. The person is a foreign exchange student placed with a host family that resides in the district by a nationally recognized foreign exchange program, unless the district has applied for and been granted a waiver by the commissioner because:

- a. This requirement would impose a financial or staffing hardship on the district;
- b. The admission would diminish the district's ability to provide high quality education services for the district's domestic students; or
- c. The admission would require domestic students to compete with foreign exchange students for educational resources.

Northside applied for and received such a waiver limiting the number of foreign exchange students the district will accept each school year. The district will accept six (6) foreign exchange students at each of our regular comprehensive high schools. All paperwork for foreign exchange students is processed by the Office of Pupil Personnel at the Northside Administrative Offices.

7. The person resides at a residential facility, as defined in Texas Education Code 5.001, located in the district. For purposes of enrollment, a person who resides in a residential facility is considered a resident of the district in which the facility is located.
8. The person resides in the district and is 18 or older or the person's disabilities of minority have been removed.

#### Minor Living Apart

A minor student residing in the district but whose parent, guardian, or other person having lawful control under a court order does not reside in the district shall present a power of attorney assigning responsibility for the student in all school-related matters to an adult resident of the district.

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

#### Proof of Admission Eligibility

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

Acceptable documents for verifying address include current utility bills, sales or lease agreements, driver's license, voter registration certificate, or other legal documents.

#### Withdrawal – Minor Students

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

#### Withdrawn for Non-Residence

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

#### High School Equivalency Certificate

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

#### Substitute for Parent or Guardian

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

## Students in Foster Care

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

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

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

## Transfers from Other States

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

## Texas Youth Commission

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

## Military Dependents

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

## Court-Ordered Student

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

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

## Students in Alternative Education Programs

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

## Expelled from Another District

If a student has been expelled from another school district, the expelling district shall provide to the district a copy of the expulsion order and the referral to the authorized officer of the juvenile court. The district in which the student enrolls may:

1. Continue the expulsion under the terms of the order;
2. Place the student in an alternative education program for the period specified by the expulsion order; or
3. Allow the student to attend regular classes without completing the period of expulsion.

## Enrollment

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

## Legal Surname

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

## Required Documentation

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

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

## Inconsistent Documentation

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

## Missing Documentation

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

## Students Under Eleven

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

1. Request from the person enrolling the child the name of each previous school attended by the child;
2. Request from each school identified in Item #1 the school records for the child and, if the person enrolling the child provides copies of previous school records, request verification from the school of the child's name, address, date, and grades and dates attended; and
3. Notify the person enrolling the student that not later than the thirtieth day after enrollment, or the ninetieth day if the child was not born in the United States, the person must provide:
  - a. A certified copy of the child's birth certificate; or
  - b. Other reliable proof of the child's identity and age and a signed statement explaining the person's inability to produce a copy of the child's birth certificate.

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

## False Information

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

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

## Prekindergarten

The pre-kindergarten program in Northside meets state mandated requirements. The students are eligible if they are 4 years of age on or before September 1 and qualify through one of the following criteria:

1. The child is identified as limited in English proficiency (as determined by the Home Language Survey and testing done at Student Placement Center); or
2. The child qualifies for the free or reduced lunch program (based on the income guidelines provided for the lunch program) and supported by proof of income.

## Kindergarten

The district shall establish and maintain one or more free kindergarten programs for the training of resident children who are at least five years of age on or before September 1 of the current school year.

## First Grade

A child may be enrolled in the first grade if he or she is at least six years of age at the beginning of the current school year or has been enrolled in the first grade, or completed kindergarten, in the public schools of another state prior to transferring to the district.

## Underage Students

Underage transfer students who received instruction during the current school year as an eligible student in an out-of-state, public prekindergarten or kindergarten program are eligible for enrollment without tuition. These students are ineligible for state ADA funding.

