



John C. Holmgreen Center

Northside Independent School District

Updated: July 29, 2026

Student Handbook

Introduction

Welcome to John C. Holmgreen Center! We are the Dolphins and it is our privilege and honor to serve the students of Holmgreen Center. We are driven to help our students succeed academically, behaviorally, emotionally and socially. We serve a diverse population of students that represent campuses throughout the Northside Independent School District. Holmgreen Center programming supports its students by implementing their individualized education plan (IEP) with fidelity and through the use of positive behavior interventions and supports.

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

Mission

Provide a positive and encouraging environment with innovative programming

CORE BELIEFS

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

The purpose of Holmgreen programming is to provide behavioral and academic support to students with disabilities who have historically struggled with their behaviors. The goal of the program is threefold:

- To create an environment for students that supports their physical and emotional safety.

- To ensure students learn appropriate replacement behaviors that support relational and academic success.
- To support the successful transition of Holmgreen students to their comprehensive campus or postsecondary programs and opportunities.

Student Code of Conduct

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

ENROLLMENT

All Holmgreen students are enrolled by the recommendation of their ARD committee. Holmgreen Center is a placement designed to meet the educational needs of students requiring behavioral support not available at the home campus. Reintegration and placement back to a student's home campus is an ARD committee decision and will be determined by their measurable progress in the areas of academics and behavior.

Holmgreen Center Contact Information

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

8580 Ewing Halsell, San Antonio, Tx 78229

210-397-5460 holmgreen@nisd.net

Campus Operating Hours: 8:20 - 4:50 / Campus opens at 8:50

Principal Cheryl Parra cheryl.parra@nisd.net	Associate Principal Lorenzo Saldana lorenzo.saldana@nisd.net
Counselor Camille Martinez camille.gutierrez@nisd.net	Special Education Coordinator Lori Castilleja lora.castilleja@nisd.net
School Psychologist DeAnna Gaytan deanna.gaytan@nisd.net	Rhonda George NISD Social Worker (Housed on campus) rhonda.george@nisd.net

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ENTRY & REGISTRATION

All students enrolled at Holmgreen are placed by an ARD committee. District support specialists and special education leadership work closely with campuses to determine if a Holmgreen Placement would be the student's Least Restrictive Environment (LRE). Parents and students will visit the campus and meet and greet with the Holmgreen team. The enrollment process is collaborative and designed to help staff better understand and identify additional support needed to help students.

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

WITHDRAWAL

Parents who plan to withdraw their child from Holmgreen Center due to a move to another district, transition to homeschooling, or hospitalization should contact the campus for assistance as soon as possible.

Returning to a Comprehensive Campus

Holmgreen implements a Multi-Tiered System of Support (MTSS) to support students' academic progress, behavior, and social-emotional well-being. Each student's MTSS team, led by the case manager, continuously monitors and documents progress toward individualized goals. When data indicates that a student has developed the knowledge and skills needed to succeed in a less restrictive environment, the committee will convene to review the evidence. Based on the committee's recommendation, an ARD/IEP meeting may be requested to consider reintegration into a less restrictive setting.

ATTENDANCE

School hours are from 9:00 a.m. to 4:15 p.m. To support student success, we ask that all students arrive on time each day. If your child will be absent, please notify the attendance office at (210) 397-5460.

VERIFICATION OF ENROLLMENT

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

PARENT-TEACHER CONFERENCES

Holmgreen Center is a closed campus, meaning that all visits beyond the front office must be coordinated in advance with campus administration. While we value open communication and collaboration with families, classroom visits are not part of our standard practice due to student privacy and safety considerations. If you have questions or would like to request a meeting with your child's teacher or support team, please call 210-397-5460 to schedule a conference.

TEXTBOOKS & CHROMEBOOKS

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

ESCORTS

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

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

NURSE'S CLINIC

The school nurse is here to support the health and well-being of all students. The clinic is intended for students who are in need of medical attention. To ensure the

clinic remains available for those needs, students should not use the clinic as a place to rest or avoid classroom responsibilities. Students may request to visit the nurse, and visits will be coordinated through the classroom teacher with prior nurse approval whenever possible.

Medication Policy

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

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

1. The District has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
2. When administering prescription medication, the medication appears to be in the original container and to be properly labeled.
3. Prescription medication must be in the original container, properly labeled with the child's name, name of medication, and directions for time and dosage.
4. **All medication must be brought to the nurse by a parent/guardian. Students are not permitted to carry medication to or from school. Students found in possession of medication are subject to disciplinary and /or legal action.**

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

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

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

1. The name of the student.
2. The name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed.

3. The name of the person giving consent and the person's relation to the student.
4. A statement of the nature of the medical treatment to be given.
5. The date on which the treatment is to begin.

