



STUDENT-PARENT

HANDBOOK

ELEMENTARY SCHOOLS

**NORTH EAST INDEPENDENT SCHOOL DISTRICT
SAN ANTONIO, TEXAS
Revised July 2025**

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FOREWORD TO PARENTS AND STUDENTS

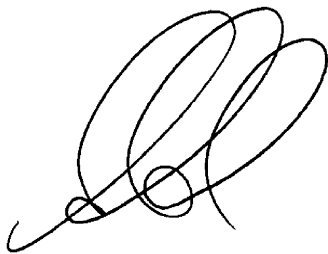
Dear Parents,

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

This handbook is designed exclusively for children attending our elementary schools, grades PK-5. While a printed version is available, we ask that you consider accessing the digital version at www.neisd.net/Page/9717. Answers to many of your questions can be found in the handbook.

I look forward to our continued partnership and collaboration.

Have a great year.

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a smaller 'M' and a trailing flourish.

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

The North East Independent School District does not discriminate based on race, color, religion, gender, sex, national origin, age, disability, or any other basis prohibited by law. For more information, see Board Policy FB and FFH at www.neisd.net.

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Section I: School Organization

1 School Personnel

School Administration

The principal serves as the instructional leader and manages the instructional programs and operations at the campus level. The principal oversees the implementation of our District policies and serves as the Campus Behavior Coordinator (CBC) for student discipline. The principal may delegate duties required as a CBC as necessary. Assistant principals provide support to the principal and may temporarily assume the principal's responsibilities in their absence. Responsibilities may include the enforcement of the District's Student Code of Conduct, student attendance and truancy.

Counselors

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives.
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk.
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development.
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.
- The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Librarian

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

Teachers

Classroom teachers are specialists in their fields that provide instruction in various manners to meet all student learning levels. Each teacher is provided with a conference period and parents/guardians are encouraged to schedule appointments to discuss their student's progress.

Other School Personnel

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

Section II: General Information and Procedures

1 Before and After School Supervision

Supervision is provided thirty (30) minutes before the start of the instructional day. For safety reasons, students are not permitted on campus before that time. All students are expected to leave the campus within ten (10) minutes of the dismissal bell unless they are attending the schools after care program or are involved in an after-school function or activity. Supervision is not provided for students after the ten (10) minute time allotment following dismissal. Please plan for after-school care as needed. After school care is provided at all elementary and middle schools through the KIN program. Check with your school for more information.

2 Care of Property

Bicycles

Students who ride bicycles to school should park and lock them immediately after arriving at school. Students/Adults are expected to walk their bicycles on the school grounds. The school is not responsible for damage or loss of a bicycle. To ensure a high degree of safety for persons playing on the campuses and to prevent unnecessary damage to the grounds, no wheeled vehicles or carriers of any kind, including bicycles, shall be permitted to operate on school campuses without authorized permission.

Care of Valuables

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

MONEY

If a student is given money to take to school, parents/guardians are requested to place it in an envelope, write the student's name on the envelope, and state the purpose for which the money is sent. Parents/guardians are asked to help students understand that bringing unnecessary money to school often causes difficulties in the classroom or on the school bus.

3 Cellphones, Personal Communication and other Electronic Devices

Students are prohibited from using a personal communication device while on school property during the school day, except under the circumstances described in Board Policy FNCE (Local). The following policies are the minimum requirements for personal communication devices. A school may decide to implement a more restrictive personal communication device policy.

For purposes of this policy, "school day" means any part of a regular school day in which instruction is provided to students, and which counts toward the required instructional calendar required by applicable state law, as it currently exists or may hereafter be amended.

A student shall receive or obtain prior approval from a District employee to use a personal communications or similar device for:

- The implementation of an individualized education program, a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794), or a similar program or plan;
- Documented need based on a directive from a qualified physician;
- The necessary compliance with a health or safety requirement imposed by law or as part of the district's or school's safety protocols;
- Personal use during non-instructional time;
- Other identified needs that were communicated to the District employee;

The student shall also acknowledge receipt and understanding of applicable regulations and sign the appropriate user agreements. [See CQ]

Without prior approval for the use of a personal communication device or similar device, students shall ensure devices are turned off and stored out of sight. Devices shall be stored on the student's person or belongings during instructional time.

The use of personal communication devices, cameras, or other electronic recording devices are strictly prohibited in locker rooms or restroom areas or any other area where personal privacy is an expectation at any time while at school or at school-related or school-sponsored events.

Using any device that permits the recording of a voice or image of another in any way that invades the privacy of others, is made without the prior consent of the individual(s) being recorded, or disrupts the education environment, is not allowed.

A student's personal communication devices, cameras, or other electronic recording devices are subject to search when school personnel have reasonable suspicion that a student has violated or is violating either the law or school/district rules/policies or procedures.

Consequences

See the Student Code of Conduct- Possession of Personal Communication Devices.

Confiscated personal communication devices, cameras, or other electronic recording devices will be given to a campus administrator. The campus administrator will notify a parent/guardian to arrange for a conference to discuss the violation and possible consequences. At the conference the personal communication devices, cameras, or other electronic recording devices will be returned to the parent/guardian.

In certain cases, the device is considered evidence and will be confiscated until the investigation is completed. Students misusing personal communication devices, cameras, or other electronic recording devices, and/or refusing to surrender their device to a District employee shall be subject to disciplinary consequences in accordance with the Student Code of Conduct. Violations include but not limited to, an invasive visual recording, unlawful disclosure or promotion of intimate visual material, inappropriate postings, inappropriate text messaging, "sexting," or activities causing any school disruption.

School telephones are for school business and should be used for that purpose. Students will be permitted to use the telephones in the office only in cases of emergency or with the administrator's permission. Students

will not be called to the telephone during the school day for any non-emergencies. In case of a family emergency, a message or telephone number will be delivered to a student.

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

4 Change of Address or Contact Information

If there is a change of home address or telephone number, parents/guardians are required to report this information to the office immediately. Addresses and phone numbers must be updated as soon as they change in the event of emergencies. If a family moves out of their school attendance area, before the first and last instructional day of the school calendar, a child may be allowed to continue at that school if the principal approves the parent's/guardian's request contingent upon the student's continued adherence to conduct and attendance standards detailed in North East ISD [Board Policy FDA \(Local\)](#). Parents/guardians must promptly contact their school to obtain a *"Request for Continued Enrollment"* form, complete and return it to the school. Transportation for continued enrollment is the responsibility of the parent.

5 Check Acceptance Procedure

For a check to be an acceptable form of payment, it must be written in blue or black ink and include the person's current full and accurate name, address, and telephone number. North East ISD will not accept any postdated or temporary checks. If the returned check amount is not recovered, the face value may be recovered electronically along with a state allowed recovery fee by our Check Collection Services. Click here for a sample letter from the check services provider, <https://www.neisd.net/cms/lib/TX02215002/Centricity//Domain/156/Parent%20Letter-TX.pdf>.

In the event the face amount and fee of your returned check is not recovered, checks will no longer be an acceptable form of payment for the remainder of the school year or until the check amount is recovered. Alternative forms of payment may be used instead of a check payment.

6 Child Abuse

The public education system plays an important role in reporting suspected abuse, trafficking, and neglect of Texas' children. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a student's mental, emotional, or physical welfare, as well as a failure to make a reasonable effort to prevent sexual misconduct with a student.

Trafficking in the Texas Penal Code is defined to transport, entice, recruit, harbor, provide, or otherwise obtain another person by any means with the intent to engage in forced labor or services. As a parent/guardian, it is important for you to be aware of warning signs that could indicate a student may have been or is being sexually abused or trafficked.

Anyone who suspects that a student has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report to law enforcement or to Child Protective Services (CPS). [Board Policies FFG, DMA and BQ]

Any student who is a victim of abuse or trafficking will be provided information by the school counselor or principal regarding counseling options for students and families available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs.

To find out what services may be available, see:

https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/.

Warning Signs of Sexual Abuse

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology)
- Tattoos or branding
- Refillable gift cards
- Frequent runaway episodes
- Multiple phones or social media accounts; Provocative pictures posted online or stored on the phone
- Unexplained injuries
- Isolation from family, friends, and community
- Older romantic partners

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips; Being employed but not having a school-authorized work permit
- Being employed and having a work permit but clearly working outside the permitted hours for students; Owning a large debt and being unable to pay it off
- Not being allowed breaks at work or being subjected to excessively long work hours

- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss
- Not being in control of his or her own money
- Living with an employer or having an employer listed as a student's caregiver
- A desire to quit a job but not being allowed to do so

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

7 Communication

Home

Due to budget constraints, school papers, calendars, and other notices are often sent home to parents/guardians with students. The district realizes that hand-carrying information home is a big responsibility for students and asks that parents/guardians assist the school in the communication process by checking their student's backpack or school bag every day. It is important that parents/guardians read, sign, and return forms to the school the next day.

Instructional time with students is critical to success and school personnel may not interrupt classes to deliver personal messages. For that reason, parents/guardians must make all plans with students before they arrive at school. Last-minute phone calls or changes in plans are difficult to deliver on a regular basis and cause confusion for students. In cases of extreme emergency, exceptions may be made. Parents/guardians may leave messages for teachers with the school office, and teachers will return calls during their conference period or by other arrangement with the parents/guardians.

Communications Department

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

8 Conduct at Athletic Events

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

9 Cooperation with Law Enforcement

Students who violate the Texas Education Code and/or the Texas Penal Code while at school, a school facility, during a school-sponsored activity, or on a District transportation, may be subject to arrest and prosecution.

Administrators are required to cooperate with local, state, and federal law enforcement officers in the investigation of violations of the law and in the detention, prevention, and prosecution of violations of the law.

In serious cases of student misconduct where there is a violation of the law, administrators are required to notify the appropriate law enforcement agency. Law enforcement agencies may take the students into custody or leave them in the custody of the administration. The administrators will make a reasonable attempt to notify the parents/guardians when students are taken into custody by a law enforcement agency.

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

10 Copier/Reproduction Fee

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

11 Family Engagement

District Family Engagement

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

North East ISD's Family Engagement Committee is comprised of parents, community members, administrators, teachers, and other staff members. The committee will meet annually to discuss the design and implementation of the Family Engagement Policy and explore ways the district and schools can encourage effective family engagement. [\[EHBD \(Legal\)\]](#)

Campus Family Engagement

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

Your involvement in this partnership may include:

1. Encouraging your child to put a high priority on education and working with your child daily to make the most of the educational opportunities the school provides.
2. Ensuring that your child comes to school ready to learn every day, completes all homework assignments, and attends tutoring as needed.
3. Becoming familiar with all your child's academic programs, school activities, extracurricular activities, and special programs offered on your campus and within the district.

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

12 Extracurricular Activities and Organizations

The opportunity to participate in extracurricular activities is a privilege extended to all students of North East ISD. Participation in extracurricular activities places students in a position of recognition and often bestows the position of role model upon the student participants. Students who elect to accept the privilege of participating in extracurricular activities must recognize that they are a representative of the school and District and will be held to a higher standard of conduct than that applied to other students. This applies to both school-related and non-school-related activities.

Students are subject to state law, school district policies, school rules and regulations, the organization's requirements, and University Interscholastic League (UIL) rules (if applicable). Students participating in extracurricular activities who do not meet these standards of appropriate behaviors could be denied participation in the activity.

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

The constitution and by-laws must include the following:

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

Behavior standards shall be approved by the principal and the superintendent and sponsors shall inform students of these standards at the beginning of each school year or when practices/workouts begin prior to the start of school. Students and their parents/guardians shall sign and return to the sponsor or coach an affirmation statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity. Students who have not returned the affirmation statement will not be permitted to participate in the activity of the organization.

An organization's behavior standards for an extracurricular activity are independent of the Student Code of Conduct but may result in disciplinary actions if they are also violations of the Student Code of Conduct. Students may be removed from participation in extracurricular activities or may be excluded from school honors for violating the organization's behavior standards or for violation of the Student Code of Conduct [North East ISD Policy FNC (Local)]. Students may be placed on probation, be suspended, and/or be removed, depending on the specific circumstances of the violation of the Student Code of Conduct if:

- The coach or sponsor of the extracurricular organization determines that the conduct of students have a negative effect on the morale or discipline of other participants in the activity; and/or
- The coach or sponsor of the extracurricular organization determines that the conduct of students has an incidental, but real, adverse impact on the reputation of their organization, school, or the school district.
- The behavior standard will be higher for a student already on probation for a violation of the Student Code of Conduct than for those who are in good standing as a member of the team or organization at the time a violation occurs. Violations of the Student Code of Conduct related to serious and/or persistent misbehavior will be grounds for immediate dismissal from the program when students are already on probation.

University Interscholastic League (UIL)

Students who participate in a University Interscholastic League competition shall be suspended from participating in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League if they do not meet the academic requirements developed by the University Interscholastic League and approved by the State Board of Education. The following conditions apply:

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

13 Family Access (Portal)

The North East ISD Family Access is a secure web site that gives parents/guardians more information about their student's daily performance at school. The goal of Family Access is to create a better partnership between North East ISD parents/guardians and teachers. To maintain current information, teachers are

directed to grade and post assignments in the electronic grade book within seven calendar days from the due date so that parents/guardians have an accurate understanding of their students' progress in each class. Through the internet, parents/guardians can access this information about their students anytime, anywhere. Parents/guardians may currently use the portal to email teachers, check grades, monitor food service accounts, and view attendance and discipline records. Textbook information can be viewed at the secondary levels. All primary parents/guardians have a Family Access account. If you don't know your username or password, call your campus or the NEISD Help Desk for assistance.

14 Field Trips and School-sponsored Trips

Well-planned and supervised field/school-sponsored trips may be scheduled during the year. The required District Field Trip form must be signed by a parent/guardian for any student taking the trip.

A permission form for field/school-sponsored trips is included with a registration packet, and schools will send reminders of field/school-sponsored trips home with students prior to the activity. Parents/guardians are encouraged to allow students to participate in the field/school-sponsored trips, as they are planned to enhance the educational experience.

The district periodically takes students on field trips for educational purposes. A parent must provide permission for a student to participate in a field trip. The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. The district is not responsible for refunding fees paid directly to a third-party vendor.

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

15 Foster Care

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

16 Homebound Program

General Education Homebound Instruction

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

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

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

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

17 General Maintenance

Asbestos Management Plan

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the North East Independent School District (NEISD) maintains an Asbestos Management Plan (AMP) for each school facility. These plans document the District's efforts to inspect, monitor, and manage asbestos-containing building materials in a manner that ensures a safe environment for students, staff, and visitors. A copy of each campus-specific Asbestos Management Plan is available for review at the campus administrative office. Additionally, the complete District-wide plan is available at the NEISD Construction Management & Engineering Department, located at 8961 Tesoro Drive, Suite 300, San Antonio, Texas 78217. Parents, guardians, staff, or interested parties who have questions or wish to review the AMP in more detail may contact the Designated Person for Asbestos Management Program in the NEISD Construction Management & Engineering Department at (210) 407-0438.

Pest Management Plan

Student and staff safety is also addressed via North East ISD's integrated pest management (IPM) procedures. Although the district strives to use the safest and most effective methods to manage pests (including a variety of non-chemical control measures), pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified applicators.

Except in cases of emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment and signage will remain posted until it is safe to enter the

area. Parents/guardians seeking additional information should contact the District's IPM Coordinator at (210) 657-8624.

18 Grievances/Complaints

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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

Informal Process

Although encouraged, an informal conference with the principal or other appropriate administrator is not required prior to filing a complaint under this policy. Should, however, a student or parent initiate an informal process with the principal or other appropriate administrator, and the process does not result in a resolution of the concerns raised, the student or parent may initiate the formal grievance process on or before ten days of the date the informal process is concluded. For purposes of this policy, the informal process is concluded when the principal or appropriate administrator communicates his or her response to the concerns to the student or parent.

Formal Grievance Process:

- Level One: Level One grievances shall be filed directly with the principal, assistant principal, or designee of the campus. A principal, assistant principal, or his or her designee who receives a Level One grievance shall, within two days, confirm receipt of a grievance by emailing the appropriate executive director of school administration and the executive director of pupil personnel services as well as the grievant and a minor grievant's parent or guardian as applicable.
- Level Two/Three: Level Two and Three grievances, should they be necessary, shall be filed directly to the office of the Executive Director of Pupil Personnel Services, 8961 Tesoro Drive, Suite 306, San Antonio, Texas 78217 or by email to grievances@neisd.net.
- Level Four: Level Four grievances shall be filed directly to the office of the Superintendent of Schools, 8961 Tesoro Drive, Suite 602, San Antonio, Texas 78217 or by email to grievances@neisd.net.

The grievance policy and forms may be found at [Parent/Student Grievances](#). All formal grievances must be submitted within the timelines established at each level.

19 Homework

See [Elementary Grading Guidelines](#) and [Secondary Grading Guidelines](#)

20 Inclement Weather

Weather conditions may occur which make it necessary for schools to close. Notifications of school closings or changes in starting/ending times will be provided through television, radio, text messages and social media. An emergency message will also be sent out using our Blackboard rapid communication system. No announcements will be made about when school will remain open.

21 Legal Name

The legal name is the name that appears on the student's birth certificate or other legal document proving the child's identity. The use of a student's legal name is required on all permanent records, such as principal's report, cumulative folder, report card, the teacher's grade book, and standardized testing.

When a student has a legal name change, a copy of the court order changing the student's name must be provided to the principal to place in the student's records. The new legal name will be used on all permanent records after receiving all supporting documents. Parents/guardians who have questions about the use of a student's legal name may contact the school directly. Teachers and staff may address the student informally by the name the student and parent/guardian prefer.