## Exceptions to Age and Residency Requirements

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

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

## Residency Review for Extracurricular Activities

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

## Grievance Procedure

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

## ATTENDANCE - All Levels Compulsory Attendance Law

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

A person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday shall attend school each school day for the entire period the program of instruction is offered. The district may revoke for the remainder of the school year the enrollment of a person who has more than five unexcused absences in a semester. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds.

## Accelerated/Compensatory Programs

A student must also attend:

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

## Exemptions

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

1. The student is at least 17 years of age and has been issued a high school equivalency certificate or diploma.
2. The student attends a private or parochial school that includes in its course a study of good citizenship. A student in a home school shall be exempt from compulsory attendance if he or she is pursuing in good faith a curriculum consisting of books, workbooks, other written materials (including those that appear on an electronic screen of either a computer or video tape monitor), or any combination of these. The curriculum shall be designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.
3. The student is eligible to participate in the district's special education program under Texas Education Code Section 29.003 and cannot be appropriately served by the resident district.
4. The student has a temporary and remediable physical or mental condition that renders attendance infeasible and has a certificate from a qualified physician that specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence needed for remedial treatment.
5. The student has been expelled in accordance with legal requirements in a school district that does not participate in a mandatory juvenile justice alternative education program.
6. The student is at least 17 years old and is attending a course of instruction to prepare for the high school equivalency examinations, and:
  - a. Has the permission of the student's parent or guardian to attend the course;
  - b. Is required by court order to attend the course;
  - c. Has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the child; or
  - d. Is homeless as defined by 42 U.S.C. 11302.
7. The student is enrolled in the Texas Academy of Leadership in the Humanities.
8. The student is enrolled in the Texas Academy of Mathematics and Science.
9. The student is at least 16 years old and in attendance upon a course of instruction to prepare for the high school equivalency examinations, provided that the student is recommended to the course of instruction by a public agency that has supervision or custody of the student under a court order or the student is enrolled in a Job Corps training program under the Job Training Partnership Act (29 USC 1501).

10. The student is specifically exempted under another law.
11. The student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days for travel shall be limited to not more than a one day for travel to and one day for travel from the site where the student will observe the religious holy days. A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence.
12. The student has a documented appointment with a health care professional during regular school hours, if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. A student whose absence is excused for an appointment with a health care professional shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the District.

### **Temporary Absence**

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

### **Reason for Absence**

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

### **Permission to Leave School**

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

### **Parent Contributing to Truancy**

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

### **Warning Notice**

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

The notice must:

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

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

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

### **Exception**

Notice to the parent described above is not required if the student is a party to a

juvenile court proceeding for conduct indicating a need for supervision.

### **Defense**

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

### **Students Failure to Attend School**

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

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

### **Conduct in Need of Supervision**

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

### **Referral to Attendance Officer**

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

### **Students in Home Schooling**

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

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

### **Tardiness/Early Pick-ups/Class Period Cuts**

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

### **Effects of Absenteeism**

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

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

### **Enforcement of Attendance Policies**

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

## Make-up Work

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

## Exceptions to Attendance Rules

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

1. The student is participating in a board-approved extracurricular activity or public performance, which is under the direction of a member of the district's professional staff or an adjunct staff member.
2. The student is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program.
3. The student is Medicaid-eligible and participating in the Early and Periodic Screening, Diagnosis, and Treatment Program.
4. The student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the district.
5. The student has a documented appointment with a health care professional during regular school hours, if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. A student whose absence is excused for an appointment with a health care professional shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the district.

## Excused Absences

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

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

## Extra-curricular and Co-curricular Activities

Students who are participating in an extra-curricular activity approved by the board and under the direction of a professional staff member shall not be counted absent from school. Absences in excess of those permitted will not be considered as ex-

tenuating circumstances; consequently, students with unexcused absences because of participation in extra-curricular activities in excess of those limits may not receive credit for work missed during those absences. Students should miss no more than ten days per year (or more than eight days in one semester) for extra-curricular activities.

## ATTENDANCE FOR CREDIT

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

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may submit a written petition to the appropriate attendance committee requesting award of credit. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit.