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

1. Permanent or Extended Health/Medical Problems. Parents should complete the Medical Release and Emergency Information Form at the beginning of each school year, or when registering during the year. This information will be kept on file in the nurse's office. Be sure to provide all information requested and to sign the card. The nurse will provide information, as appropriate, to other school personnel.
2. Special Health/Medical Problems Occurring During the School Year. Students with medical problems for which the family physician feels it is necessary to restrict the student's activity at school should promptly provide the school nurse with a note from the doctor specifying any restrictions and limitations and the time period for which they are expected to apply. The school nurse will notify the appropriate school personnel and will return a copy of the note to the student/parent to be retained as a record.
3. Temporary/Minor Medical Conditions (e.g. cold, sore throat).

Students may be excused from strenuous activities and/or outdoor play for 1-3 days upon written request from a parent/guardian. A doctor's note is not generally required for such temporary restrictions.

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

COUNSELING

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

- Individual counseling
- Group counseling
- Parent conferences
- Testing

CAFETERIA

Breakfast and lunch are provided by NISD Nutrition Services. Students are permitted to bring their own lunches, and are not required to eat the school provided lunch. Food brought from home may only be consumed during designated times.

TRANSPORTATION

Students receiving transportation services are expected to demonstrate safe and respectful behaviors while riding the bus. The drivers set the expectations for their buses. Students who choose not to comply with driver expectations and directions or who create an unsafe environment on the bus will receive disciplinary action, which could include suspension from the bus.

HOLMGREEN - MONITORED CAMPUS

CAMERAS AT HOLMGREEN

Holmgreen is a monitored campus.

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

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

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

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

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

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

HOLMGREEN - CLOSED CAMPUS

Holmgreen is a closed campus

- Once students arrive on campus, they may not leave without being signed out by a parent or guardian.
- Parents will be notified if their student leaves the campus without permission.

Elopement

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

VISITORS

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

STUDENT AND STAFF SAFETY

The mental, emotional, and physical safety of all students and staff is our highest priority. Campus staff are trained in crisis prevention and intervention through the Safety-Care program. This training emphasizes the care, welfare, safety, and security of everyone on campus. When a student's behavior poses a risk to their own safety or the safety of others, staff will use appropriate strategies and interventions to ensure a safe and supportive environment.

To further ensure safety, all internal and external doors remain locked throughout the day. In compliance with fire code, all external doors can be exited from the inside. Students and visitors are escorted at all times while moving throughout the building.

SEARCH AND SEIZURE

In accordance with the NISD Student Handbook, all students and their belongings are subject to search in order to maintain a safe and secure learning environment. Students are required to turn in personal items – such as phones, bags, and electronic devices – upon arrival as part of our daily entry procedures. These items are stored in a secure location and returned to students at the end of the school day. It is the student's responsibility to ensure that all personal items are turned in during check-in.

To help prevent loss or theft, students are strongly encouraged to leave valuable items – such as cameras, jewelry, money, and expensive clothing – at home. Holmgreen Center is not responsible for lost or stolen items.

CELL PHONES AND PERSONAL BELONGINGS

NISD provides Chromebooks and other technology devices for student use on campus. All necessary school supplies will also be provided by Holmgreen Center.

To maintain a focused and distraction-free learning environment, **students are not permitted to bring cell phones, smartwatches, or other personal electronic devices.** If these items are brought to school, they must be turned in during check-in at the front office.

In addition, all personal items—including but not limited to backpacks, purses, satchels, and lunchboxes—must be checked in upon arrival.

Students may bring:

- Personal headphones (for approved instructional use)
- Refillable water bottles (must be empty upon arrival)
- Store-bought bottled water (must be sealed and will be inspected during check-in or turned in)

CHECK-IN PROCEDURES

Students will check in one at a time upon arrival in the Holmgreen foyer.

The check-in process includes the following steps:

1. Students will enter the check-in station individually.
2. All personal items must be turned in, including phones, bags, and other non-instructional belongings.
3. Student dress code compliance will be checked.
 - If a student is out of dress code, they will be given an opportunity to correct the issue.

- If a student refuses to comply, disciplinary action may follow, including parent notification.
- 4. Once students complete check-in, they will be escorted to the cafeteria to pick up breakfast.
- 5. After breakfast, students will be escorted to their assigned first-period class.

Late arrivals will check in through the front office and follow the same procedures.