22 Library Services

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

District Policy regarding libraries is to provide a broad selection of materials. We encourage parents/guardians to discuss their expectations of appropriate reading materials with their student. Parents/guardians are responsible for any materials checked out by their student. Student IDs are required for book check-out. If a book is lost or damaged, a replacement fee is required. All use of technology is governed by the North East ISD [Acceptable Use Policy](#) for students.

23 Lost and Found

All removable clothing and belongings should be marked with indelible ink or name tags. Unmarked items will be placed in the "lost and found." Unclaimed articles will be donated to a worthy beneficiary following each school year.

24 Homeless Students: McKinney-Vento Homeless Education Assistance Act

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

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

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

25 Mental Health Support and Requirements

The North East ISD school counselors provide a comprehensive developmental school counseling program that encourages academic achievement and career and social/emotional development that is designed to promote positive mental health. All students receive guidance lessons four to six times throughout the school year. North East ISD will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for recommending to a parent/guardian an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's designee will notify the student's parent/guardian within a reasonable amount of time after the designee learns that a student has displayed early warning signs and provide information about available counseling options. Community resources are provided to students and parents needing mental health treatment. Students who return to school after a mental health hospitalization are referred for a 504 evaluation. Post intervention is provided through the district-wide Crisis Team who are deployed to campuses with students who are experiencing grief, loss, and emotional distress. They provide opportunities for grief support groups, individual counseling, and safe areas for grief expression.

If a student shows early warning signs of mental health concerns, substance abuse or suicide risk. The campus counselor will notify the parent/guardian within a reasonable amount of time after the counselor learns that the student has displayed early warning signs. The counselor meets with the parent/guardian and provides information about available counseling options.

Parents and students in need of assistance with physical and mental health concerns may contact their campus counselor or campus Administrator.

North East ISD strives to provide up-to-date, trending information on topics such as vaping and e-cigarettes, fentanyl and other substances to inform and better equip students and parents/guardians about the dangers

of using these substances. One such resource is our Anti-vaping initiative, #Escapethevape social media campaign with accompanying website: [Escape the Vape](#).

Texas Essential Knowledge and Skills for Positive Character Traits and Personal Skills (TEKS) are taught through School Counselor Guidance Lessons. School district employees are trained annually on Child Abuse Awareness and Reporting, Suicide Prevention and Awareness, Trauma-Informed practices, Trafficking Awareness, Mental Health Risk Factors and Bullying awareness and reporting requirements.

Student Mental Health Emergency

If a student discloses a mental health emergency including suicidal thoughts or behaviors; homicidal thoughts or behaviors; or non-suicidal self-injurious thoughts or behaviors, parents/ guardians are contacted and expected to pick up their student as soon as possible. If parents/ guardians cannot be reached by telephone, the student can be transported by North East Police Department or EMS to an emergency health facility and the parents/ guardians will be responsible for all expenses.

The North East ISD shall not be responsible for costs of mental health treatment or assume liability for any costs associated with a mental health emergency at school or at any school-related function.

Recommended Re-entry Procedure after an Emergency Health Crisis

For students returning to school after a mental health emergency including suicidal thoughts or behaviors; homicidal thoughts or behaviors; or non-suicidal self-injurious thoughts or behaviors, the student's parent/guardian will contact the campus to meet with the Counselor, the Principal, or designee, and if appropriate, include the student to discuss re-entry and appropriate next steps to assist with transition back to school.

26 Notice to Staff for Serious Offenses

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

27 Open Records Request

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

28 Parent Orientation

A parent/guardian orientation may be held for each grade level during the fall. These evening meetings are designed to help parents/guardians become familiar with the school programs and to give the

parents/guardians and faculty an opportunity to become acquainted. It is requested that students not attend the parent/guardian orientations.

29 Parent Teacher Association (PTA)

Membership is available in the local PTA unit. The first Tuesday of the month is designated for elementary PTA meetings, but each local unit determines the number of meetings per school year and the amount of membership dues.

30 Parent/Guardian Teacher Conferences

Schools are required to offer one or more parent/guardian teacher conferences if a student is failing or not achieving at the expected level. Schools may also require parent/guardian teacher conferences if a student is experiencing or presenting some other problem. Parents/guardians are encouraged to contact the school at any time to arrange a conference if they have concerns about their student.

31 Parent Review of Instructional Materials

North East ISD will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be made available for parent examination.

A parent may request that the district conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level. North East ISD is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

32 District Review of Instructional Materials

A parent may request that the district conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level. North East ISD is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

33 Parties

Parties will be conducted on a very limited basis and must be pre-approved by the Principal. Competitive foods may not be allowed at any time during the school day except on the pre-approved school party date(s) in accordance with federal, state, and local requirements. Competitive foods are any foods or

beverages made available to students that are not from the school cafeteria. This includes food items available through school stores, fundraisers, pizza parties and birthday parties.

State law does permit the recognition of student birthdays with cupcakes or similar edible items provided that these items are individually packaged and prepared in a commercially licensed facility. Provision of these items is at the discretion of the campus administrators and must be held at the end of the school day.

34 Peer Mediation

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

35 Permission to Leave Campus

No student is allowed to leave the school campus during the school day without parental/guardian permission. It is recommended that medical appointments be scheduled after the school day. Dismissals during the instructional day will occur in the main office. If a student must leave school early, parents/guardians are requested to:

- Provide a written note with date, time and reason for departure.
- Follow the sign out procedures of the campus.

Students will ONLY be released to parents/guardians or individuals listed on the emergency card. The person taking the student must provide proof of identity. To ensure safety and maximize instructional time, students will be called to the office after the parent/guardian/designee has provided ID and follows the campus sign-out procedures.

If students return during the day, the parent/guardian/designee must follow the campus sign-in procedures before the student can return to class.

36 Pets

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

37 Physical Education

Students in elementary school shall have a minimum of 30 minutes daily or 135 minutes per week or 225 minutes per every two (2) weeks of structured physical activity as part of the physical education curriculum. Structured, physical education minutes may be met through physical education class or through a combination of physical education class and five (5) minutes per day of structured recess as part of the physical education curriculum. Structured recess consists of organized, and facilitator designed physical education curriculum activities.

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

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

Off Campus Physical Activity

North East ISD is approved by the Texas Education Agency to offer Category I Off Campus Physical Activity (OCPA) substitutions to students enrolled in high school. North East ISD extends this program to allow substitutions for the physical activity requirement to middle school students who participate in a private league of club for an Agency who applied and was approved by the NEISD PE and Health Department. Students must apply and be approved to participate in the program. Middle school students approved to participate in the program must still receive instruction in the PE TEKS. Off Campus Physical Education is not available to elementary-aged students.

For information regarding the OCPA program, please visit our website at www.neisd.net/Page/929 or visit your campus guidance counselor.

Physical Fitness Testing

State law requires Students enrolled in physical education or physical education substitution courses in grades 3-12 to be fitness assessed at least once per year utilizing the state adopted fitness assessment tool. Results of individual student performance on the administered physical fitness assessment must be provided to the Texas Education Agency. Student results will be recorded on their report card which may be accessed via Skyward Family Access. Parents/guardians wishing to obtain a copy of their child's fitness assessment results should submit the request in writing to their child's Physical Education teacher.

For more information on how the physical fitness assessment is conducted, please visit our website at <https://www.neisd.net/Page/38798>.

38 School Health Advisory Committee (SHAC)

The SHAC is a state mandated advisory committee whose members are appointed by the Board of Trustees to assist the District in ensuring that local community values are reflected in the District's health education curriculum and instruction. It must be comprised of a majority of parents/guardians and may also include administrators, teachers, school nurses, PTA representatives, and District representatives.

The SHAC is responsible for reviewing and making recommendations for such items as hours of instruction in health, appropriate curriculum for human sexuality and abstinence education, recess, and strategies for implementing the coordinated school health program. The SHAC must meet a minimum of four times per school year. In the 2023-2024 school year, the NEISD SHAC met six times. For more information, please visit our SHAC website at [https:// www.neisd.net/shac](https://www.neisd.net/shac).

39 Pictures

Individual and group pictures are taken each year. Parents/guardians have the option to purchase these pictures.

40 The Pledge of Allegiance and Moment of Silence

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

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

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

41 Posting or Distributing Materials

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

- Material shall be submitted to the principal, who shall approve or disapprove the material within two school days of the time material is received. Material that is controversial or unpopular, but not reasonably likely to result in substantial disruption of normal school operations, may not be prohibited on that ground alone. (Moreover, a mere apprehension of disturbance is not sufficient to justify restrictions on students' otherwise legitimate right to freedom of expression.)
- Depending on the age and maturity of the students exposed to the material, distribution or posting may not be prohibited on grounds of objectionable language if the same or similar language can be

found in material made available to students in school assignments or through school facilities, such as the school library.

- An adverse ruling may be appealed in accordance with FNG (Local), beginning at Level Two.

42 Recording Devices

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

Photographs and Video Recording-Parents/Guardians

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

Using any device that permits the recording or active monitoring of a voice or image of another in any way that invades the privacy of others or is made without the prior consent of the individual(s) being recorded, or disrupts the education environment, is not allowed.

Parents/guardians with concerns concerning classroom activities should contact the principal or file a grievance in accordance with FNG (Local).

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

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

43 Reports

The following items are provided only to students' legal parent/guardian:

- Report cards (every nine weeks).
- Personal conferences.
- Standardized test results.
- Progress reports/tutorial notices, if applicable.

Requests for additional information must be made, in writing, to the principal. Copies of records are available at a per copy cost, payable in advance.

44 Required Forms

Federal Form

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

44.1 Free and Reduced Meals Request

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

Health Information Form

Each student is required to have current health information accessible to the school nurse.

Other Forms

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

45 Registration

The Texas Education Code states that any child who is five (5) by September 1 may enter a public kindergarten that year, and any child who is six (6) by September 1 may enter first grade.

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

At any time, a parent/guardian moves, has a change in a rental/lease agreement, or a rental/lease agreement expires, the parent/guardian is responsible to provide the school with a copy of any renewals or changes related to their current residence.

Requested documents may include a current utility bill (CPS/SAWS) in the resident's name and/or a notarized letter from the homeowner or leasing agent as applicable.

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

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

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

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

46 Safety Patrol

The school safety patrol is composed of students who possess the qualities of good leadership, citizenship, and reliability. Patrol members are trained to help the entire student body.

47 Saturday School

The District Saturday School program is a fee-based program offered to students in grades 1-12 who have lost credit due to excessive absences. The Saturday School program is housed at a designated campus within the District. Students can obtain information, sign up and pay to attend at their home campus. More information regarding the dates, times, location, and guidelines for Saturday School can be found on the District website at <http://www.neisd.net/Page/2746>.

48 Scholastic Penalties

See [Elementary Grading Guidelines](#) and [Secondary Grading Guidelines](#)

49 School Nutrition Services

Students are expected to eat lunch at school. Those who elect to eat breakfast at school should arrive at least 15 minutes before the first bell. Meal prices change from year to year, and parents/guardians will be notified in writing of these changes.

Parents/guardians are encouraged to keep a minimum balance in their student's meal accounts. Checks should be made payable to your school cafeteria and are to be taken to the cafeteria manager before the tardy bell or at lunch. Temporary or postdated checks are not accepted. Checks dated more than 90 days prior to receipt will not be accepted. Parents/guardians may also deposit money into student accounts

through an online payment system, [Meal Payment](#). Parents/guardians will be informed if their child has an excessive negative balance. An excessive negative balance can result in loss of charging privileges. Students with an excessive negative balance will receive a snack. Parents/guardians will receive more detailed information about cafeteria procedures at the beginning of the year or at the time of student registration.

We understand that parents/guardians will occasionally want to visit the cafeteria and eat lunch with their students. For the safety of all our students, parents/guardians must check in at the school's main office and follow the required visitor access procedures before proceeding to the cafeteria. Parents/guardians may bring their lunch with them or purchase a meal in the cafeteria at a special guest price.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- 2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- 3) **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider

50 School Property

School lockers, desks, cabinets, closets, etc. are the property of North East ISD. At no time does the North East ISD relinquish its exclusive control of these items, which are provided for the convenience of students. Periodic general inspections and/or searches of lockers, desks, cabinets, closets, or any other District

property may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

51 Student Fees

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

52 Student Insurance

Accident insurance is available for students at a low cost for full-time coverage or school-time coverage. It is offered through a private insurance agency. Student insurance information is sent home at the beginning of the school year or may be obtained online at <http://www.neisd.net> under the "Student" tab.

Participation in this program is voluntary. In accordance with the Texas Tort Claims Act, please be reminded the District cannot be responsible for costs of treating injuries or assume liability for any other costs associated with an injury at school or any school related functions unless the personal injury is caused by a district employee's negligent operation of a motor vehicle while performing district duties.

53 Student Record Request

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

54 Tardies

Parents/guardians are asked to help students learn to value education and understand the importance of arriving at school on time and ready to learn. The habits developed by students during their elementary years will last a lifetime. For that reason, tardiness to class is not acceptable, and serious consequences may result if students are not punctual. Students who are tardy for classes must be accompanied by an adult and sign in through the office upon arrival. Late students may be placed on a discipline management plan. This could include, but is not limited to:

- A letter to the parent/guardian from the school.
- A telephone conference with the parent/guardian.
- A parent conference with a school administrator.
- Disciplinary action.
- Home visit to the parent/guardian by the Attendance Officer.
- Possible court action in extreme cases.

55 Textbooks and Supplies

Textbooks are the property of the State of Texas and students will be charged for lost or damaged textbooks. Students are directly responsible for the care and return of textbooks issued to them. To avoid the loss of a textbook, students are to write their name inside the front cover of each book and keep each book properly covered during the school year. When a lost or damaged textbook that is beyond further use is paid for, the assistant principal will issue a new one.

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

56 Transfers from Other Districts

The District does not accept students from another school district for any reason, other than those established by District policy. Any person who falsifies information on any enrollment form may be subject to punishment under Penal Code 37.10 and Texas Education Code 25.001 (h), (criminal liability and payment of tuition). Students enrolling under false information will immediately be withdrawn from the District upon disclosure.

57 Vending Machines

The District has adopted and enforces policies to ensure campuses comply with agency vending machines and food service guidelines for restricting student access to vending machines.

58 Video Security Cameras

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

The District has an obligation to protect the identity of students who may be on the video. Parents/guardians requesting to review a video involving their students must submit their request through the Open Records Request. [See Open Records Requests]. A fee will be charged for video reproduction/redaction.

To promote student safety, the district shall comply with requests for video and audio monitoring of certain self-contained special education classrooms as required by law. Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law as described on the NEISD Department of Disability Services website.

59 Visitors

The safety of all students is a top priority at North East ISD, and the District has implemented a district-wide visitor and volunteer badge system for which we require that all adult visitors must sign at the front office when arriving on campus. School age children will not be permitted to visit the campus, enter buildings, or communicate with students during the instructional day except as a supervised visitor.

All parents/guardians, visitors, or volunteers who come to a campus must present a valid government or state-issued identification, such as a driver's license or military I.D. The I.D. will be scanned, cross referenced against a Register Sex Offender database, and if authorized a badge with the visitor's picture, date, time, and campus location will be printed. All visitors will then wear the badge while on campus and return it at the end of the visit. Information will be kept in the system for returning visitors or volunteers. All returning visitors will be required to provide proper photo identification on each subsequent visit as an additional safety precaution.

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Visitors in the classroom are normally not permitted. Parents/guardians are welcomed to visit their students' classroom with advanced approval by the school administration and the teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors must comply with the school's visitation procedures, including campus lunch procedures, and are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. If a conference is needed, parents/guardians are asked to schedule in advance.

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

60 Volunteers

One of the major strengths of North East ISD schools is the high degree of adult participation as partners in the ongoing process of learning. Many channels are available which include, but are not limited to open houses, field/school sponsored trips, conferences, PTA, parent/guardian volunteers and mentors. North East ISD conducts a Department of Public Safety check on volunteers having frequent (more than three times in a school year) and direct contact with students.

All prospective volunteers must complete the "Criminal History Record Check" which is available online at <https://portal.neisd.net/volunteer?SOURCE=V>. When adults come to school to participate in various volunteer capacities, they must sign in at the main office.

61 Withdrawal from School

When it becomes necessary for a student to withdraw from school, the parents/guardians should notify the counselor's office at least two (2) days in advance. The parents/guardians shall provide the school with proper notification as to the specific reason and intent for their student's withdrawal by completing the Request for Withdrawal form. The parent/guardian should bring documentation that will support their student's reason for withdrawal. On the student's last day in attendance, a withdrawal clearance will be issued to the student by the main office, as well as by the student's counselor, the librarian, the cafeteria, the attendance office, and an assistant principal. Any fines, fees, or lost books are to be cleared prior to withdrawal.

Before the final checkout is accomplished, the parent/guardian will be asked to sign a release form authorizing the school to send copies of the student's complete school records to the new school. Students with pending disciplinary action such as, but not limited to, Alternative Elementary School (AES) or an expulsion will not be withdrawn from the home campus until the discipline conference or expulsion hearing has been conducted by the appropriate administrator and/or Hearing Officer.

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

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

Section III: Responsibilities of the School Community

North East ISD prioritizes a safe, collaborative, and enriching learner-centered environment for all students. Parents, guardians, and students are encouraged to be partners in our school community. Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among students, parents/guardians and educators is necessary. We encourage you to review the rights and responsibilities of our school community roles.

1 Rights and Responsibilities of Parents/Guardians

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

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

Parental Rights:

State law provides that a parent has the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the child without obstruction or interference from a governmental entity of Texas, including a school district.

In addition to referring to the rights of parents, including the right to withhold consent for or exempt the parent's child from certain activities and instruction specified throughout this handbook.