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

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

## Attendance Committees

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

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

## Attendance Committee Hearing

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

## Personal Illness

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

## Unexcused Absences

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

## Extenuating Circumstances

The board has established the following as extenuating circumstances:

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

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

## Regaining Credit

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

1. Complete additional assignments, as specified by the committee.
2. Satisfy time-on-task requirements before and/or after school.
3. Attend tutorial sessions as scheduled.
4. Perform community services or campus duties.
5. Maintain the attendance standards for the rest of the semester.
6. Attend an alternative education program.
7. Attend evening high school.
8. Take an examination to earn credit.
9. Attend Saturday school.

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

## Grades

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

## Appeal of Attendance Committee's Decision

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

## Withdrawal for Non-Attendance

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

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

## ATTENDANCE BOUNDARIES

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

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

## INTRADISTRICT TRANSFERS

Parents may request an intradistrict transfer for their child. Such a request will be considered if it does not affect the assignment or reassignment of another student.

Students who live in an attendance zone, or who are moving into an attendance zone, will be allocated slots at the requested school over students petitioning for transfers. The district will not reassign students who live in, or are moving into, an attendance zone to another school in order to accommodate students who request transfers.

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

## Categories of Intradistrict Transfer

**PEG Transfer** – A student may apply to attend another district school if the school to which the student would be assigned by residence is a low performing school as defined under the Public Education Grant program. Students who obtain a PEG Transfer generally may continue at their new school until they complete that level of schooling or move from their former attendance zone.

Approval is contingent upon availability of space at the requested school. The deadline for receiving requests for a PEG Transfer is April 8, 2004. Applications after that date shall be processed as parental choice transfers.

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

A request for a program transfer must be submitted to the school counselor in conjunction with completion of a course selection card. A request that is received by April 8, 2004, shall receive priority consideration; those received after that date shall be processed as a parental choice transfer unless the student is new to the district.

**Anticipated Move Transfer** – Students whose families are in the process of moving into a different attendance zone may apply for a transfer in order to enroll in the receiving school at any time during the school year in which the move is scheduled to occur. In those instances involving temporary housing, an anticipated move transfer may be approved for the end of the preceding school year in order to avoid multiple changes of school assignment. Failure to meet the timeline established for relocating into the new attendance zone may result in revocation of the transfer.

Anticipated move transfer requests must be submitted to the Office of Pupil Personnel. A valid lease or sales contract signed by all parties must be submitted at the time of the request. The document must have the address of the new residence, and an anticipated occupancy or closing date. If the lease or sales contract does not have an occupancy or closing date, an official letter from the realtor, builder, or leasing agent specifying the anticipated move in date must also be included with the contract.

Anticipated move transfers for the 2003-2004 school year will not be processed prior to June 1, 2004.

Students who live outside the district boundaries will be enrolled tuition-free for 30 school days.

**Parental Choice Transfer** – Parents may request assignment of their child to a different school. Parental choice transfer requests may be denied on the basis of the student's record (e.g., low grades, excessive absences or tardies, poor conduct), for lack of timeliness in filing the request, for lack of space, or for the absence of needed program services or support facilities. Spaces available for parental choice transfers may be calculated based upon facility capacity, class size, projected enrollment, and growth; slots may be filled by lottery. Requests to exercise the grand-

father provision of the boundary change policy, requests for continued enrollment, and requests for other categories of intradistrict transfers shall be given priority consideration. Due to space constraints, elementary cluster campuses are restricted to transfers from their own sending campuses only.

A parent may submit a parental choice transfer request to the Office of Pupil Personnel. Requests for parental choice transfers received by April 8, 2004, shall be ordered by lottery conducted on or about April 16, 2004. Requests received after April 8, 2004, shall be ordered by date and time received and placed on a waiting list in sequence following those ordered by the lottery. A request for a parental choice transfer may be submitted from March 1, 2004, through June 18, 2004.