CHECK-OUT PROCEDURES

Students will check out in the foyer area at the end of the school day, unless signed out earlier by a parent or guardian.

- Students who turned in personal items (such as phones or bags) will receive them once their bus or ride has arrived.
- Students will not have access to personal electronic devices while waiting for dismissal.
- After collecting their belongings, students will exit the building with staff supervision to board their bus or leave with their designated parent/guardian.

CURRICULUM

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

STUDENT EXPECTATIONS

DRESS CODE

Research has shown that student behavior can be influenced by dress and grooming, so staff—including teachers and administrators—will monitor these to promote a respectful and focused school environment. While parents have primary responsibility for their child's attire, Holmgreen Center, in alignment with NISD policy, also has a

role in ensuring that clothing and grooming meet health, safety, and educational standards.

Final determination of dress and grooming standards lies with the principal or their designee.

General Guidelines:

- Shorts, skirts, skorts, and dresses must be mid-thigh length. Slits above mid-thigh and any suggestive or indecent styles are prohibited.
- All pants must be worn at the waist (no sagging). Tight leggings, spandex, and pants with holes or frays above mid-thigh are prohibited.
- All footwear must be safe and appropriate. Shoes with steel toes, hard plastics, or similar reinforcements are prohibited.
- Clothing must not be suggestive, indecent, or distract from the learning environment. Examples include oversized clothing, spaghetti straps, halter/crop tops, exposed backs, midriffs, or see-through garments.
- Undergarments and any inappropriate patches, graphics, or writings (e.g. reference to alcohol, gangs, weapons) must not be visible .
- Hair must be neat and clean; unconventional or distracting hairstyles are not permitted.
- Only traditional ear jewelry is permitted; all other body piercings that are distracting are prohibited.
- Headgear including hats, hoods, bandanas, sunglasses, and doorags is not allowed inside the building (except for cultural or medical reasons).

Campus-Specific Notes:

- In certain classes or settings (such as APS or labs), additional grooming or attire guidelines (like securing long hair or no open-toed shoes) may apply as required by safety protocols .

Additional items to consider:

1. **Gang-related apparel:** Explicit mention that any gang-related colors, signs, or clothing is prohibited (see “Gang Prohibitions”).
2. **Profanity / alcohol/drug references:** Clothing or items with references to alcohol, drugs, weapons, violence, or profanity are prohibited .
3. **Bag restrictions:** Depending on campus, backpacks, purses, and satchels may not be allowed and must be held at check-in —looks like you've covered this under cell phones/personal items.

PHYSICAL AGGRESSION

Students are prohibited from using physical aggression towards themselves or other students or staff. Students who do not respond to the de-escalation strategies will be assigned appropriate consequences. If a student’s behavior requires physical intervention to maintain safety, parents will be notified by both phone and email.

VERBAL AGGRESSION

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

AGGRESSION TOWARDS PROPERTY

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

SCHOOL WIDE PBIS SYSTEM

A token economy is a systematic reinforcement reward system in which the student earns points by engaging in a targeted behavior. “Dolphin Dollars” are given contingent on performance of the desired behavior, which can be exchanged for reinforcers within a predetermined economy system. These dollars are kept by the student and used for positive reinforcement. (Earned activities, privileges and school store items) The data on these behavioral objectives are reviewed daily with students.

TRANSITION TO A LESS RESTRICTIVE ENVIRONMENT

Transition to a less restrictive campus is considered when a student achieves behavioral goals and objectives as outlined in the student’s IEP. A Student’s academic progress and attendance is also taken into consideration for transition.

SPECIALLY DESIGNED ROOMS

TRANQUILITY ROOM

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

RESTORATIVE ISS

The restorative ISS room is designed to provide a restorative environment after a behavioral incident where the student can regain composure, work on identifying replacement behavior skills to use instead of the behavior that was observed, and complete classwork in an alternative setting for a period determined by administration. This period will not last longer than two (2) days depending on the severity of the behavioral incident. The restorative ISS room is utilized as behavioral intervention and not a disciplinary placement.



***'Thank you for your support. Together we can make a difference in students' lives.
If you have any questions regarding the information in this booklet, please contact
Holmgreen administration at 210-397-5460.***

HANDBOOK ACKNOWLEDGEMENT DATE

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

- ☐ Dress Code Policy
- ☐ Cell phone and personal device policy
- ☐ Morning arrival and dismissal procedures
- ☐ Notice of classroom and bus Audio and Video Recording Policy
- ☐ Discipline Policy (elopement, physical aggression, verbal aggression, and bus)

Student:_____

Parent/Guardian:_____

Holmgreen Administrator:_____