Safe Storage of Firearms

A firearm should be stored unloaded in a safe or locked container, with ammunition stored elsewhere. It is unlawful to store, transport, or abandon an unsecured firearm in a place where children are likely to be and can obtain access to the firearm. Under the Penal Code, a person commits the offense of making a firearm accessible to a child if the child gains access to a readily dischargeable firearm, and the person with criminal negligence:

- Failed to secure the firearm; or
- Left the firearm in a place to which the person knew or should have known the child would gain access

The penalty for allowing a child access to a firearm can range from a Class C misdemeanor (punishable by a \$500 fine) to a Class A misdemeanor (punishable by a \$4000 fine, a year in jail, or a combination of the two).

2 Right and Responsibilities of Students

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

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

- Attend school daily, except when ill, or otherwise lawfully absent.
- Attend classes on time.
- Be prepared for each class with appropriate materials and assignments.
- Be aware of and follow all rules and regulations for student behavior.
- Exhibit an attitude of respect toward individuals and property. Refrain from any type of "bullying" behaviors.
- Be responsible and report any "bullying" activity at schools and/or school-related activities.
- Avoid conduct that is likely to put other students or oneself at risk.
- Promptly report to a teacher, administrator, or school employee any threat, behavior, or safety hazard that could harm others.
- Express opinions and ideas in a respectful manner so as not to slander, offend or enrage others.
- Abide by the District dress code.
- Refrain from making profane, insulting, threatening, or inflammatory remarks, or engaging in disruptive conduct.
- Practice academic honesty.

- Cooperate with school staff investigating disciplinary cases. This includes volunteering information he/she may have to an offense.
- Follow changes in District and school policies and regulations in an orderly and responsible manner.
- Support the school staff in maintaining a safe, instructional school environment.
- Pay required fees and fines, except as exempt by law.

3 Rights and Responsibilities of Teachers

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

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

4 Rights and Responsibilities of School Counselors

School counselors serve an integral role in understanding and responding to the challenges facing elementary students as they continue to develop their academic self-concept and their feelings of competence and confidence as learners. The school counselors facilitate student acquisition of the knowledge, attitudes, and skills in the areas of academic, career, and personal/social development to serve as the foundation for future success. School counselors provide proactive leadership to engage all stakeholders in the delivery of

programs and services to help students achieve school success. School counselor responsibilities with and on behalf of students include, but are not limited to, the following:

- Academic support, including organizational, study, and test-taking skills
- Career awareness, exploration, and planning
- Peer relationships, coping strategies, and effective social interactions
- Individual and small group counseling
- Individual/family/school crisis intervention
- Consultation and collaboration
- Transition planning
- Academic planning
- Multicultural/diversity awareness
- Substance abuse education
- Know and comply with all District and school policies, rules, regulations and directives

5 Rights and Responsibilities of Administrators

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

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

Section IV: Attendance Regulations

Regular school attendance is essential for students to make the most of their education to benefit from teacher-led and school activities, to build each day's learning on the previous days, and to grow as individuals. Absences from class may result in a serious disruption of students' mastery of the instructional materials; therefore, students and parents/guardians should make every effort to avoid unnecessary absences. Please ensure you have reviewed the attendance requirements below regarding compulsory attendance and credit/promotion. Additionally note that a court of law may also impose penalties against parents/guardians if school-aged students are deliberately not attending school. Penalties are discussed in the following sections:

1 Compulsory Attendance Regulations

In accordance with Texas Education Code (TEC), Section 25.085, children between ages 6 through 18, are **required** to attend school unless otherwise exempted by law. Under this law, **"A child who is required to attend school under this section shall attend each school day for the entire period the program of instruction is provided."** In addition, per TEC Section 25.085(d), students enrolled in a school district must attend:

1. An extended-year program for which the student is eligible is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial required by the district under Section 29.084.
2. An accelerated reading instruction program to which the student is assigned under Section 28.006 (g).
3. An accelerated instruction program to which the student is assigned under Section 28.0211.
4. A basic skills program to which the student is assigned under Section 29.086; or
5. A summer program provided under Section 37.008(f) or Section 37.021.

School employees investigate and report violations of the state compulsory attendance law.

Parents/guardians have a duty to monitor their child's school attendance and require their child to attend school daily. Failure to do so will necessitate the need for you and your child to be subject to truancy prevention measures requiring the school, you, and your child to develop an individualized attendance plan (IAP) for your child.

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

- The campus shall impose an individual attendance plan (IAP) in accordance with TEC 25.0915 beginning at three (3) unexcused absences.
- May refer the student to counseling, mediation, mentoring, a teen court program, community-based services, or other in/out of school services aimed at addressing the student's truancy.
- The student's parent/guardian is subject to prosecution in accordance with TEC 25.093.
- The student, if age appropriate, is subject to referral to a truancy court for truant conduct under Section 65.003 Family Code.

Parents/guardians are asked to call the school to **report when students are absent**. If the school is not notified early, school personnel will attempt to call the parent/guardian. In addition to a phone call to the school, students who have been absent **must** also bring a **written, signed statement by parent/guardian explaining the reason for the absence following their return to school after**

students were absent. Students may also be required to have a note from the physician if the absences are excessive or additional documentation for extenuating circumstances.

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

2 Attendance Warning Notice

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

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

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

The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. The official state accounting time for all elementary grades shall be determined by the absences recorded at 9:15 a.m. each day.

3 Minimum Attendance Requirements for Credit/Promotion

The Texas Education Code requires that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the time the class is scheduled to meet. If students' attendance is less than 90 percent of the days the classes meet, students will lose credit unless each day is made up in an acceptable manner, such as, but not limited to, Saturday School, after school hours or an arrangement that is approved by the campus administrator.

When students' attendance drops below 90 percent but remains at least 75 percent of the days the class is offered, they may earn credit for the class by completing a plan to meet the instructional requirements of the class as determined by the principal. If students fail to successfully complete the plan, or when their attendance drops below 75 percent of the days the class is offered, students and parents/guardians may request award of credit by submitting a written petition to the appropriate attendance committee at the campus. Unusual extenuating circumstances would be a basis for appeal to the attendance review committee. The structure of the review committee, the procedures, and criteria to be considered are available from the campus administration.

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

- Required court appearance (including travel time if necessary - one day to and one day from county/city of the court requesting the student's attendance).
- Religious holy day(s) (including travel time if necessary). To be considered a religious holy day, the day should be one generally recognized by the student's religious denomination as a holy day that is required to be observed by all members of that denomination.
- A portion of a school day is missed for a doctor/dentist appointment and the absence is verified by a signed note or form by the doctor within the time allotted for the student or the student's child. Includes absences for recognized service for students diagnosed with autism spectrum disorders.
- Activities related to a student obtaining United States citizenship to include test, interview, biometric appointment & Oath Ceremony.
- District approved school business based on State guidelines and required documentation.
- Meets requirements as outlined in the Military Interstate Compact (maximum of five (5) days per school year within a window of 60 days prior to deployment and 30 days after the date of return from deployment).
- Admission to an outpatient day treatment program or partial hospitalization program, under the care of a health care professional licensed, certified, or registered to practice in Texas, for the authorized treatment period to excuse absences.
- Shadowing district magnet programs.

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

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

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

- Family illness verified by a note from parent/guardian following the absence.
- Natural disasters, weather, or road conditions **as declared by the District** make travel dangerous.
- Death outside the family.
- Attending a special school function, without a school sponsor and identified by the District (ex: State play-offs).
- Emergencies recognized and approved by the principal or District.

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

- Truancy
- Any absence not listed above. Examples of a common unexcused absence:
 - Vacations/pleasure trips
 - Missing the bus
 - Car problems
 - Overslept

- Babysitting
- Birthday or other personal celebrations
- Jobs
- Rare special circumstances not approved by the principal **in advance**
- Youth programs that are not associated with the District, including but not limited to athletics, cheerleading, dance, theater, fine arts, and other similar programs

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

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

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

- Level One: A parent/guardian may appeal in writing to the Campus Attendance Committee composed of an assistant principal, a counselor, and a minimum of three (3) teachers. The committee will provide a written response to the appeal to the parent/guardian within ten (10) school days.
- Level Two: A parent/guardian may appeal in writing to the Principal within ten (10) school days following the receipt of the Attendance Committee's response.
- Level Three: A parent/guardian may appeal in writing to the Executive Director of Student Support Services within ten (10) school days following the receipt of the principal's response. The District Attendance Review Committee is composed of an administrator from Pupil Personnel Services, a school administrator, a counselor, and a minimum of four (4) teachers from either the elementary or secondary level based on the enrollment of the student in question. The District Attendance Review Committee shall have the authority to uphold, overturn or alter the decision of the principal.
- Level Four: A parent/guardian may request an appeal in writing to the Superintendent for a Board review of the District Attendance Review Committee's decision within ten (10) school days following the receipt of the District Attendance Review Committee's response.

4 Prekindergarten and Kindergarten

Regular school attendance is essential for students to make the most of their education. Texas law does not require students of Prekindergarten and Kindergarten age to be enrolled in school. However, if a parent/guardian chooses to enroll a **student in Pre-kindergarten or Kindergarten, the student is obligated to attend school and is under the compulsory attendance law.** This section of the law

requires any Pre-kindergarten or Kindergarten student who is enrolled in a public school to attend school each day for the entire period the program of instruction is provided.

The official State accounting time for Pre-kindergarten shall be determined by the absences recorded at the following times each day: Morning Pre-kindergarten and ECSE: 9:15 a.m.

Section V: Curriculum

Promoting self-worth in individuals and fostering positive attitudes toward learning is predicated on the acceptance of oneself and others. Cooperation among students, parents/guardians, and staff is an integral part of the goal to promote a lifelong enjoyment of learning. For an in-depth overview of the instructional program, please go to <http://www.neisd.net> and follow the "Parent Link" tab to access the "Instruction/Programs" and "Curriculum Compliance" links.

Elementary schools of the North East ISD are accredited by the Texas Education Agency. State and national test scores reflect the high quality of North East ISD's curriculum and instruction and the schools' commitment to meet state guidelines.

Concerns regarding curriculum programs, the Hatch amendment, or instructional materials should be addressed, in writing, to the building principal.

1 Instructional Content

Literacy

The District utilizes a literacy framework that incorporates listening, speaking, reading, writing and thinking through seven integrated strands of developing and sustaining foundational language skills; comprehension; response; multiple genres; author's purpose and craft; composition; and inquiry and research into daily instructional routines. Students will acquire essential literacy skills and strategies that will allow them to process and comprehend text, becoming proficient readers and writers.

Mathematics

The District's elementary mathematics curriculum focuses on students' use of the mathematical process to acquire and demonstrate mathematical understanding of numbers and operations, algebraic reasoning, geometry and measurement, data analysis, and personal finance.

Science

Students are taught a balance of content and process skills in the areas of earth, physical, and life science. The program provides experiences that nurture curiosity and imagination, develop the abilities of careful observation and thoughtful analysis, and foster sensitivity to and an appreciation of the natural world.

Social Studies

Social Studies provides students with the background knowledge and skills necessary for becoming productive and responsible citizens. The curriculum includes a study of the American economic system, political institutions, cultures, geography, and history. Students will apply essential literacy skills and strategies to process and comprehend complex text while participating in varied activities and opportunities that help learners recognize varied points of view, build, and develop the historical thinking skills of primary source analysis, critical thinking, problem solving, and decision-making.

Health

In the health program, students learn responsible decision-making, healthy hygiene practices, prevention of communicable diseases, environmental protection, healthy eating, safety, drug education, and other community and personal health practices.

Maturation Education Program

The Maturation Education Program is conducted by the school nurse. Please see the Health Services section for more information.

Abuse / Violence Prevention Instruction

Abuse Prevention curriculum is recommended by the School Health Advisory Council (See SHAC) and is approved by the North East ISD Board of Trustees. Abuse Prevention topics include the prevention of child abuse, family violence, dating violence, and sex trafficking. Not all topics are taught at all grade levels.

Due to the opt-in requirement of the curriculum, written permission from a parent/guardian is necessary for student participation in the program. More specific information will be provided, including how parents can review the curriculum, in a separate detailed written notice that will be provided to all parents. Parents/guardians are encouraged to attend parent preview sessions or review the materials online through Skyward Family Access.

For additional information, please review the Abuse Prevention Education Notification provided in the Skyward Welcome packet located in Skyward-NEISD Online Forms, contact the District Physical Education and Health Department, or visit the following webpage: <https://portal.neisd.net/hxae>. The Abuse Prevention classroom presentations are for students only. Students may participate in all, none, or part of the curriculum. No penalties or repercussions will occur for non-participation and alternative assignments will be provided.

Physical Education

Within the personal limits of everyone, students in the physical education program should:

- Attain maximum motor development, physical fitness, and a sense of well-being.
- Attain desirable social growth through instruction in personal responsibility, self-management, and character development.
- Utilize acquired movement and motor skills in worthwhile leisure activities.
- Engage in at least 135 minutes per school week of structured physical activity.

Art

Art develops awareness and sensitivity to natural and manmade environments, increases imaginative expression using art materials, promotes understanding and appreciation of self and others, and furthers aesthetic growth through visual discrimination.

[Music](#)

Music provides instruction in singing concepts and skills, theory, rhythmic concepts, listening lessons, and responses to music through movement and playing instruments

[Theater Arts](#)

Theater art explores the expressive use of the body and voice, creative drama, and aesthetic growth through appreciation of theatrical events.

2 Academic Dishonesty

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

3 Assessments

3.1 Campus-based Assessments

- Campus-based assessments include both assessment FOR learning and assessment OF learning. Campus-based assessments are designed to measure progress toward mastery of the taught curriculum.
- Students who receive testing accommodations (i.e., Special Education, Dyslexia, English Language Learners etc.) will be provided those in accordance with Admission, Review and Dismissal (ARD) Committee, Language Proficiency Assessment Committee (LPAC), 504 or Response to Intervention (RtI) decisions.
- Elementary end of unit assessments strives to provide data on TEKS mastery and determine differentiated interventions that meet student needs. These assessments should only be used for a grade when the teacher can ensure that the content was taught with sufficient depth and complexity to afford students a reasonable opportunity for success.
- For grading information refer to the grading guidelines.

3.2 District Assessments

- District assessments include adaptive interim universal screening assessments (i.e., MAP Growth in reading, math, and science, MAP Reading Fluency, on demand writing assessments and formative assessments).
- Campuses will follow the district assessment calendar and administration guidelines.
- All students in Grades K-5th will take the MAP Growth assessment at the beginning, middle, and end of year. High school students enrolled in English I, Algebra I, or certain resource classes will also take the MAP Growth tests. MAP Growth measures what students know and informs what they're ready to

learn next. By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance and progress.

- All students in grades K-2 and certain students in grades 3-5 will take the MAP Reading Fluency test. MAP Reading Fluency measures students' foundational reading skills and oral reading skills.
- Sample district end of unit assessments are designed to determine students' strengths and needs, evaluate instructional effectiveness, guide instructional decisions, and identify implications for curricular refinement. These assessments should only be used for a grade when the teacher can ensure that the content was taught with sufficient depth and complexity to afford students a reasonable opportunity for success.

Students who receive testing accommodations (i.e., Special Education, Dyslexia, English Language Learners etc.) will be provided those in accordance with ARD/IEP, LPAC, 504 or Multi-Tiered Systems of Support (MTSS)/Response to Intervention (RtI) decisions.

4 Credit by Exam Schedule

Test Date	Application Deadline	Eligible Students	Test
August 4, 2025 – August 7, 2025	July 10, 2025	Enrolled Students in Grades K - 5	Without Prior Instruction
May 18, 2026 – May 22, 2026	April 27, 2026	Enrolled students in Grades K – 5	Without Prior Instruction

5 Bilingual/ESL

5.1 Bilingual Programs

These students may receive special language services through a One-Way Dual Language Bilingual Program Model or a Two-Way Dual Language Bilingual Program Model. Both models utilize the 90-10 framework and include English Language Development and instruction in English in different content areas depending on the grade level. Parents/guardians who do not speak Spanish may elect to have their student participate in the Two-Way/Dual Language Program Model. The requests need to be completed through the Campus Bilingual Instructional Coach to complete the required checklist items. Once accepted, students are also classified as bilingual program participants. Students in the bilingual program must have opportunities to develop Spanish and English academic proficiency.

5.2 English as a Second Language (ESL) Program

Students who speak a language other than English and meet the criteria for Emergent Bilinguals (EBs) qualify for the English as a Second Language (ESL) Program. Instruction in this program is conducted in English. Teachers servicing ESL students receive focused training in how to make their content more comprehensible.

Bilingual and ESL Program models should be in compliance with Texas Education Code Chapter 74.4. Instruction must be specialized and systematically designed to increase English Proficiency in listening, speaking, reading and writing. This must be done through the incorporation of the English Language Proficiency Standards (ELPS).

Teachers must routinely and consistently implement and monitor appropriate linguistic accommodations for all students participating in Bilingual/ESL Programs (including English Proficient students in the Two-Way Dual Language model). Student grades must be provided based on accommodations made and considered of the students' proficiency level in the target language.

The Newcomer Program provides a safe and scaffolded learning environment where diversity is valued in transitioning students to meet high expectations for language acquisition, academic achievement, and responsible citizenship.

The NEISD Newcomer program is for recent arrival of refugees/or asylee students. This program provides the support of a safe learning environment for the students to begin acclimating to U. S. schools. The newcomer program assists students by providing their linguistic, cognitive, and academic needs while holding high standards. The students will participate in the program for no more than 2 years as it depends on an individual student basis.