**Administrative Transfer** – A transfer may be initiated administratively to assign a student to a different school for reasons including, but not limited to concerns related to discipline or safety, or extraordinary conditions affecting the family or the school. It is initiated by the principal or central staff.

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

**Conditions** – An intradistrict transfer may be revoked if the student fails to maintain an acceptable record or fails to meet specific program requirements. Once granted, an intradistrict transfer continues in effect until the effective time expires, the student becomes ineligible under the transfer guidelines, or the transfer is revoked.

## CONTINUED ENROLLMENT

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

### Conditions

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

### Limited Term

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

### Transportation

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

### Out of District Move

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

Seniors who move out of the district are subject to tuition.

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

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

## CHANGE OF ADDRESS

Students who change their residence, mailing address, or telephone number after enrollment should report the change promptly to the administrative offices so that

the records may be corrected in case of an emergency at the school or at home. Business phone numbers of parents should also be recorded in the administrative offices.

## DRESS AND GROOMING

Research has indicated that student behavior is influenced by student dress and grooming. Consequently, student grooming is the proper concern of school administrators and teachers. In order to help insure proper and acceptable behavior on the part of the student, it becomes necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear.

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

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

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

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

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

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

If the board determines that requiring school uniforms would improve the learning environment at a school in the district, the board may adopt rules that require students at that school to wear school uniforms. Students shall wear uniforms beginning on the 90th day after the date on which the board adopts the rules. For the 2003-2004 school year, mandatory uniforms are to be worn on the Adams Hill, Cable, Esparza, John Glenn, Passmore, Valley Hi, Anson Jones, Pat Neff, Sam Rayburn, Sul Ross and Zachry campuses. Information regarding these uniforms can be found in Section A of this handbook. Parents may contact the administration offices at these schools for specific information on standardized dress requirements.

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

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

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

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

## **CLOSED CAMPUS**

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

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

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

## **CAFETERIA**

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

Students buying their lunch are responsible for having their money.

### **Elementary Schools**

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

Your child will only be allowed a maximum of five (5) meals in cafeteria charges.

After your child has accrued five (5) meals in charges, your child will receive an alternate meal consisting of a peanut butter sandwich and milk. This alternate meal will cost 60 cents. Students will continue to receive this alternate meal until all cafeteria charges are paid. Proper notification will be made to persons responsible for payment.

Please notify your school's cafeteria manager if your child is allergic to peanut butter or milk so another alternate can be provided.

### **Secondary Schools**

Each secondary school has its own practice regarding alternate meals.

## **FREE AND REDUCED PRICE MEALS**

All students registering for school within the district will be provided with an application for the Free/Reduced priced meals. The application contains information regarding family size and income level as it relates to Free/Reduced priced meals.

The completed application will be reviewed and the parent notified within ten days. Parents must file one application per family. All children living in the household and registered with the district must be included on one application.

New students entering the district will be provided with an application when they register or call 523-4517 to request an application.

## **STUDENT HEALTH**

### **School Nurse**

A school nurse is assigned on a full time basis to each district secondary school. The nurse's primary role is to improve the physical and mental health of students

in accordance to their own personal needs. This includes emergency care when indicated, providing for the student who becomes ill at school, dispensing medication according to district policy, and maintaining proper immunization and pertinent medical information.

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

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

## **Special Health/Medical Problems**

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

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

## **Screening**

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

## **Scoliosis Screening**

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

If the screening indicates the student may have an abnormal spinal curvature, the principal shall send the original of the screening report to the student's parent, managing conservator, or guardian along with a letter advising of the parent's responsibility to select an appropriate health practitioner for an examination.

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

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

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

## Vision and Hearing Screening

State law requires vision and hearing screening for students in the following grades: K, 1, 3, 5, 7, 9, and all new students to Northside in any grades not mentioned above. Parents who do not desire their child/children to receive vision or hearing screening must notify the school principal in writing.

## Immunization Requirements for 2003-2004

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

**DTP/DTaP/DT/TD** Four doses required for students through 6 years of age. All other students only require three doses, one dose after the 4th birthday and a booster every 10 years.