6 Gifted and Talented Programs

North East ISD has an elementary G/T program for identified students in grades K-5. The G/T program is designed to meet the educational needs of students performing well above peers of the same age, experience, and environment. To qualify for G/T services, students must demonstrate an academic need for services on nationally normed ability and achievement tests. Students identified for G/T services attend G/T classes weekly. Referrals for G/T testing may be made by a parent, teacher, or counselor. Referrals for G/T testing must be made prior to the end of the second week of school for students in grades 1, 3, 4 and 5, and by the end of September for grade 2. Kindergarten students should be referred prior to the start of the second semester. Fifth graders testing for secondary placement should also be referred by the start of the second semester. Current North East ISD students who are not referred by the assigned times will be asked to wait for the following year's testing. Students enrolling during the school year without previous G/T designation will be asked to wait for the next testing window. In accordance with federal mandate, we honor G/T status for children of military families with documentation. For further inquiries, contact the elementary campus G/T teacher.

7 Prekindergarten and Kindergarten

7.1 Grading/Programs

Checklists (Prekindergarten and kindergarten) and report cards (grades 1 through 5) are provided every nine weeks. Conferences for students are scheduled in the fall and spring.

100 - 90	Excellent
89 - 80	Above Average
79 - 70	Average
69 - 0	Failing

In health, art, music, theater arts, physical education, and conduct the following symbols are used:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Promotion/Retention in elementary school is done on an annual basis at the end of each school year. Determination of student promotion/retention must be based on academic achievement or demonstrated proficiency of the subject matter of the course or grade level [See EIE (Local)]. The school principal will ultimately be responsible for the final decision regarding student promotion or retention.

Students are promoted from Kindergarten to 1st grade based on assessments including, but not limited to:

- Skills Checklist (70 percent mastery of the knowledge and skills of the foundation curriculum performed independently and consistently).
- If a teacher recommends retention, and if the Kindergarten parent/guardian does not agree with retention, the parent/guardian must sign the Parent Request of Acceleration From Kinder to First Grade form. A signed form allows the student to be promoted to 1st grade, and a copy of the form will be placed in the student's CUM folder.

In grades 1-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for language arts/reading, mathematics, social studies, and science, and a yearly average of 70 or above in both language arts/reading and mathematics [Board Policy EIE (Local)].

Students in grade 5 must meet Grade Advancement Testing requirements in order to be promoted to sixth grade. Under this initiative, students are required to pass the Grade 5 STAAR reading and mathematics tests to be promoted to the sixth grade.

7.2 Kindergarten

Kindergarten is offered for children turning five (5) years old **on or before September 1**. All district elementary schools have full-day kindergarten programs. Parents/guardians are required to follow the attendance procedures in the District and work closely with the school administration regarding absences.

7.3 Prekindergarten

A Prekindergarten program is offered to those children who are eligible. In order to qualify for this program a child **must be three (3) or four (4) years old on or before September 1**, and meet one of the following criteria: be unable to speak and comprehend the English language; or qualify for the National Free or Reduced Lunch Program, or receive SNAP (Supplemental Nutrition Assistance Program) or TANF (Temporary Assistance for Needy Families) ; or be a child of an active duty member of the armed forces, including the child whose parent was injured or killed while serving on active duty; is currently homeless; or be a child who is or has ever been in the conservatorship of the Texas Department of Family and Protective Services, or be a child of a parent eligible for the Star of Texas Award as a peace officer, firefighter, or emergency first responder. ([TEC 29.153](#))

The purpose of this program is to provide developmentally appropriate, multisensory, and experiential learning experiences that promote academic, social, emotional, and language development. Pre-kindergarten is a full-day program. The classes are held at cluster schools, and bus transportation is

provided from home schools. Parents/guardians are required to follow the attendance procedures in the District and work closely with the school administration regarding absences.

7.4 Repeating Prekindergarten or Kindergarten- Grade 8 at Parent Request

A parent may request in writing that a student repeat [include if applicable: prekindergarten,] kindergarten, or any grade in grade 1-8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

8 Make-up Work Procedures

The District distinguishes absences as excused and unexcused, and students are expected to make-up assignments and assessments missed.

- For excused extended absences, make-up assignments shall be made available to students after two (2) consecutive days. EIA Regulation
- Students shall be permitted to take classroom assessments administered in any class missed because of an absence. EIA Regulation
- The teacher may assign the student make-up work based on the instructional objectives for the subject and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject requirements. EIA Regulation
- Students will have one (1) day to complete make-up work for each day of absence, with exceptions made due to severe or prolonged illness
- After a prolonged absence, the teacher has the right to exempt a student from some assignments if the teacher determines that doing so will not have a negative impact on the student's ability to master the content or unfairly bias their grade
- The District shall not impose a grade penalty for make-up work after an absence because of suspension. EIA Regulation

9 Late Work

Late work is defined as any assignment that is not submitted on the due date and/or time, except for make-up work due to absences.

- Each grade level will develop consistent practices for assigning a late work penalty.
- Teachers may deduct up to 20 percent from the total grade earned as a late penalty for any assignment turned in after the due date in accordance with District published regulations disseminated to students. EIA Regulation.
- Late work will be accepted until the material has been assessed.
- Extensive late work will be reflected using the comment codes section of the report card.
- Failing grades due to the application of a late work penalty will not constitute the need for re-teaching.

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

10 Progress Reports

Progress reports must be issued to parents/guardians during the 3rd week of a nine-week grading period if the student has an average below 70 in any subject area (1st through 5th grades) or is not meeting grade level expectations (Pre-K through K).

- Progress reports must be issued to all parents/guardians during the 6th week of a nine-week grading period.
- Progress reports can be distributed at any other time as determined by the student's teacher.
- When a student's behavior is unsatisfactory and/or the student is in jeopardy of failing, the teacher will communicate directly with the parents/guardians and maintain ongoing dialogue and documentation of the communications.
- Teachers will utilize the "Comments" feature of the progress report as an additional communication tool.
- Release dates of progress reports are announced in District publication and posted on the North East web site.

11 Requesting Professional Qualifications of Teachers and Staff

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

12 Title I

Title I is a federally funded program providing supplemental academic assistance to help meet the needs of all students at identified campuses.

13 Tutoring

Tutoring is part of the ongoing instructional process and assistance by professional staff is available for students during, before and/or after the school day. Parents/guardians should ask their student's teacher for more information about programs which will assist students in academic achievement. Tutoring does not guarantee passing grades, but it should help the student who is having difficulty with specific concepts.

14 Standardized Testing

At various times during the year, standardized tests are administered to students by authorized school personnel for use of appraisal by teachers, counselors, and students, themselves, as well as by employers, the military, college admissions offices, post-high school training schools, and scholarship granting agencies.

To fulfill the requirements of House Bill 3 passed by the 81st Texas Legislature and incorporated into Texas Education Code (TEC) Chapter 39, the Texas Education Agency (TEA) has developed the new State of Texas Assessment of Academic Readiness (STAAR).

STAAR is a more rigorous assessment program that will provide the foundation for a new accountability system for Texas public education. However, the Texas Legislature has the right to change the implementation of the STAAR program as outlined below.

- At the elementary level, the STAAR will measure mastery of the statewide curriculum in reading (Grades 3-5), math (Grades 3-5), and science (Grade 5). The Spanish STAAR will be administered at Grades 3 through 5.
- The tests required by the school district are free of any charges to students, but all others have a fee requirement which varies with the test, and which is payable in advance at the time of registration for the test.
- In accordance with Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

14.1 Failure to Perform Satisfactorily on a STAAR or EOC Assessment

If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the subsequent school year by:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily, or
- Providing supplemental instruction.

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer. When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

14.2 Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically. A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year. Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

15 Summer School

The district offers summer programming for North East students in pre-kindergarten through 5th grade who are recommended by their teacher and principal because they are being retained at their current grade level or being promoted to the next grade with an Accelerated Instruction Plan.

Students attending summer school sessions within North East ISD are held responsible for following the District Student Code of Conduct. Attendance and discipline are two reasons students may be removed from the summer school program. Students who engage in serious misconduct will be referred to the Office of Pupil Personnel for additional consequences. In addition, students are to follow the North East ISD Dress Code outlined in the North East ISD Student/Parent Handbook at <http://www.neisd.net/Page/879>.

16 Section 504

16.1 Section 504

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

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

Eligibility:

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

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

The regulations for 504 as set out in 34 CFR Part 104 provide students with the following rights:

1. To be informed by the school district of student rights protected under §504.
2. To an appropriate education designed to meet the student's individual educational needs as adequately as the needs of students without disabilities are met.
3. To free educational services except for those fees which are imposed on students without disabilities or their parents/guardians. Insurers and similar third parties are not relieved from an otherwise valid obligation or pay for services provided to a student with disabilities.
4. To placement in the least restrictive environment.
5. To facilities, services, and activities that are comparable to those provided for students without disabilities.
6. To an evaluation prior to an initial 504 placement and any subsequent change in placement.
7. Testing and other evaluation procedures must conform with the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The evaluation will draw upon a variety of sources, which may include but may not be limited to school records, teacher observations of your child, parent/student/teacher input, interviews, physical condition, social and cultural background, adaptive behavior, physical or mental health reports, interviews, assessments and other relevant information.
8. Placement decisions must be made by a team (i.e., the 504 Committee) which includes individuals who are knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.

9. To periodic re-evaluations, generally every three (3) years.
10. To notice prior to any action taken by the District regarding identification, evaluation, or placement of the student.
11. To examine relevant records.
12. To an impartial hearing with respect to the District's actions regarding the student's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
13. To challenge the actions of the District's 504 Committee regarding the student's identification, evaluation, or educational placement, the parent/guardian should file a written Notice of Appeals with the District's 504 Coordinator, 8961 Tesoro Drive, Suite 500, San Antonio, Texas 78217, (210) 407-0185 within 30 calendar days from the time the parent/guardian received written notice of the 504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer. The parent/guardian will be notified in writing of the date, time, and location for the hearing.
14. If the parent/guardian disagrees with the decision of the impartial hearing officer, the parent/guardian has a right to a review of that decision by a court of competent jurisdiction.
15. On matters other than the student's identification, evaluation, and placement, the parent/guardian has a right to file a complaint with the District's §504 Coordinator, 8961 Tesoro Drive, Suite 500, San Antonio, Texas 78217, (210) 407-0185 who will investigate the allegations to the extent warranted by the nature of the complaint to reach a prompt and equitable resolution.
16. To file a complaint with the Office of Civil Rights, the address of the Regional Office which covers Texas is:
17. Attention:
Regional Civil Rights Director
Office of Civil Rights, Region VI
1999 Bryan Street, Suite 2600
Dallas, Texas 75201 (214) 880-2459

17 Aiding Students with Learning Difficulties or who Need Special Education/Section 504 Services

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

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

18 Multi-tiered System of Support/Response to Intervention

Multi-Tiered Systems of Support (MTSS) is a framework that focuses on intervention best practices within the areas of academics, behaviors, and social/emotional support for the whole child. Tiers are based on student need and increase the level of support provided as a student moves from classroom-wide, to

targeted and intensive interventions.

The goal of MTSS is to identify struggling students early and provide timely intervention. The systems use interventions proven by research to meet a student's needs. Progress monitoring data is used to monitor and measure student progress in response to interventions and make educational decisions based on data collected by the campus.

There are typically three tiers of support in an MTSS model. Tier 1 includes high quality classroom-wide instruction and support for all students. Tier 2 provides targeted support to address a student's gaps in skills. Tier 3 involves intensive support usually provided more often and in smaller groups.

Texas public schools must notify a parent of each child who receives assistance from the school district for learning difficulties every year. This includes support through an MTSS program that are above the level of intervention used with all children. This notice does not apply to parents of children receiving special education.

19 Special Education

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

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

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

19.1 Special Education Referrals

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

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

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

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year.

However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

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

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

19.2 Contact Person for Special Education Referrals

The campus Principal is the designated person at the campus level to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services. Additionally, parents/guardians may contact:

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

Phone Number: (210) 407-0500

19.3 Section 504 Referrals

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program.

Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure

19.4 Contact Person for Section 504 Referrals

The campus Principal is the designated person at the campus level to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services. Additionally, parents/guardians may contact:

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

Phone Number: (210) 407-0249

Additional Information:

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

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

19.5 Grading/Special Education

Grades are based on performance that demonstrates progress toward mastery of the Texas Essential Knowledge and Skills (TEKS) following the implementation of the accommodations and/or modifications as determined by the ARD committee and documented in the student's individualized education program (IEP). Student work can be assessed by the special education teacher, the general education teacher and/or a combination of both teachers. Grades must be recorded and are reported by the teacher of record.

Section VI: Student Records

1 Student Records

1.1 General

- Students' educational records, which include but are not limited to grades, attendance, discipline, health/immunization, and counseling records, are private and are protected from unauthorized inspection or use.
- Directory Information, which includes but is not limited to name, address, electronic mail address, telephone number, (see Directory Information below for complete listing) is not protected and will be released to the public unless the parent/guardian has restricted the release of directory information.
- Cumulative records are maintained for all students from the time they enter the District until students withdraw or graduate. This record moves students from school to school.

1.2 Access

- Both parents/guardians, whether married, separated, or divorced, have access to the records of students provided they are a minor or a dependent for tax purposes (unless otherwise restricted by court order), as do students who are 18 years of age or older.
- Parents/guardians whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Parents/guardians are responsible for updating student custody paperwork any time a change occurs that could affect the student's education.
- Others who have general access to student records include students if they are 18 years of age or older and school officials with legitimate educational interests.
- Students' educational records may be released to appropriate parties, including parents/guardians, professionals trained to evaluate and handle such emergencies, such as mental health or law enforcement personnel, in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student and others.
- Certain other officials from various governmental agencies may have access to the records.
- Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.
- The confidential nature of student educational records shall be always maintained, and the records shall be restricted to use only in the Superintendent's, Principal's, Counselor's office, or other restricted area designated by the records custodian.
- The original copy of the record or any document contained in the cumulative record shall not be removed from the school. The District forwards records on request to a school in which students seek or intend to enroll.

1.3 FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the students. These rights are outlined below:

- The right to inspect and review education records of students within 45 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will plan for access and notify the parents/guardians or eligible students of the time and place where the records may be inspected. Student records may be inspected free of charge. Copies of records are available at a per copy cost, payable in advance.
- The right to request an amendment of a portion of the student's education records if parents/guardians or eligible students believe they are inaccurate or misleading. Parents/guardians

should write to the school principal, identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested, the District will notify the parents/guardians or eligible students of the decision and advise them of their right to a hearing regarding their request. Additional information regarding the hearing procedures will be provided to the parents/ guardians or eligible student when they are notified of the right to a hearing. If the records are not amended because of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents/guardians and students are not allowed to contest students' grades in a course through this process.

- The right to consent to disclosures of personally identifiable information contained in student education records, except to the extent that FERPA authorizes disclosure without consent. One such exception permits disclosure to school officials with legitimate educational interests.

A school official is:

- A person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel).
- A person serving on the School Board.
- A person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).
- A parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- The district also discloses education records without consent to officials of another school district in which a student seeks enrollment.

The right to file a complaint with the U.S. Department of Education, at the address below, concerning alleged failures by North East ISD to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

2 Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook)
- A student's name and grade level (for communicating class and teacher assignments)
- The name, weight, and height of an athlete (for publication in a school athletic program)
- A list of student birthdays (for generating schoolwide or classroom recognition)
- A student's name and photograph (posted on a district-approved and-managed social media platform)

- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period)
- Directory information will be released to anyone who follows procedures for requesting it
- However, a parent or eligible student may object to the release of this information

Parents/guardians may alter their decision to restrict or not to restrict the release of student directory information at any time by completing the Student Directory Release form available at any North East ISD school. Directory information may also be addressed using Parent Access. Unless the information is restricted, the district shall release such information as required by the Texas Public Information Act, Chapter 552 of the Texas Government Code.

3 Right to Opt-out of Certain Activities

The Protection of Pupil Rights Amendment (PPRA) requires that parents/guardian's consent or opt out of participation in student survey, analysis, or evaluation (protected information surveys) concerning one or more of the following areas:

- Political affiliations or beliefs of students or parents/ guardians.
- Mental or psychological problems of students or family.
- Sexual behavior or attitudes.
- Illegal, anti-social, self-incriminating or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships or analogous relationships, such as those with lawyers, physicians, or ministers.
- Religious practices, affiliations, or beliefs of students or parents/guardians.
- Income, other than as required by law to determine program eligibility.
- The collections, disclosure or use of student information for marketing purposes.
- Certain physical exams and screenings.

No surveys of this type are currently scheduled. Should such a survey be offered, parents/guardians will be offered an opportunity to opt out.

For more detailed information regarding student records, see Board Policies FL. (Legal) and FL (Local): Student Records. Copies of these policies may be obtained on the Internet at <http://www.neisd.net> or by contacting the North East ISD Communications Department, 8961 Tesoro Drive, San Antonio, TX, 78217.

Section VII: Health Services

Health Services collaborates with other District departments to provide a comprehensive school health program. The primary goal of Health Services and the school nurses is to help all students reach their maximum potential by keeping students healthy and ready to learn. Health education, illness and injury prevention, early detection and treatment of illness, and quality skilled intervention for acute and chronic health needs are provided by the nursing staff. The school nurse does not diagnose illnesses but takes notes of symptoms and notifies the parent/guardian of the observations. If a child becomes ill or is injured at school, the student will be assessed and given first aid, and the parent/guardian will be notified if the severity of the injury or illness warrants such an action. Health Services follows the policies, requirements, and regulations established by the Texas Education Agency, the Texas Department of State Health Services, the Texas Board of Nursing, and North East ISD.