**Polio** Three doses for all students with at least one dose after 4th birthday through 17 years of age.

**Measles** One dose after first birthday. All students age 5 years and older who are born on or after September 2, 1991, are required to have two doses of measles vaccine. All other students a second dose no later than 30 days after their 12th birthday. Physical confirmation of illness is not acceptable. Only a Serological (blood test) can serve as confirmation.

**Rubella** One dose of vaccine after the first birthday or Serological (blood work) confirmation of Rubella immunity.

**Mumps** Vaccine required for all students through 18 years of age. Only Serological confirmation acceptable. One dose after first birthday.

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

**Hepatitis B** Students born on or after September 2, 1992, must have three doses of Hepatitis B vaccine.

Effective August 1, 2000, students born on or after September 2, 1988: three doses of Hepatitis B Vaccine or show proof of Serological confirmation of immunity or Serological evidence of infection.

**Varicella** Effective August 1, 2000, requirements are: Children born after 9/2/94, one dose;

**(Chicken Pox)** Children born after 9/2/88, one dose of vaccine by 12th birthday.

Verification Needed:

1. The students born on or after 9/2/94 must show proof that Varicella vaccine was received on or after the first birthday;
2. The above students (9/2/88) will be required to show proof by 30 days past their 12<sup>th</sup> birthday;
3. If child had Varicella (chicken pox) illness, please request form from the school nurse to validate illness.
4. Students 13 years or older will be required to take two doses of vaccine or proof of illness.

## Hepatitis A

**Effective August 2003, students born on or after September 2, 1992, must have a series of two doses of Hepatitis A vaccine. Second dose to be given six months after the first dose. Minimum of one dose will be required to enter school by the first day of school on August 2003.**

## Exclusions

Each student shall be fully immunized against diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, and poliomyelitis. A child or student must meet all the immunization requirements specific to an age group upon first entering the age group.

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

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

1. Submits one of the following:
  - a. An affidavit or certificate signed by a physician who is registered and licensed to practice medicine within the United States, stating that in the physician's opinion the immunization required would be injurious to the health and well-being of the applicant or any member of his or her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid only one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect.
  - b. An affidavit signed by the applicant or, if a minor, by his or her parent or legal guardian stating that the immunization conflicts with the tenets and practices of a recognized church, religious denomination, or recognized religious organization of which the applicant is an adherent or member; provided, however, that this exemption does not apply in times of emergency or outbreak declared by the commissioner of health or local health authority.
2. Is serving on active duty with the armed forces of the United States.

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

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

## Consent to Medical Treatment

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

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

## Form of Consent

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

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

## Minor's Consent to Treatment

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

1. Is 16 years of age and residing separate and apart from the minor's parents, managing conservator, or guardian, regardless of the residence, and is managing his or her own financial affairs, regardless of the source of the income;
2. Consents to the diagnosis and treatment of any infectious, contagious, or communicable disease required to be reported to the Texas Department of Health, including all sexually transmitted diseases;

3. Is unmarried and pregnant, and consents to hospital, medical, or surgical treatment, other than abortion, related to her pregnancy; or
4. Consents to examination and treatment for chemical addiction, chemical dependency, or any other condition directly related to chemical use.

## Administering Medication

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

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

## By Volunteer Professionals

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

## Civil Liability Immunity

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

## Medications

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

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

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

## Self-Administration of Prescription Asthma Medicine by Students

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

1. prescription label on the medication;
2. the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and

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

## Food Allergies

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

## BACTERIAL MENINGITIS

### What is Meningitis?

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

### What are the Symptoms?

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

### How serious is Bacterial Meningitis?

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

### How is Bacterial Meningitis spread?

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

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

### How can Bacterial Meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and

pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

### **FOR MORE INFORMATION**

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

## **ASBESTOS MANAGEMENT PLAN AVAILABLE**

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

## **USE OF PESTICIDES**

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

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

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

## **STUDENT INSURANCE**

### **Accident Insurance**

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

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

## **ORGANIZATIONS**

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

Membership in these clubs, subject to scholastic qualifications, is open to all students. State law prohibits secret or semi-secret clubs (fraternities). A public school fraternity, sorority, or secret society is hereby defined as: any organization which seeks to perpetuate itself by taking in additional members from the pupils enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school who is qualified by the rules of the school to fill the special aims of the organization.

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

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

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

## **Athletics - Secondary**

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

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

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

## **Athletic Code of Conduct**

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

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

The use, possession, or distribution of illegal substances or an athlete's involve-

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

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

### **Alcohol/Tobacco**

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

- A first offense will result in suspension from team competition for three weeks. If there are not three weeks remaining in that particular sport season, the balance will be fulfilled in the subsequent sport season. A contract will be required.\*
- A second offense will result in dismissal from the athletic program for the remainder of the school year in which the infraction occurred. Another contract will be required.
- A third offense will result in permanent dismissal of the athlete from high school athletics.

### **Illegal Substances**

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

- The first offense will result in a six week suspension from the athletic program. A contract will be required.\*
- The second offense will result in permanent dismissal from high school athletics.

### **Theft (On campus)**

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

- A first offense will result in a 3-6 week athletic program suspension determined by the value and circumstances involved in the theft. A contract will be required.\*
- A second offense will result in dismissal from athletics for the remainder of the school year. Another contract will be required.
- A third offense will result in permanent removal from high school athletics.

Other serious behavior offenses (hazing, off campus felony behavior, profanity directed toward staff, etc.) may also result in suspension or dismissal from the athletic program. Such actions may be taken by head coaches after consultation with the campus athletic coordinator. Behavioral contracts\* may also be used following these infractions.

Consequences for other rule violations may be addressed by coaches through discipline within the student's athletic program (short term athletic program suspensions, reduced playing time, role or position reassignment, behavioral contracts,\* etc.)

### **\*Contracts**

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

## **Extra-Curricular - Secondary Eligibility for Beginning of School Year**

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

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

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

### **Eligibility During the Year**

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

## **Magnet Schools**

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

### **Eligibility Questions**

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

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

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

sonable time to complete the work.

### **When does a student with an incomplete become ineligible?**

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

### **When does a student with an incomplete become eligible?**

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

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

Answer: The student remains ineligible. The grade earned at the end of the grading period determines a student's eligibility. However, while a student must remain ineligible for a three week period, that does not necessarily preclude the changed grade from being appropriately averaged with other grades used in determining the semester average.

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

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

## **FIELD TRIPS - COMPETITIVE ACTIVITIES**

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

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

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

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

## **TITLE IX**

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

Instructional programs are provided to help meet the physical, intellectual, and emotional needs of students, and to provide opportunities that will give students a

mastery of the basic skill of learning, thinking, and problem solving. All students' needs shall be met without discrimination on the basis of sex.

Students, parents, or any person who believes that a violation of Title IX prohibitions against discrimination and/or harassment on the basis of sex may have occurred will report such allegations to the principal for resolution. Complaints not resolved at the school level may be appealed to the Title IX Coordinator Marilyn Katz (elementary school complaints, 210-706-8640) and Joe Stattmiller (secondary school complaints 210-706-8639).

## **SECTION 504**

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

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

Name:	Dr. Don Moecker
Position:	Director of Secondary Special Education
Address:	5617 Grissom Road, San Antonio, TX 78238
Office Telephone:	(210) 706-8754

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

## **SIGN LANGUAGE INTERPRETER**

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

## **SOCIAL EVENTS**

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

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

## **STUDENT IDENTIFICATION CARDS - HIGH SCHOOL**

Each high school student is required to obtain an identification card. Students will be presented information pertaining to the issuance of I.D. cards at the beginning of school. Additional information may be obtained from the registrar's office or the vice principal's office.