1 Clinic

The school clinic is available for treating emergencies and responding to student's health care needs. The following standard first aid over-the-counter medications/products have been approved by the Medical Advisory Committee:

- Anbesol/Orasol/Listerine for minor mouth pain
- Antimicrobial Cleanser for cleaning minor cuts and abrasions
- Bacitracin ointment for minor cuts and abrasions
- Bactine Spray for minor cuts and abrasions
- Eye Wash Solution for minor eye irritations
- Hydrocortisone Cream 1% for minor skin irritations and rashes
- Saline Contact Solution for external soaking and cleansing of contact lenses
- Sting Kill for minor bites and stings
- Vaseline Petroleum Jelly for skin irritation and chapped lips

The Medical Advisory Committee has approved the following emergency care products:

- Albuterol for severe respiratory distress
- Automated External Defibrillator for sudden cardiac arrest
- Bleeding Control Stations for bleeding emergencies
- Epinephrine for severe allergic reactions
- Ibuprofen or acetaminophen for students with a temperature of 103°F or higher, according to specific emergency protocol
- Instant Glucose Gel or tabs for severe low blood sugar, for students diagnosed with diabetes or who have the supplies available to check their blood sugar
- Naloxone for reversing a suspected opioid overdose
- Oxygen for use in emergency situations

Contact your child's school nurse if you object to the use of any of the above products for your child.

2 Clinical Staff

Each traditional campus in North East ISD has a full-time registered nurse (RN) who is responsible for the school health program and health services provided to the students. The RN is available for conferences with parents/guardians, teachers, and physicians to promote and ensure the health and safety of all students.

Other North East ISD personnel who may assist students in the school clinic include the Licensed Vocational Nurse (LVN) and the Clinic Assistant (CA). The LVN is assigned to provide basic health care to students, clerical support, and computer data entry, under the supervision of the RN and as directed by Health Services. The CA will assist the RN and LVN with clerical support, computer data entry, and basic first aid to students under the supervision of the RN.

3 Immunization Requirements

Texas law and North East ISD policy require that a student meet all immunization requirements, with a medically validated and up to date immunization record on file, for the grade level in which the student is enrolled. Students whose immunization records are not as up to date as medically feasible will be subject to exclusion from school.

<i>Students 3-4 Years of Age 2025-2026 Immunization Requirements</i>	
DTap, DTP, DT (Diphtheria, Tetanus, Pertussis)	4 doses
IPV (Polio)	3 doses
MMR (Measles, Mumps, Rubella)	1 dose received on or after first birthday
Hib (Haemophilus influenzae type b)	3 doses, consisting of two doses plus a booster on or after 12 months of age If first dose of Hib vaccine is received at 12-14 months of age, only one additional dose is required Any child who receives a single dose of Hib vaccine on or after 15-59 months of age is in compliance with these specified vaccine requirements
Hepatitis B	3 doses
Hepatitis A	2 doses, with first dose received on or after first birthday
Varicella	1 dose received on or after first birthday OR statement of chicken pox illness, including date of illness, submitted to school nurse
PCV (Pneumococcal Conjugate Vaccine)	4 doses Children 24-59 months of age meet the requirement if they have at least three doses, with one dose on or after 12 months of age, or with two doses both on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required, for a total of four doses.

<i>Students in Kindergarten – Fifth Grade 2025-2026 Immunization Requirements</i>	
DTap, DTP, DT (Diphtheria, Tetanus, Pertussis)	5 or 4 doses, with last dose received on or after fourth birthday For students aged seven and older, 3 doses meet the requirement if last dose was received on or after fourth birthday
IPV (Polio)	4 or 3 doses, with last dose received on or after fourth birthday
MMR (Measles, Mumps, Rubella)	2 doses, with first dose received on or after first birthday
Hepatitis A	2 doses, with first dose received on or after first birthday
Hepatitis B	3 doses
Varicella (chickenpox)	2 doses, with first dose received on or after first birthday OR statement of chickenpox illness, including date of illness, submitted to school nurse

Texas law allows students to be exempt from a vaccine if (1) a physician writes a medical exemption statement which clearly states a medical reason exists that the student cannot receive the specified vaccine, and the statement is submitted to the school or (2) parents/guardians choose an exemption from immunization requirement for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience. Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience can be found at <https://www.dshs.texas.gov/immunizations/school/exemptions>. The original Exemption Affidavit must be completed and submitted to the school.

Students may be provisionally enrolled for a 30-day period if they have begun the required immunizations and are as up to date as medically feasible and continue to receive the necessary immunizations as rapidly as medically feasible.

Students transferring from a Texas public school, dependents of active-duty United States military personnel, students in foster care, and homeless students as defined by the McKinney-Vento Act, have 30 days from the date of enrollment to produce the required documentation. Upon receipt of immunization records, if immunizations are not as up to date as medically feasible, students will be excluded until required doses are received.

4 Health Concerns

Each student is required to have current health information accessible to the school nurse. A form will be sent to parents/guardians at the beginning of each school year and must be completed annually. Health concerns and related information will be shared on an as-needed basis with appropriate school staff to provide suitable care and safety for the student.

5 Illness/Communicable Diseases

A sick child who is unable to participate in school in a meaningful way should be kept home to rest and recover until symptoms resolve. Keeping a sick child home also protects other children, school staff, and visiting community members from contracting an illness that can be spread from person to person. Guidelines for returning to school following illness are issued by the Texas Department of State Health Services. Please be aware of the following guidelines for attending school.

- **Conjunctivitis (Pink Eye):** Following a diagnosis of pink eye, a child may return to school 24 hours after the first dose of prescribed medication has been administered.
- **COVID-19:** A student who has tested positive for COVID-19 will remain at home until they have been fever free without the use of fever-reducing medication for at least 24 hours. A student who is exhibiting symptoms of COVID-19, but has not tested positive, will remain at home until symptoms are improving and they have been fever free without the use of fever-reducing medication for at least 24 hours.
- **Fever:** A child must remain home with a temperature equal to or greater than 100.0° F (37.8° C) and may only return when they have been fever free for 24 hours without fever-reducing medicine such as Tylenol or Motrin.
- **Head lice (pediculosis):** Students who have an active case of live lice may attend school only after treatment which eliminates all live lice. Head lice do not jump or fly and are most commonly contracted by head-to-head touch.
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash must stay at home and may return to school after a health care provider has made a diagnosis and authorizes the child's return to school in writing or symptoms have resolved completely.

This is not an exhaustive list of contagious illnesses which may cause a student to be excluded from school. A full list can be obtained from the school nurse or on the Texas Department of State Health Services website at <https://www.dshs.texas.gov/idps-home/school-communicable-disease-chart>.

If a student becomes ill during the school day and the school nurse determines that the student should go home, the nurse will contact the parent/guardian. Parents/guardians are required to pick their child up from school as soon as possible if they exhibit symptoms of communicable (contagious) conditions, such as, but not limited to, pinkeye. Students exhibiting symptoms of a communicable condition are to be excluded from school until proper treatment has been administered and the condition has improved.

Under all circumstances, the judgment of the school nurse prevails. A physician's statement may be required before students are allowed to return to school.

If you take your child to a healthcare provider for an evaluation of illness or injury, please be sure to request a written letter stating when your child may return to school and any accommodations required upon his/her return.

A healthy school community requires parents and schools to partner with each other. To prevent/minimize local outbreaks of contagious illness, parents must keep children who have an illness that can be spread from person to person at home, and NEISD school nurses will exclude students with symptoms of a communicable illness from school attendance.

6 School Health Screening Programs

Students are screened according to the Texas State Board of Education Rules and the school health programs mandated by the Texas Department of State Health Services. In each screening program, parents/guardians who receive a referral letter are asked to schedule an appointment with their physician/specialist. The referral letter should be completed and signed by the physician/specialist and returned to the school nurse.

Vision and Hearing Screening

State law requires all pre-kindergarten, kindergarten, first, third, fifth, and seventh graders, all new students entering school from out of state, and all students who are referred for special education evaluation be screened by the school nurse for vision and hearing abnormalities. The school nurse will contact and send a referral letter to the parents/guardians if any abnormality is noted.

Acanthosis Nigricans Screening

All first, third, fifth, and seventh grade students will be screened for a skin marker around the neck that potentially indicates high insulin levels in the body. High insulin levels create a potential risk for the future development of Type II Diabetes. Students who have the skin marker will also be weighed, measured, and have their blood pressure taken. Any parent/guardian who does not want their child to participate in the Acanthosis Nigricans screening program should notify the school nurse in writing. The school nurse will contact and send a referral letter to the parent/guardian if medical evaluation is recommended.

Spinal Screening

Girls will undergo screening for spinal curvatures during the Fall semester of fifth and seventh grade. Boys will undergo screening for spinal curvatures during the Fall semester of eighth grade. The school nurse will send a notice home to all students to be screened before the scheduled screening date. Any parent/guardian who, for religious reasons, does not wish to have their child screened should submit an affidavit of religious exemption to the school nurse prior to the screening. The school nurse will contact and send a referral letter to the parent/guardian if any abnormality is noted.

Dental Education

Dental education is facilitated each year for third grade students. This preventative education piece is a collaborative effort between North East ISD and San Antonio Metropolitan Health District dental division.

7 Use of Crutches/Wheelchairs/Assistive Devices

If a student has had surgery or has been injured and is required to use a wheelchair, crutches, a neck brace, or any other assistive device while at school, (including devices recommended by an athletic trainer), the following procedure must be followed to provide reasonable accommodations during the school day:

1. A physician's statement regarding the specific limitations and duration of the assistive device use is required.

2. If a student is using a wheelchair another student will be assigned to carry your student's books, if the student is unable to wheel themselves pursuant to a physician's order, an adult employee will push the wheelchair.
3. The campus wheelchair is only for emergency purposes and is not intended for student daily use.
4. Parents/guardians are responsible for obtaining crutches, wheelchairs, and other assistive devices prescribed by their physician.
5. All devices require proper fitting and training by the prescribing provider for appropriate use while at school.
6. The school district is not responsible for any injury that occurs because of the use of wheelchairs, crutches, or other assistive devices.

8 Medication

If a student needs to receive medication, including over-the-counter medication, during the school day, a signed order from an authorized prescriber as well as parent/guardian authorization to administer the medication is required. Medication orders from authorized prescribers will be accepted on NEISD Medication Administration Request (MAR) form, the prescriber's office/clinic letterhead, or prescription pad. Students who require procedures/treatments during the school day are required to submit the Physician/Parent Request for Administration of Procedures/Treatments form. The MAR and the Physician/Parent Request for Administration of Procedures/Treatments forms must be completed annually and whenever there is a change of medication, dose, procedure, and/or treatment. These forms are available from the school nurse and on the Health Services page of the NEISD website. Orders received expire 12 months after signed by the prescribing provider. The school nurse will contact the physician as necessary for information regarding student health concerns, medication, and procedures/treatments.

Medications to be administered during the school day must be provided by the parent/guardian. The parent/guardian will deliver all medication to the clinic and pick up any unused medication from the clinic. Students may not transport medication to or from school. Medication not picked up at the end of the school year by the parent/guardian will be destroyed. Medications may not be kept in the classroom or administered by a teacher in the classroom.

Apart from students meeting state and district requirements to carry their prescription asthma medication, auto injectable anaphylaxis medication, or prescription medication and supplies required for monitoring and treatment of diabetes, students may not carry any type of medication (prescription, non-prescription, homeopathic products, vitamins, or over-the-counter health products) on their person, in their lunch box, purse, or book bag/backpack, on the school bus, or place these types of items in their locker. There are severe disciplinary consequences, including suspension and assignment to an alternative education program or expulsion for possessing, carrying, or distributing over the counter and prescription medications.

Medication will not be accepted without the required prescriber and parent/guardian authorization. All medication must be in the original prescription or over-the-counter container. Medication brought to the clinic in containers such as, but not limited to, plastic wrap or bags, foil, jars, paper towels, envelopes, etc. will not be administered. If necessary, when the prescription is filled, ask the pharmacist for an extra labeled bottle for school use. If there are changes in the dose of medication or if a medication is discontinued, written notification from the parents/guardians and/or physician is required. Changes in the dose of medication require a new prescription label. The prescription label and physician's order must always match.

All medications administered during the school day must be FDA approved. Other types of medications such as, but not limited to, homeopathic products, vitamins, herbs, dietary supplements, intravenous medications, and medications manufactured outside the United States will not be administered.

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

Prescription narcotics will be addressed on a case-by-case basis. Narcotic medication orders may require review by the Medical Advisory Committee.

8.1 Possession and Self-Management of Emergency Medications

Students meeting requirements established in the Texas Education Code Chapter 38, Section 38.015 are permitted to possess their prescription asthma and/or anaphylaxis auto-injectable medication with the completion of required forms submitted to the school nurse annually. Both the parent and the prescribing physician must sign forms.

In accordance with Texas Health and Safety Code, Chapter 168, students will be permitted to self-carry and use their diabetic monitoring supplies and required medication at school or at a school-related function. Additional information and required forms are available from the school nurse.

Students who meet the requirements and carry their prescribed asthma medication or anaphylaxis auto-injectable medication, or diabetic monitoring supplies and medication are responsible for the medication and will be subject to disciplinary consequences for any violation of law, District Policy, or the Student Code of Conduct.

8.2 Sunscreen and Insect Repellent

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

Parents/guardians are encouraged to apply insect repellent in the morning prior to their student coming to school, if needed. Students may apply insect repellent during the school day, if necessary. The insect repellent product must be non-aerosol, and the container must be labeled with the student's name and remain in the clinic. Containers will be released to the parent/guardian only. Insect repellent is not to be shared.

8.3 Management of Diabetes

In accordance with Texas Health and Safety Code, Chapter 168, a Diabetes Management and Treatment Plan developed by the physician and parent/guardian is required for students with diabetes who need treatment or care at school or at a school-related function. Students will be permitted to self-carry and use their diabetic monitoring supplies and required medication at school or at a school-related function. Additional information and required forms are available from the school nurse. If a student uses a Continuous Glucose Monitor (CGM), alarms should be utilized to alert the student and/or supervising adult situations requiring attention. The school nurse will not be able to remotely monitor CGM data continuously.

8.4 Management of Seizures

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan signed by the treating physician to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following a diagnosis of a seizure disorder.

8.5 Management of Severe Life-Threatening Food Allergy

Any student with a parent reported or physician documented severe food allergy must have a current written physician's order/severe allergy action plan on file with the school nurse. North East ISD, in compliance with Texas Education Code Chapter 38, Section 38.0151, has a comprehensive food allergy management plan in place. Key elements of the plan include the following: identification of students with food allergies at risk for anaphylaxis; development/implementation/monitoring of Individual Health Care Plan (IHCP) and/or Emergency Care Plan (ECP); reducing risk of exposure within the school setting; training for school staff for recognition of anaphylaxis and appropriate emergency response; and post anaphylaxis reaction review of policy and procedures.

8.6a Unassigned Respiratory Distress Medication

The school nurse is authorized to administer unassigned prescription asthma medication in accordance with law and policy to a student exhibiting signs or symptoms of respiratory distress on a school campus. In the event the nurse administers an unassigned prescription asthma medication to a student, the parent/guardian or emergency contact will be contacted as soon as possible.

8.6b Unassigned Epinephrine

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

8.6c Unassigned Opioid Antagonist Medication

In accordance with Texas Education Code Chapter 38, Subchapter E, North East ISD has adopted a policy to allow designated authorized and trained school personnel at each campus to administer an opioid antagonist medication, such as Naloxone, to a person who is reasonably believed to be experiencing an opioid-related overdose.

9 Emergency Care

If students are severely hurt or become seriously ill at school, EMS will be contacted. If EMS determines that transport is necessary, the student will be transported by EMS to an emergency room and the parent/guardian will be held responsible for all expenses. North East ISD shall not be responsible for costs of treating injuries or assume liability for any costs associated with an injury at school or at any school-related function. See Student Insurance in this handbook. In an emergency, the student's parent/guardian will be contacted as soon as possible.

10 Indoor Air Quality

Improving Indoor Air Quality (IAQ) can impact the comfort and health of all students and staff. North East ISD strives toward a scent-free zone to keep the air we share healthy and fragrance-free. The chemicals used in scented products can make some individuals ill, especially those with fragrance sensitivities, asthma, allergies, and other medical conditions. Good personal hygiene is important; while at school students who wear deodorant should use unscented solid or roll-on deodorant; not aerosols which become airborne. Parents/guardians are asked to refrain from providing fragranced items for classroom use, such as air fresheners, plug-ins, potpourri, or anything that emits a fragrance into the air.

11 Maturation Education Program

The Elementary Maturation program consists of a curriculum recommended by the School Health Advisory Council (SHAC) and approved by the North East ISD Board of Trustees. Aligned with state guidelines and the Texas Essential Knowledge and Skills (TEKS), the content is delivered by the school nurse and tailored for fourth and fifth grade students.

In fourth grade, students learn topics including physical and emotional changes during adolescence, the menstrual cycle, and the reproductive system. Fifth grade topics include physical and emotional adolescent development, the menstrual cycle, and the reproductive system, fertilization, reproduction, and significant milestones of fetal development. Students are grouped by sex for instruction but are taught about the developmental changes experienced by both boys and girls.

Parents/guardians are invited to preview the maturation videos prior to classroom instruction. As participation in the program requires opt-in consent, written permission from the parent or guardian is necessary. Students who do not participate will receive an alternative assignment with no consequences for not attending.

Additional information, including how to access the videos and the scheduled preview window, will be shared by the school nurse during the Spring semester.

12 Bacterial Meningitis

What is meningitis?

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

What are the symptoms?

Someone with meningitis will become very ill but not everyone with meningitis will have the same symptoms. The illness may develop over one or two days but it can also progress very rapidly in a matter of hours. Children (over one year old) and adults with meningitis may have a severe headache, high temperature,

nausea, vomiting, sensitivity to bright lights, neck stiffness or joint pain, drowsiness, or confusion. In both children and adults, there may be a rash or tiny red-purple spots that can occur on any part of the body.

How is bacterial meningitis diagnosed?

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

How can bacterial meningitis be prevented?

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

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

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

You should seek medical attention immediately.

For more information about bacterial meningitis:

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

Section VIII: Dress Code

1 Dress Code Philosophy

North East ISD's Student Dress Code is designed to ensure consistency and uniform application of standards that are necessary to support the overall educational goals of the school. The student and parent or guardian may determine the student's personal dress and grooming standards if they comply with the general guidelines outlined here and support the overall learning environment by emphasizing standards of neatness, cleanliness, and safety in dress and grooming. School staff shall enforce the Student Dress Code consistently with all students regardless of race, sex, gender, ethnicity, culture or religion, household income, body size/type, or body maturity.

Note: The Student Dress Code applies to all students while attending school, school functions, or school-sponsored activities on or off school property.

Exceptions to the Dress Code will be communicated through your school principal.

Uniforms

Schools that require a uniform may have standards that exceed the District's dress code. The dress code rules and regulations will be more restrictive in an alternative educational program.

Uniform Exemption

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

General Guidelines

1. Basic Principles:
 - a. Certain body parts must be always covered for all students.
 - b. Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts, and back are fully covered with opaque fabric.
 - c. All items listed in the "must wear" and "may wear" categories below must meet these basic principles.
 - d. North East ISD shall not discriminate on hair texture or protective hairstyles commonly or historically associated with race that includes protective hairstyles including braids, locks, and twists.
2. Students Must Wear (while following the basic principle of Section 1 above):
 - a. A Shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND
 - b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND

- c. Shoes.
- 3. Students May Wear (if these items do not violate Section 1 above):
 - a. Religious headwear
 - b. Hoodie sweatshirts (wearing the hood over the head is not allowed)
 - c. Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
 - d. Ripped jeans, if undergarment and buttocks are not exposed
 - e. Tank tops, tops with straps that cover undergarments
 - f. Athletic attire
- 4. Students May Not Wear or Display Imagery of:
 - a. Violent language or images.
 - b. Images or language depicting drugs or alcohol (or any illegal item or activity), or any other substance prohibited under [FNCF\(LEGAL\)](#).
 - c. Hate speech, profanity, pornography.
 - d. Any clothing that reveals visible undergarments.
 - e. Swimsuits (except as required in class, field trips, or athletic practice see “Extracurricular Activities”).
 - f. Accessories that could be considered dangerous or could be used as a weapon.
 - g. Any item that obscures the face or ears (except as a religious observance).
 - h. Body piercing ornaments and other similar ornaments that present a safety concern for the student and the educational activity. (i.e. wearing protective clothing or athletic protective equipment).
 - i. Hats, hoods on hooded sweatshirts, shirts or jackets **may not be worn during instructional passing periods, or while inside the school building or facility.**
 - j. Costumes of any type are prohibited unless expressly approved by campus administration.

Extracurricular Activities

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the [Student Code of Conduct](#).

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement. Campuses may have a more restrictive dress code with approval from the

Campus Improvement Committee and the Department of School Administration if a more restrictive policy aligns with the "Purpose" defined in the policy.

- Students will only be removed from spaces, hallways, or classrooms because of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - o Students will be asked to put on their own alternative Student Dress Code-compliant clothing.
 - o Students will be provided with temporary school Student Dress Code-compliant clothing.
 - o If necessary, the student's parent or guardian may provide Student Dress Code-compliant clothing.

To the extent possible, student violations of the Dress Code are to be addressed discretely and respectfully by all staff members.

The school principal will make the final determination as to the appropriateness of dress. Any student who chooses not to comply with the dress code will be removed from the classroom setting until the student complies with this code.

Section IX: School Bus Standards of Safety and Conduct

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

1 Right and Responsibilities of the Student

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

- Be familiar with and obedient to the School Bus Rules of Safety and Conduct.
- Be familiar with the assigned bus number, schedule, and route.
- **Be at the bus stop at least five (5) minutes before the scheduled pickup time.**
- Conduct themselves in accordance with the provisions of the Student Code of Conduct while proceeding to and from the bus stops and while waiting at the bus stops. The code prohibits loitering, littering, trespassing, or creating a nuisance for residents of the community.
- Get on and off the bus at the appropriate stop unless written authorization from a school official permit otherwise.
- Respect the personal and property rights of others. "Bullying" is unacceptable and will not be tolerated.
- Cooperate in investigations of disciplinary cases and assist by volunteering information.

2 Rights and Responsibilities of Parents/Guardians

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

- Discuss with students the importance of being a safe bus rider and explain why it is important to cooperate with the bus driver.
- Explain to students the safety reasons for standing six feet from the curb or loading point.
- **Make sure that students are at the designated bus stop at least five (5) minutes before the scheduled pickup time.**
- **Ensure that Pre-Kindergarten/Kindergarten students are met by the responsible person(s) at the bus stop to receive students from the bus during mid-day and PM runs.**
- Supervise students at the bus stop.
- Read and understand the North East ISD Behavior Management Plan for Student Transportation.
- Explain all parts of the plan to students.
- Make sure that students do not leave home with play items or other things that may lead to a rule violation.
- Provide written authorization (NEISD Student Bus Ride Permission Slip or NEISD Joint Custody Student Bus Ride Permission Slip) to the school administrators when students are to be picked up and/or dropped off at another stop on a regular bus route or when students have a legitimate reason to ride another bus. Authorizations that have been approved will be delivered to the bus driver.

- **NOTE:** Transportation services for after school care to other than “home address” will be to a state-recognized child care facility or grandparent’s home located on an existing route based on State guidelines and review/approval by the Transportation Department.
- Retrieve the NEISD Student Bus Ride Permission Slip or NEISD Joint Custody Student Bus Ride Permission Slip from the Transportation website or obtain a printed copy from the school administration.
- Provide supervision between residence and designated bus stop.
- Be legally liable for property damage caused by students.
- Observe loading and no parking zones posted at the school. Extra vehicles, other than buses, pose a threat to the safety of students by impeding movement of the bus and the driver’s view of students boarding or disembarking from the bus.
- Report to the transportation supervisors any unsafe or unlawful incidents performed by school bus drivers. Also report to the Transportation Department compliments when the bus driver has been conscientiously performing his/her duties.
- Refrain from boarding or detaining the bus to discuss students, bus, or driver issues with the driver. The route schedule does not permit the time for any unnecessary delay and parental/guardian concerns/inquiries should be referred to a transportation supervisor. Failure to comply with this directive may result in a misdemeanor fine for disruption of transportation, as authorized by Texas Education Code 37.125.

3 Rights and Responsibilities of School Administrators

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

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

4 Rights and Responsibilities of Faculty Bus Monitors

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

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

5 General Procedures

5.1 Safety Procedures

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

5.2 Procedures for Waiting for the Bus

- Students will be at their designated bus stop five minutes before scheduled pick-up time. Drivers will not wait or honk. Certain courtesies may be given during inclement weather.

- Students will stand on the sidewalk or back from the roadway at least six (6) ft. while waiting for the bus.
- When the bus approaches, students will form a line and be prepared to load immediately in an orderly method.
- Students will stand clear of the bus until the door of the bus opens and the driver motions for students to board the bus.
- If students are late to the bus stop, there will be no attempt to stop the bus. **Never run after the bus as it pulls away from the bus stop.** This is extremely dangerous and potentially fatal!
- Parents/guardians will instruct students on what procedures to follow if the bus is missed.

5.3 Loading the Bus

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

5.4 Conduct on the Bus

Infractions causing immediate removal from bus include:

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

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

1. Scuffling and other physical contact between students is prohibited on the school bus.
2. Refusal to sit in their assigned seat or deny another student a place to sit.
State Law mandates that all students must be seated while the bus is in motion. All students should remain properly seated for the duration of the trip until the bus door opens to unload.
3. Refusal to face forward for the duration of the trip or keep their feet on the floor in front of them and out of the aisle. Students are not allowed to put their feet and legs on the seat, lie down in the seat, or to be out of the seat.
4. Being "loud." Any loud noises, such as but not limited to, yelling, loud whistling, unsupervised singing or other sounds that may distract the driver and create an unsafe condition are prohibited.
5. Verbal abuse directed to anyone on or near the bus, including the bus driver, or the use of obscene, vulgar, or profane language and gestures are forbidden.

6. Marking, cutting, or scratching any part of the bus. Vandalism costs will be paid by the person who is responsible.
7. Using emergency doors, emergency windows, hatches and exit controls except during supervised drills or actual emergencies.

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

5.5 Student Misbehavior on the School Bus

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

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

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

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

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

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

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

Drivers may also report commendable behavior exhibited by students.

5.6 Unloading Procedures

- Students will stay seated until the bus completely stops.
- Students will use the handrail and take one step at a time when leaving the bus.

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

5.7 Crossing Roads or Highways

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

5.8 Prohibited Items on the Bus

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

5.9 Allowable Items on the Bus

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

6 Accidents or Emergencies on the Bus

- Students are required to follow the driver's instructions.
- In most cases, students will remain on the bus, seated quietly until directed by the driver to do otherwise.
- If students must leave the bus, the following procedures must be used for evacuating the bus in emergency situations:
 - o The student (door assistant) nearest the emergency door will open the door and hold it open.
 - o Students will leave the bus quietly, calmly, quickly, and in a single file.
 - o All books, bags, instruments, and other loose items will be left on the bus.

- o Evacuation will start with the seat closest to the emergency exit that is safely useable.
- o Once outside the bus, students will stay in a group and follow the driver's instructions completely.
- Drivers are required to conduct periodic emergency evacuation drills to familiarize students with emergency procedures. This may occur up to three times per school year for regular bus routes.
- Parents/guardians who arrive at the accident scene may only remove their student when released by appropriate authority.

7 Extracurricular Trips on the Bus

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

8 Name Tag Procedures for Elementary Students

All elementary students will have and wear a nametag all year. The campus will provide a laminated paper nametag or plastic SMART Tag that is needed to create a list of bus riders as they board the PM bus. Students will display the nametag that is issued by their campus.

Before leaving school and while students are loading, all students will be checked for their nametag to ride the bus home. Should students not have a nametag, the bus driver will immediately notify a school administrator before departing the school for assistance. **IF THE REQUIRED STUDENT DATA CANNOT BE OBTAINED, THE STUDENTS WILL NOT BE PERMITTED TO BOARD THE BUS. The students will remain at school with the administrator.**

9 Kindergarten Students

The bus driver will request drop-off instructions from the dispatcher if kindergarten students are not met by parents/guardians or a responsible adult, are not accompanied by an older sibling in the first or higher grade level or if the driver has reason to believe the drop-off poses concern or is atypical. Students not able to be delivered to their assigned bus stops will be returned to campus after completion of the elementary run unless the parents/guardians have given permission for the students to be released alone to walk home or to a responsible individual as submitted and designated on the NEISD BUS STOP SUPERVISION WAIVER FORM.

NOTE: Parents/guardians must submit a completed NEISD BUS STOP SUPERVISION WAIVER FORM that can be retrieved from the Transportation Department Home Page or a hard copy from school administration to the school of attendance for review and the Transportation Department for consideration/approval before the students will be permitted to walk home unsupervised or be met by a designated, responsible individual at the assigned bus stop. OTHERWISE, THE STUDENTS WILL BE RETURNED TO CAMPUS.

Any kindergarten students having been returned to campus in proximity of three (3) times will be considered for possible loss of the student's bus riding privilege for safety reasons, pending

the results of a review and assessment of the situation by the Transportation Department in coordination with the student's home campus administrators.

10 Pre-kindergarten Students

Pre-kindergarten students who are eligible for transportation services will receive bus transportation between their residence and their school of attendance. Pre-kindergarten students who are ineligible for transportation services will receive shuttle service between their school of residence and the campus where they attend pre-kindergarten. It is the parents'/guardians' responsibility to provide transportation to the school of residence.

The bus driver will request drop-off instructions from the dispatcher if a pre-kindergarten student is not met by parents/guardians or responsible adult or is not accompanied by an older sibling in the first or higher grade level or if the driver has reason to believe the drop-off poses concern or is atypical. If a child is not dropped at the designated stop:

- Eligible students will be returned to the pre-kindergarten campus at the completion of the run.
- Ineligible students will be released to an administrator at the loading zone or escorted to the office at the school of residence at the completion of the run.

NOTE: Parents/guardians must submit a completed NEISD BUS STOP SUPERVISION WAIVER FORM that can be retrieved from the Transportation Department Home Page or a hard copy from the school administrator to the school of attendance for review and the Transportation Department for consideration/approval before the students will be permitted to walk home unsupervised or be met by a designated, responsible individual at the assigned bus stop. OTHERWISE, THE STUDENTS WILL BE RETURNED TO CAMPUS.

Any Pre-kindergarten students having been returned to campus in three (3) times will be considered for possible loss of the student's bus riding privilege for safety reasons, pending the results of a review and assessment of the situation by the Transportation Department in coordination with the student's home campus administrators.

11 Special Transportation

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

11.1 Special Needs Transportation

Administrative:

1. Transportation as a related service is a decision of the Admission, Review, and Dismissal (ARD) committee. The Transportation Department may have representation at or participate in ARD meetings to assist in the determination of student transportation. Transportation will be from student's home to school and school to home as determined by the ARD. The ARD should not direct

specific pick up/drop off times, nor should it provide transportation to destinations not in accordance with the TEA Transportation Handbook such as outside therapy sessions, dental, medical, and therapeutic appointments, etc.

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

Operational:

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

VIDEO CAMERAS ARE USED IN BUSES ON A CONTINUOUS BASIS TO PROMOTE SAFETY BASED ON DISTRICT GUIDELINES [See Video Security Camera paragraph in the School Services and Facilities section]

12 Rider Data Collection

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

13 SMART Tag Bus Rider ID

At North East ISD the safety and security of the students riding our buses are of the highest priority, and the SMART TAG ID cards play a crucial role in maintaining the security measures we strive for. The SMART TAG ID card helps each bus driver verify that the right students are boarding the bus, and that each student is getting off the bus at their assigned location. The SMART TAG IDs, essentially, help ensure accountability for all bus riders.

1. All Elementary School bus riders must have 2 bus ID tags attached to their backpack. Students are required to have a SMART TAG ID and a printed (laminated) ID card made by the campus.
2. The SMART TAG ID has a sensor in it so please DO NOT bend, cut, poke holes in the card, or place any stickers or other markings on the ID card.
3. Students must carry their SMART TAG ID with them as they board the bus. The SMART TAG ID should be attached to the student backpack with a zip tie.
4. As students board the bus, they will need to be ready to scan their SMART TAG ID by having their backpack in front of them. As students exit the bus, they will need to be ready to scan their SMART TAG ID by having their backpack in front of them.
5. In the AM, if a student does not have their SMART TAG ID with them the bus driver will allow the student to board the bus for the ride to school.
6. If a student loses or damages their SMART TAG ID student must let campus admin know that they do not have their SMART TAG ID and campus admin will need to request a replacement card through the NEISD routing office. Until the student has a replacement SMART TAG ID driver will manually load the student on the bus by verifying student eligibility with the laminated ID card on student backpack.
7. Students who repeatedly do not display their SMART TAG ID to the driver will be subject to the following progressive discipline actions:
 - 5 reports of NO SMART TAG ID will result in a student bus referral.
 - Continued reports of NO SMART TAG ID will result in possible loss of bus riding privileges.
8. SMART TAG IDs will only be issued to bus eligible students. Students will only be allowed to ride the bus to/from their assigned stop in their school of residence neighborhood, and to/from their assigned school of attendance.

14 Contact Information

District Transportation Department

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

Executive Office:	210-356-9200 (Receptionist/Executive Director/Director)
	210-356-9228 (Operations Manager)
	210-657-8812 (Fax)
Terminal Operations:	210-356-9226 (Transportation Supervisor)
	210-356-9227 (Asst. Transportation Supervisor)
	210-356-9212 (Dispatcher)
Operations Support:	210-356-9201 (Special Needs Transportation)
	210-356-9205 (Routing)
	210-356-9231 (Safety)
Transportation BAC:	210-356-6947 (Transportation Supervisor)
Terminal	210-356-6942 (Asst. Transportation Supervisor)
12002 Jones-Maltsberger	210-491-6113 (Fax)
San Antonio, TX 78216	210-356-6940 (Dispatcher)
Transportation North:	210-356-9002 (Transportation Supervisor)
Terminal	210-356-9003 (Asst. Transportation Supervisor)
24000 Hwy 281	210-356-9040 (Fax)
San Antonio, TX 78258	210-356-9000 (Dispatcher)

14.1 Bus Route Information

<https://www.neisd.net/busroutes>

Section X: Emergency Procedures and Transfer Guidelines

1 Emergency Procedures

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

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

1.1 Student/Parent Reunification

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

1.2 Notification

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

1.3 Parent/Guardian Expectations

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

2 Critical Incident Response Plan Terms

When an emergency occurs at a campus or other school district location, the entire staff works together to provide an immediate and coordinated response. There are five (5) basic procedures/actions the school district uses in response to emergency incidents; referred to as the Standard Response Protocol (SRP). The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, each is followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders:

1. HOLD (In your room or area)

There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe. Students and teachers are to remain in their classroom or area, even if there is a scheduled class change until the all-clear is announced. Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room. Students and staff outside of the building should remain outside unless the administration directs otherwise.

2. SECURE (Get inside, lock outside doors)

The Secure action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection. The Secure Action demands bringing people into a secure building and locking all outside access points (which is the normal NEISD condition). Where possible, classroom activities would continue uninterrupted with increased perimeter security and situational awareness until the potential threat is resolved. Classes being held outside would return to the building and, if possible, continue inside the building. There may be occasions when students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe, however Secure does have the flexibility (depending on situation) to allow for controlled and supervised passing between buildings. Students as well as their parents may be inconvenienced by these directives, but their cooperation is important to ensure their safety.