1. This card is the official student activity card and must be carried by the student at all times on campus and at school functions.
2. Students are required to present this card to any official or authorized representative of the school upon request. Failure to do so is a breach of regulations and makes the student subject to disciplinary action (see section "Evasion").
3. Loss of this card is to be reported immediately to the vice principal.

## **FIRE DRILLS**

Fire drills are conducted for two purposes: (1) to train students to leave the building in an orderly manner and quickly in case of an emergency alarm; and (2) to teach self-control in times of emergency in later life. These aims can be accom-

plished with student cooperation. When an alarm is sounded, all students should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the students reach the safety zone, they should turn and face the building while remaining in line.

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

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

## TORNADO/DISASTER DRILLS

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

## LOCK-DOWN DRILLS

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

## STUDENT TRANSPORTATION

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

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

## TRANSPORTATION POLICIES

**General:** The Northside Independent School District, as permitted by the State Board of Education, provides transportation for the normal school day to eligible students.

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

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

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

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

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

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

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

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

1. Cooperate with the transportation staff at all times.
2. Be on time at the bus stop, since the bus cannot wait for those who are tardy. Students should be present at their stop at least five (5) minutes prior to the designated pick-up time.
3. Wait a sufficient distance from the pavement to allow the bus to pull off the road onto the shoulder. Never stand in the roadway while waiting for the bus.
4. Wait in orderly line before boarding the bus.
5. Board and leave the bus carefully and courteously with no shoving or pushing.
6. Cooperate if assigned a seat on the bus.
7. Remain seated in a safe manner at all times while the bus is in motion.
8. Keep arms, head, and/or other parts of the body out of the bus windows. Clothing or other articles should not be extended through the bus windows.
9. Get on and off the bus at the designated bus stop nearest your residence.
10. Bring a signed note from the parent/guardian for permission to get off the bus at a stop other than that previously designated as the regular stop. A school official must authorize this note with a signature, initial, etc. The note must be presented for authorization on the morning of the requested day to allow sufficient time for parent verification.
11. Ride the route to which assigned. In genuine hardship (emergency) situations, i.e., hospitalization of a single parent, the school administrator may approve a temporary assignment of an eligible student to a different route until the family can make other arrangements. Such assignments may not exceed five (5) school days.
12. Do not throw, pitch, or shoot articles within the bus, out of the bus windows, or at any other vehicle.
13. Do not carry harmful or dangerous articles. Explosives, fireworks, knives, weapons, mace, tear gas, etc., are prohibited.
14. Refrain from making excessive noise such as loud talking, screaming, whistling, etc.
15. Do not possess or consume intoxicating beverages, or illegal drugs aboard a bus. This includes, but is not limited to, marijuana and the hallucinatory drugs.
16. Do not use tobacco products on the bus.
17. Do not fight on the bus or at the bus stop.
18. Do not eat, drink, or chew gum on the bus.
19. Do not bring animals on the bus unless authorized by the transportation department.
20. Do not board or leave the bus through the emergency door unless there is an emergency.
21. Do not take or handle any emergency equipment inside the bus.
22. Do not write upon, disfigure or destroy any part of the inside or outside of the bus. (Students who damage school district property will be charged for such damage and disciplinary action(s) that may include loss of bus privileges.
23. Do not use unacceptable language, gestures, or actions.
24. Do not play radios, tape players, or other similar equipment on the bus.
25. Do not behave in any manner that may jeopardize the safe operation of the bus.
26. Band instruments should not be placed in the aisles, in front of the bus or blocking emergency exits. Due to limited space, instruments should be placed on the students’ laps, unless there is a vacant seat available.

## Consequences For Violation Of School Bus Rules And Regulations

### First Offense: (Verbal Warning)

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

**Second Offense: (1st Written Offense)**

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

**Subsequent Offenses:**

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

**Major Offense:**

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

**Removal Of Transportation Privileges:**

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

**PETS**

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

**SELLING OF ITEMS BY INDIVIDUALS**

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

**VALUABLES/PERSONAL PROPERTY**

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