3. LOCKDOWN (Locks, lights, out of sight)

Lockdown is called when there is a threat or hazard inside the school building. It is designed to protect students and staff when a dangerous person(s) or situation is on or near a campus and is deemed a direct threat to the safety and security of that site. The Lockdown action demands locking individual classroom doors, offices and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights to make the room seem unoccupied, and having occupants maintain silence. Separation from the threat must be maintained by locking doors and windows, avoiding windows or glass areas, and obtaining as much cover or concealment as possible while preparing to defend your position. If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat. There is no permitted facility access during a Lockdown, and we remind parents not to attempt to go to the school, as these actions can compromise the operations of emergency responders. Wait for reunification instructions and other communication from school district administrators.

4. EVACUATE (A location may be specified)

Evacuate is called when there is a need to move people from one location to another for safety reasons. An on-site evacuation is usually conducted because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal. An offsite evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or bomb threat. If there has been a violent event at the school, an off-site evacuation will almost always be necessary since the school will be deemed a crime scene. People may or may not be

able to bring their personal items with them. The Evacuate action demands students and staff move in an orderly fashion to a safe area. In certain circumstances, law enforcement may lead to an evacuation while clearing classrooms. As officers enter the classroom, students and staff must keep their hands visible and empty and be prepared for specific instruction.

5. SHELTER (Hazard and safety strategy)

Shelter is called when specific protective actions are needed based on a threat or hazard, such as extreme weather, earthquakes, hazardous materials situations, or other local threats. Safety strategies may include evacuating to Shelter area, sealing the room, or drop cover and hold. Using the Shelter Protocol and stating the hazard allows for an understanding of the threat and the associated protective actions. Most often, the Shelter Protocol is utilized for tornadoes and other severe weather, in which case it would include the Shelter location for students and staff, and what protective posture or action they should take. In the case of a hazmat situation, students and staff would be directed to close their windows, shut down their heating and air conditioning units and seal windows and doors to preserve the good inside air while restricting the entry of any contaminated outside air. Listening to specific directives is critical to a successful emergency response. These procedures are designed to ensure the immediate safety of the occupants and the orderly and safe evacuation of the building when appropriate to do so.

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

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

3 District Transfers

3.1 Administrative Transfers

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

Prior to requesting an Administrative Transfer, the parent(s)/guardian(s) must be in communication with the school administration and make every effort to address the situation together to include school interventions to help solve the alleged concern. All documentation of this expectation must be submitted for the request at the time of the original application. No additional documentation will be considered once a decision has been rendered.

If a parent(s)/guardian(s) feels that their child may qualify for an Administrative Transfer based on the information above, the parent(s)/guardian(s) should contact the Department of Pupil Personnel at (210) 407-0070 to discuss their child's situation and/or request an application. Should an Administrative Transfer request be submitted, the student shall remain enrolled at the home campus and attend class throughout the process. Failure to attend school during the evaluation process will result in unexcused absences. Transportation will not be provided and is the responsibility of the parent(s)/guardian(s) for students on Administrative Transfers.

The parent(s)/guardian(s) will be contacted in writing of the decision regarding the transfer request. Any decision is final and may not be appealed. The District will not engage in any further discussion regarding the transfer decision. (FNG [LOCAL]) University Interscholastic League (UIL) rules will apply. (FDB [LOCAL]) If approved, the principal of the receiving school has authority to revoke your child's enrollment during the school year for any of the following reasons: (FDB [LOCAL])

- Excessive tardiness to class and/or poor school attendance.
- Failing grades.
- Disciplinary problems.
- Lack of parental cooperation with school policies and procedures.

3.2 Curriculum Transfers

Students may seek transfers for curriculum opportunities such as vocational, academic or magnet schools. Contact the home campus counselor regarding the type of curriculum opportunities available in the District.

3.3 Employee-Child Transfers

North East ISD offers the opportunity for all full-time and/or part-time district employees to apply for an Employee-Child transfer within the district. If the employee is a campus-based employee, the application for a transfer can be obtained from the employee's home school principal. If the employee is a non-campus-based employee, the application for transfer can be obtained from the Office of Pupil Personnel Services. Once the request form is completed, the employee must submit the transfer request to the requested school principal. The request may be denied because of a school's capacity, the student's attendance, behavior, or academic record, or other factors related to the educational or work environment of the school. [see FDB (Local)]

3.4 School Safety Transfers [FDE (Legal/Local)]

The parent/guardian of a student who becomes a victim of a violent criminal offense [see FDE (Local)] or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

4 Revocation of Transfers

A transfer student shall maintain satisfactory grades, follow all rules and regulations of the District, including those for student conduct and attendance. Failure to comply with school policies and procedures by a parent/guardian or failure of the student to comply with the stated expectations above, to include causing disruptions on the day-to-day operation of the school, shall be grounds for revocation of the transfer agreement.

5 Transfers from Another District

North East ISD does not accept students from another school district for any reason, other than those established by District policy. Any person who falsifies information on any enrollment form may be subject to punishment under Penal Code 37.10 and Texas Education Code 25.001 (h), (criminal liability and payment of tuition). Students enrolling under false information will immediately be withdrawn from the District upon disclosure.

The principal is authorized to transfer a student from one classroom to another. The superintendent is authorized to investigate and approve transfers between schools. North East ISD is required to transfer a student to another campus or another district pursuant to an agreement under Education Code 25.035 upon the request of a parent who is a servicemember, defined as an active-duty member of the armed forces of the United States, a reserve component of the armed forces, or the Texas National Guard.

North East ISD is required to transfer a student to another campus or another district pursuant to an agreement under Education Code 25.035 upon the request of a parent who is a peace officer. Education Code 25.035 states that the boards of two or more adjoining school districts may agree to arrange for the transfer and assignment of any student from the jurisdiction of one board to that of another.

6 School Choice Guidelines

The North East ISD complies with *Texas Education Code Chapter 25, Admission, Transfer, and Attendance and Chapter 26, Parental Rights and Responsibilities*.

Under School Choice, parent/guardian can request their child be transferred to another school within the district other than the one serving their residence. Annually, the Office of Performance and Planning will establish the number of available seats for each school/grade level for all schools based on the projected enrollment, the core and classroom capacity, District and state mandated staffing ratios, the growth rate for each school, and other critical factors that may arise, such as construction or above average growth potential. Each school's attendance area residents will always be given enrollment priority.

For current North East ISD students, School Choice online applications will be available for submission beginning at 7:00 a.m. on the first school business day of December and ending at the close of school business on the last Friday of July. **No exceptions will be made if applications are not submitted within this established timeline.**

Prior to applying, please verify that the email listed in the [Skyward Family Access](#) is updated and accurate. The application submitted during this time will be for the following school year. All applications submitted will be processed on a first-come, first-serve basis.

All applications must be submitted through the School Choice application, and which are processed in the order they are received. Applications for School Choice for current students are not accepted after the last Friday of July each year. **Applications are only accepted for students who will be entering into kindergarten through twelfth grade in the upcoming school year.**

Newly enrolled students entering grade K-12, are eligible to apply for School Choice within five business days from the first day of enrollment. Applications received after the fifth day will not be considered for the current school year. However, an application for School Choice may be submitted for the following school year. A new student is defined as:

- A student enrolling in North East ISD for the first time.
- A student who either did not have a residence in North East ISD during the School Choice established window or a student who is the first in their family to register to attend a North East ISD school.
- A student returning to North East ISD who was not enrolled in North East ISD for at least one full year and who was not withdrawn from the District for disciplinary purposes or to avoid a disciplinary assignment.

Please note the following:

- Parent/guardian may submit only **one** School Choice application per child with only **one** School Choice requested on the application.
- A separate application is required for each student.
- Each application is evaluated individually; sibling application approvals are not guaranteed.
- The School Choice application process applies to the selected School Choice campus only.
- Applications for magnet or specialty schools must be requested through the [Magnet Schools and Programs portal](#) or directly with the specialty school.
 - o Contact the [Department of Learning Support Services](#) for any questions.
- Applications for the Dual Language programs can be requested through the School Choice application.
 - o The determination of eligibility for any Dual Language Program is made by the North East ISD Dual Language Department.
 - o Contact the [Department of Curriculum and Instruction](#) for any questions.

All applications submitted will be processed by the Office of Pupil Personnel Services. Beginning in May, parent/guardian of current North East ISD students will receive an official email notification and text message regarding the status of the School Choice request. The Office of Pupil Personnel Services assumes no responsibility to verify email delivery. Notifications of application status will be exclusively through the online School Choice application. All online applications submitted, to include newly enrolled students, will be processed in the order they are received with an official email status notification and text message to follow. The District assumes no responsibility for any user and/or district-related technical outages resulting from the submission of an online application.

School Choice is available for students who qualify to receive special education services. The Special Education Department will be consulted when considering applications for School Choice to ensure that the school requested by the student's parent/guardian has the capacity to provide the specialized services contained in the student's individual education plan (IEP). The receiving campus must have the existing capacity to deliver the student's IEP.

Students enrolled under the School Choice option must reside with their parent/guardian in North East ISD. If your School Choice application was granted, you must accept your child's seat by providing the School Choice with your current proof of residency on or before the last Friday of July. No exceptions will be made if all documents of residency have not been provided to the approved School Choice by the established timeline. Please contact the approved School Choice campus for all required documents needed for enrollment.

A parent/guardian may terminate their child's School Choice enrollment at any time by communicating their intention to withdraw their child in writing to the Principal of the School Choice campus.

Granted Term

School levels are defined as grades within Elementary (K-5), Middle (6-8), and High (9-12). Approved School Choice applications apply for the term of the student's school level and the parent/guardian does not need to reapply each year. A new application is required when the student moves to the next school level.

Any granted School Choice application will be automatically terminated upon withdrawal from the granted School Choice campus.

The recommendation to block or revoke a requested School Choice transfer is made by the Principal of the requested campus. A student may have their School Choice transfer blocked or revoked for the following:

- One or more failing grades for a semester.
- A major violation or a persistent violation of the District Student Code of Conduct.
- Poor attendance for a semester.
- Failure of the parent/guardian to comply with school policies and procedures or failure of the student to comply with the school's policies or procedures, to include causing disruptions in the day-to-day operations of the school.

Transportation will not be provided and is the responsibility of the parent/guardian for students on School Choice transfers.

For University Interscholastic League (UIL) purposes students must meet all UIL criteria. Students approved for any intra-district transfer should contact the Executive Director of Athletics to determine the implications and/or required forms needing to be completed prior to being able to participate in any UIL event.

All students who are accepted for School Choice transfer for the first time will be ineligible for varsity level activities for one (1) calendar year. Recruiting of students is strictly prohibited.

FAQs regarding School Choice can be found at the [School Choice website](#).

7 Preferred Dual Language Campus (PDLC)

Preferred Dual Language Campus is a request that a parent can submit for a dual language campus outside of your home cluster.

- The window for applying for PDLC is the first school business day of December.
- All applications are submitted online.
- Only one application may be submitted per student per school year.
- For new students to the district the PDLC application must be submitted within 5 days from the date of enrollment.
- There is no need to reapply every year once the transfer has been granted if the student remains at the same campus.
- Parents/Guardians will have to submit another application for middle school if the student wants to attend a campus outside of their cluster.
- A separate application is required for each student.
- All the PDLC applications will be processed on a first come first served basis. All decisions are final and may NOT be appealed.
- Decisions are based on campus enrollment and availability in the Dual Language program.
- The transfer is only for the Dual Language program. The student shall remain an active participant throughout his/her stay at the PDLC or be returned to the home campus.
- Transportation will be the responsibility of the parent/guardian.
- The transfer may be revoked or blocked by the principal for excessive absences or tardies, discipline problems, major violations of the Student Code of Conduct, and failure of the parent to comply with school policies and procedures, to include disruptions of the day-to-day operations of the school.
- If the transfer is revoked, the student will return to the home campus. (per the dual language guidelines)

7.1 Processing of PDLC Applications

- All the PDLC applications are processed by the Bilingual/ESL department.
- Decisions are based on campus enrollment and availability in the Dual Language program.
- Decisions are final and they are NOT subject to appeal.

7.2 Preferred Dual Language Campus - Employee Child

- Parent/Guardian must be a full-time or part-time employee of NEISD.
- The timeline for applying for PDLC is the first school business day of December through the last school business day of February.
- For new employees the application must be submitted within 5 days from the date of hire.
- All applications must be completed and returned to the Bilingual/ESL Department by the district established window to be processed. Applications will not be accepted after the established window.
- Only one application may be submitted per student per school year.
- There is no need to reapply every year once the transfer has been granted if the student remains at the same campus.
- Parents/Guardians will have to submit another application for middle school if the student wants to attend a campus outside of their cluster.
- A separate application is required for each student.
- All the PDLC applications will be processed on a first come first served basis. All decisions are final and may NOT be appealed.
- Decisions are based on campus enrollment and availability in the Dual Language program.
- The transfer is only for the Dual Language program. The student shall remain an active participant throughout his/her stay at the PDLC or be returned to the home campus.
- Transportation will be the responsibility of the parent/guardian.

- The transfer may be revoked or blocked by the principal for excessive absences or tardies, discipline problems, major violations of the Student Code of Conduct, and failure of the parent to comply with school policies and procedures, to include disruptions of the day-to-day operations of the school.
- If the transfer is revoked, the student will return to the home campus (per the dual language guidelines).
- The transfer agreement will immediately cease to be valid should the parent/guardian/employee no longer work for NEISD, and the student will be required to return to his/her home campus.

7.3 Siblings of Participating Dual Language Students at PDLC

- For the dual language program, siblings are defined as biological brothers and sisters, adopted, step and/or half brothers and sisters, foster children who are residing at the same address.
- To keep families together, siblings who are not enrolled in the dual language program will have consideration to attend the same campus as their sibling in a general education classroom if space is available. Students who fall under these categories will have to be included in the PDLC application.
- Non-participating siblings in a Dual Language Program are not guaranteed a seat at the PDLC. Pre-Kindergarten siblings are the exception and must attend the assigned campus Pre-kindergarten program.
- Siblings not in the program must adhere to the student code of conduct and attendance policy of the receiving campus. Administrators will have the option of revoking student placement if conduct or attendance policies are broken.
- If the placement is revoked for a participating Dual Language student, then, the non-participating sibling will have to also return to his/her home campus.
- If the placement is revoked for a non-participating sibling in the Dual Language Program, then he/she will return to the home campus.
- If multiple students are all participating in the dual language program, then only the sibling that has broken the policies will have his/her placement revoked. The other participating siblings may stay at the PDLC.
- Once the older sibling participating in the DL program has completed 5th grade the younger non-participating sibling shall return to the home campus.

Section XI: Appropriate use of Technology Guidelines

1 Letter for Parents: Student use of NEISD Electronic Communications System

Dear Parents and Guardians,

At North East ISD, we're committed to preparing our students for the future by providing them with the skills and knowledge they need to succeed in college, the workforce, and beyond. In today's world, technology is a crucial part of both personal and professional life, and we're dedicated to ensuring our students are ready to thrive in a digital environment.

To support this, we've established a districtwide electronic communication system that extends learning beyond the classroom. This system provides access to technology hardware, a secure network, and a variety of digital resources that enhance our students' educational experience.

Our educators and administrators carefully select these digital tools to ensure they are age-appropriate, educational, and compliant with student data privacy regulations. You can review the list of approved digital resources at <https://tinyurl.com/NEStudentDataPrivacy>. By participating in these online resources, your child will have the opportunity to collaborate, create, and develop important skills in a safe, monitored environment.

The use of all District technology resources, whether on or off school property, is governed by our [Acceptable Use Policy \(AUP\)](#). While we provide training in ethical use and take steps to prevent access to inappropriate content, it is important to note that no system is foolproof.

To allow your child to access these resources, please indicate "YES" on the Acceptable Use Policy tile located within Skyward Family Access. This will grant them supervised and filtered internet access and the ability to use digital learning tools for instructional purposes. If you choose "NO," your child will not have access to these resources. If no preference is indicated after the first ten days of school or registration, we will assume permission is granted.

Please take a moment to review the Student Appropriate Use of Technology Guideline in the Student/Parent Handbook and discuss with your child their responsibilities when using these resources. Your support in reinforcing these guidelines-will help ensure they are followed.

Together, we can empower our students to succeed in a technology-driven world.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sean A. Maika', written over a light purple rectangular background.

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

1.1 Acceptable Use Policy for the District Technology Resources

Purpose and Scope

This document outlines the policies governing the use of all District technology resources by students. It applies to usage on or near school property, in school vehicles, at school-sponsored activities on- or off-campus, and via remote access from off-campus locations. The District reserves the right to modify the terms and conditions of this document at any time. The latest version is available online at <https://www.neisd.net/aup>.

1.2 Introduction

The District is committed to preparing students for future success in college, the workforce, and military service by providing a future-ready education that integrates technology into the learning experience. To support this goal, the District offers access to a comprehensive electronic communication system, including computers, the Internet, a robust network, and various digital resources. This access enhances educational excellence during in-person and virtual instruction. Access to these resources is a privilege that carries responsibilities. The District is also dedicated to educating students on appropriate online behavior, including safe interactions and addressing cyberbullying.

All students are expected to use technology responsibly, whether District- provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, District policy and procedures, and legal requirements.

This Policy shall be used in conjunction with NEISD Board Policy FNCE (Legal) and (Local), which deals with Student Rights and Responsibilities, and the Student Code of Conduct adopted by the Board and found in the Student/Parent Handbook.

Proper and Acceptable Use Defined

The District requires students to use all technology resources, including any websites or software used in the classroom or remotely, in a manner consistent with the following rules. The District will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this policy. When using District technology systems outside the school, parents/guardians should strive to ensure that students do so in compliance with the rules set forth in this policy. Although the District's content-filtering software monitors network traffic on District provided electronic devices when away from the District's wireless network, parents/guardians are encouraged to place content-filtering software on their personal computers or take any other steps necessary to filter and monitor students' Internet usage at home.

Students are expected to use all District technology resources, including any websites or software used in the classroom or remotely, in a manner that supports their education and academic growth. The following rules outline acceptable activities and those that are strictly prohibited to ensure a safe, respectful, and productive learning environment. Parents/guardians are encouraged to support these expectations by monitoring their children's use of District technology resources at home.

Acceptable activities include:

- Interactive Learning: Using educational apps and simulations to make complex concepts more understandable and engaging.

- **Research and Information Access:** Utilizing online databases, digital libraries, and search engines to gather information and conduct research on various topics including using AI in accordance with the guidelines listed under section **Access and Use of Artificial Intelligence**.
- **Collaboration and Communication:** Participating in group projects through collaborative tools like Google Workspace, Microsoft Teams, and other shared platforms.
- **Virtual Classrooms and Online Learning:** Attending classes, accessing course materials, and participating in discussions through platforms like Google Classroom, Zoom, or Moodle.
- **Skill Development:** Learning coding, graphic design, video editing, and other skills using specialized software and online courses.
- **Personalized Learning:** Engaging with adaptive learning platforms that tailor content to individual learning needs and pace.
- **Digital Literacy:** Developing skills in using technology responsibly, including understanding digital citizenship, online safety, and effective use of social media.
- **Creative Expression:** Creating digital art, music, videos, podcasts, and blogs to showcase creativity and share personal projects.
- **STEM Exploration:** Engaging with robotics, 3D printing, and virtual labs to explore science, technology, engineering, and mathematics in a hands-on way.
- **Global Connectivity:** Connecting with students and experts around the world through virtual exchanges, video conferences, and collaborative projects.
- **Assistive Technology:** Utilizing tools like text-to-speech, speech-to-text, and other accessibility features to support diverse learning needs.
- **Test Preparation and Practice:** Using online practice tests, flashcards, and quizzes to prepare for exams and assessments.
- **Time Management and Organization:** Using digital planners, calendars, and reminder apps to stay organized and manage assignments effectively.

Prohibited activities include, but are not limited to:

- **Cyberbullying:** Harassing, intimidating, or bullying others through digital platforms, including social media, messaging, and email.
- **Accessing Inappropriate Content:** Viewing, downloading, or sharing obscene, offensive, or age-inappropriate material, such as pornography, violent images, or hate speech.
- **Hacking and Unauthorized Access:** Attempting to bypass security measures, hack into District systems, or access unauthorized files, accounts, or networks.
- **Plagiarism and Academic Dishonesty:** Copying or presenting someone else's or a tool's work as one's own, including using unauthorized digital resources during exams to include State and District.
- **Disruptive Behavior:** Using technology to disrupt the learning environment, such as playing games, using social media, or engaging in non-academic activities during class time.
- **Infringement of Copyright:** Illegally downloading or distributing copyrighted software, music, videos, or other digital media.
- **Sharing Personal Information:** Posting or sharing personal information about oneself or others without consent, including names, addresses, phone numbers, or sensitive data.

- **Unauthorized Recording:** Recording or photographing others without their knowledge or permission, including in-person and virtual environments.
- **Using Technology for Commercial Purposes:** Engaging in buying, selling, advertising, or conducting personal business activities on District devices or networks.
- **Installing Unapproved Software:** Downloading or installing software, apps, or extensions not approved by the school or District IT department.
- **Spreading Malware:** Intentionally transmitting or installing viruses, spyware, or other malicious software on District or personal devices.
- **Impersonation and Identity Theft:** Pretending to be another person online, using their accounts, or misrepresenting one's identity for deceitful purposes.

1.3 Access and Use of Artificial Intelligence

The District is committed to preparing students for the future by responsibly integrating artificial intelligence (AI) into the learning environment. AI literacy is an essential component of this preparation, equipping students with the knowledge and skills needed to navigate a world where AI plays an increasingly significant role. By modeling best practices, the District promotes the effective use of AI as a valuable learning partner. AI can provide timely feedback, act as a learning aid, and support personalized learning, enabling students to progress at their own pace and meet individual goals.

AI Literacy and Responsible Use

Understanding how AI works, its potential, and its limitations is crucial for developing students' critical thinking and ethical decision-making skills. The District aims to cultivate AI literacy by teaching students about the responsible use of AI, helping them recognize both its benefits and challenges.

Guidelines for using AI tools

- Responsible Use and Ethical Considerations: Students and Staff will use generative AI tools responsibly and appropriately, to ensure that AI use does not harm themselves, others, or the learning environment. Students will also focus on applying ethical considerations in their interactions with AI, such as understanding when and how to use AI appropriately.
- Privacy Protection: Students and Staff will not share personal or confidential information, such as their name, birthdate, address, or other sensitive details, with an AI tool.
- Support for Learning and Critical Thinking: AI will be used intentionally to support learning objectives. Students will adhere to school rules and teacher instructions on when and how to use AI for assignments. Additionally, students will practice critical thinking by evaluating the accuracy and relevance of AI outputs and ensuring that the information aligns with their learning.
- Honest Work and Reflective Learning: Students will be honest about their use of AI for assignments, and properly cite any portion that is generated by AI. They will review AI output for mistakes and reflect on how AI tools impact their learning and development.
- Seeking Guidance: Students will seek guidance from their teacher if they are unsure about the acceptable use of AI.

1.4 Privacy and Security

Students should not expect privacy when using District technology. Information stored or transmitted on District systems is the property of the District and may be reviewed to ensure compliance with this policy. While the District may review stored information, it will do so in accordance with applicable privacy laws and regulations. Students shall not share their individual logins, passwords, or access to District technology with others. Students may share their logins and password information with their parents/guardians to help access and facilitate virtual instruction and learning. Personal electronic devices may be subject to search in accordance with the Student Acceptable use Policy and Student Code of Conduct.

1.5 Consequences for Violations

Students shall be subject to disciplinary action as deemed appropriate by the Superintendent or designee for a violation of this Policy, depending on the severity of the violation. Such consequences may include, but are not limited to, suspension, removal to an alternative education setting, and/or expulsion. In addition, a student's privileges to use District technology resources may be restricted or revoked. The District may undertake appropriate investigations into any potential violation of this Policy by a student and may act based upon the preponderance of the evidence revealed by such an investigation. In addition to this Policy, individual schools may implement additional rules and regulations pertaining to the use of District and/or personal technology resources within their respective campuses. A school may hold any personal technology belonging to a student, subject to the applicable District and/or campus policies and procedures, in the event the student uses the technology inappropriately in violation of this Policy or of applicable campus rules. Students who violate this Policy may also be subject to potential violations of local, state, and federal law, depending on the conduct involved.

1.6 Limitation of Liability

The District makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through District provided and/or a student's personal electronic device. Families may be held financially responsible for the replacement of any lost, stolen, or damaged technology loaned to their student(s). NEISD is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as the District makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use District technology resources, students and their parents/guardians hereby release NEISD, its trustees, employees, and representatives from all claims for damages that arise from the intentional or neglectful misuse of the District's technology resources by the student.

In accordance with state law, the district prohibits the installation or use of TikTok (or any successor application or service) on a district device, along with any other social media application or service determined by the governor.

Acknowledgment

By using District technology resources, students and their parents/guardians acknowledge and agree to comply with this policy. They also release the District and its representatives from any claims resulting from intentional or negligent misuse of these resources.

Created by the Technology Services department. Last revised 12/9/2024

Section XII: Definitions and Terminology

The following list of definitions is not comprehensive or all-inclusive. These definitions are provided as guidelines only and may be expanded or clarified to address specific situations.

AGGRAVATED ASSAULT

A person commits an offense if the person commits assault as defined in this section and the person:

1. Causes serious bodily injury to another; or
2. Uses or exhibits a deadly weapon during the commission of the assault.

AGGRAVATED KIDNAPPING

A person commits an offense if the person intentionally or knowingly abducts another person.

AGGRAVATED SEXUAL ASSAULT

A person commits an aggravated sexual assault offense if that person engages in sexual acts that meet the definition of aggravated sexual assault in Section 22.021 of the Texas Penal Code.

ARSON

A person commits an arson offense if the person starts a fire or causes an explosion with intent to destroy or damage.

ASSAULT

Assault is defined in part by Section 22.01 of the Texas Penal Code:

1. Intentionally, knowingly, or recklessly causing bodily injury to another
2. Intentionally or knowingly threatening another with imminent bodily injury
3. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative

BODILY INJURY

Bodily injury means physical pain, illness, or any other impairment of physical condition.

BREACH OF COMPUTER SECURITY

A student engages in conduct that contains the elements of the offense of breach of computer security if the student knowingly accesses a computer, computer network, or computer system without the effective consent of the owner if the conduct involves accessing a computer, computer network, or computer system owned or operated on behalf of a school district; and the student knowingly:

1. Alters, damages, or deletes school district property or information; or
2. Commits a breach of any other computer, computer network, or computer system.

BULLYING

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or

4. Infringes on the rights of the victim at school; and
5. Includes cyberbullying.

CAMPUS BEHAVIOR COORDINATOR (CBC)

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

CHEMICAL DISPENSING DEVICE

Chemical dispensing device means a device other than a small chemical dispenser sold commercially for personal protection, which is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

CONSUMPTION OF ALCOHOL

Any amount of alcohol consumed by a minor on school property, school-related or school-sponsored program on or off school property, or in a vehicle operated by the district is prohibited. In this context, the student does not need to be legally intoxicated.

CRIMINAL MISCHIEF

1. A person commits a criminal mischief offense if, without the effective consent of the owner:
 - a. One intentionally or knowingly damages or destroys the tangible property of the owner; or
 - b. One intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person; or
 - c. One intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner, including graffiti on a school building or school property.
2. An offense under this section is a felony if:
 - a. The amount of pecuniary loss is \$1500.00 or more; or
 - b. The damage or destruction is inflicted on a place of worship or human burial, a public monument, or a community center that provides medical, social, or educational programs and there is any amount of pecuniary loss to real or to tangible personal property or;
3. One intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner, including graffiti on a school building.

CYBERBULLYING

Cyberbullying means bullying that is done through the use of an electronic communication device, including through the use of cellular or other type of telephone, a computer, a camera, an electronic mail, instant messaging, text messaging, a social media application, an internet website or any other internet communication-based tool. Cyberbullying can occur off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunity or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

CYBERSTALKING

The practice of digital forms of communication to harass a person in an aggressive, often threatening manner.

DATING VIOLENCE

Occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship.

DEADLY CONDUCT

A person commits an offense if the person engages in conduct that places another in imminent danger of serious bodily injury.

DEADLY OR DANGEROUS WEAPON

Deadly weapon means:

1. A firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury; or
2. Anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

DELIVER/DELIVERY

Deliver is defined as, but is not limited to, the transfer, attempt to transfer, or being in the process of transferring to another a controlled substance, counterfeit substance, drug paraphernalia, or any other item.

DISCRIMINATION

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law that negatively affects the student.

DISRUPTION OF CLASSES

A person commits an offense if the person, on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or other school activities.

Disrupting the conduct of classes or other school activities includes, but is not limited to:

1. Emitting noise of an intensity that prevents or hinders classroom instruction; enticing or attempting to entice a student away from a class or other school activity that the student is required to attend.
2. Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend.
3. Entering a classroom without the consent of either the principal or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupting class activities.
4. Public property includes a street, highway, alley, public park, or sidewalk.
5. School property includes public school campus or school grounds on which a public school is located, and any grounds or buildings used by a school for an assembly or other school-sponsored activity.

DISRUPTIVE ACTIVITIES

A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of any public school.

Disruptive activity is:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of the school.
2. Seizing control of a building or portion of a building to interfere with an administrative, educational, research, or other authorized activity.

3. Preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
5. Obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the school.

DRUGS

In addition to other illegal drugs (such as LSD, cocaine, marijuana, THC, etc.), many prescription drugs are classified as controlled substances or dangerous drugs. Unauthorized possession, under the influence or distribution of such substances may result in a mandatory expulsion or mandatory assignment to an alternative education program. Examples include, but are not limited to: Ritalin, Adderall, Klonopin, Codeine, Xanax, Valium and Activan. Abusing one's own prescription drug, giving a prescription drug to another student, or being under the influence of another person's prescription drug may result in a mandatory assignment to an alternate education program or expulsion.

The definition of drugs also includes over-the-counter drugs/medications, steroids, CBD, marijuana-like substances that are commonly found in K2, Spice and other synthetic marijuana products, or any substance having hallucinogenic or mind-altering properties, homeopathic remedies, dietary supplements, herbs, vitamins, etc. Abusing an over-the-counter drug, giving, or delivering an over-the-counter drug to another student or becoming impaired due to abuse of an over-the-counter drug may result in disciplinary action.

DUE PROCESS

Parents/guardians and students are afforded their due process when a North East ISD administrator has given the parent/guardian/student notice of the behavior, the proposed consequence for the behavior, and the opportunity to respond and be heard regarding the notice.

E-CIGARETTES

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

EVASION

Students must, upon the request of any school official, produce and show their student identification (ID) cards. If a student refuses to produce and show their student identification (ID) card, if applicable, that student is subject to disciplinary action. If a student attempts to evade questioning by any school official through an act of running away from that official, or seeks to avoid the questioning through any method, that student, by such action, is subject to disciplinary action by the school district.

EXTORTION

A student who obtains from another person anything of value through the use of threats, intimidation, or coercion is guilty of a serious breach of discipline and will be subject to disciplinary action and possible arrest.

FALSE ALARM OR BOMB THREAT

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

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

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

FIGHTING

Any student who engages in a physical struggle or combat will be subject to disciplinary action. School district and/or other law enforcement agencies may issue tickets for such disturbances.

FIREWORKS

Students who possess, pass, ignite, or discharge fireworks of any kind on or around a school campus will be subject to disciplinary action. It is unlawful to explode or ignite fireworks within 600 feet of any public school ([Texas Revised Civil Statutes-Annotated Article 9205 Section 8](#)). Violations of this law would subject the offender to legal prosecution.

GAMBLING

Gambling is defined as wagering or participating in games of chance for stakes, or risking something of value, with the anticipation of making a gain. Gambling of any form will not be permitted on the school campus or any place at which a school contest or activity is taking place. Gambling is illegal. Students who engage in gambling will be subject to prosecution and discipline.

GANG FREE ZONE

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

North East ISD believes the presence of gangs and/or gang activities can cause a substantial disruption of or material interference with school and school activities.

GENDER-BASED HARASSMENT

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

GIVES

Gives is defined as the process of turning over the possession or control of an item to someone without cost or exchange.

GRAFFITI

Graffiti includes, but is not limited to, any inscription, slogan, drawing or painting on any surface which is not part of a teacher approved curriculum or school sponsored activity.

HARASSMENT

Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

HAZING

Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (5), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or
5. Involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
 - a. a drug; or
 - b. an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

HIT LIST

Hit List means a list of people targeted to be harmed, using:

- A firearm, as defined by Section 46.01(3), Penal Code;
- A knife, as defined by Section 46.01(7), Penal Code; or
- Any other object to be used with intent to cause bodily harm.

INDECENT ASSAULT

Indecent assault means a person without the other person's consent and with the intent to arouse or gratify the sexual desire of any person, the person: touches the anus, breast, or any part of the genitals of the other person; touches another person with the anus, breast or any part of the genitals of any person; exposes or attempts to expose another person's genitals, pubic area, anus, buttocks, or female areola; or causes another person to contact the blood, seminal fluid, vaginal fluid, saliva, urine, or feces of another person.

INDECENCY WITH A CHILD

A person commits indecency with a child if the person engages in conduct described in Section [21.11 of the Texas Penal Code](#).

INDECENT EXPOSURE

A person commits an act of indecent exposure if the person engages in conduct described in Section [21.08 of the Texas Penal Code](#) or inappropriate display of private body parts through such acts as, but not limited to, 'mooning' or 'flashing'.

INTIMATE VISUAL MATERIALS

Visual materials in the form of any film, photograph, video, depicting another person with the person's intimate parts exposed or engaged in sexual conduct.

INTOXICATION

Intoxication means any impairment of the normal mental or physical faculties. If the substance causing the impairment is marijuana, a controlled substance, dangerous drug, or alcoholic beverage, it is subject to a mandatory or discretionary expulsion or mandatory assignment to an alternative education program. If the substance is unknown, it is subject to a discretionary assignment to an alternative education program pending identification.

LOITERING

Loitering is the act of lingering idly or aimlessly about a place, wasting time or dawdling. School property includes the grounds of any public school and any grounds or building used for school sponsored assemblies or activities.

MEDICATION

Medication is defined as any product, natural or synthetic, which may affect a person's health. Such products include prescription drugs, over-the-counter products, products containing CBD, homeopathic products, vitamins, herbs, dietary supplements, etc.

MINOR OFFENSE

A minor offense, as determined by the school administrator, is a behavior that is disruptive to the educational process or environment without rising to the level of Category I, II, III or IV offenses (e.g., chewing gum, talking without permission, tardies, etc.).

OBSCENITY

Obscenity is defined as containing a patently offensive description of or a solicitation to commit a sex act (see Penal Code 42.07 for full definition).

PERSISTENT MISBEHAVIOR

An established pattern of disruptive behaviors that continues after all campus interventions have been exhausted and/or repeated occurrences of the same behavior.

PORNOGRAPHY

Materials which are considered pornographic include but are not limited to, pictures, magazines, books, videos, computers, computer storage devices, cell phones/personal electronic devices and/or inappropriate websites.

POSSESSION

Possession means actual care, custody, control, or management of an item. Possession does not require that the person have the object being possessed on their person; having an object in one's vehicle used for transportation (i.e., car, truck, bicycle, motorcycle, etc.), locker, book bag, purse, or other area where one exercises care, custody, control or management over the item is possession.

PROMOTE

Promote means to procure, manufacture, issue, sell, give, provide, lend, mail, deliver, transfer, transmit, publish, distribute, circulate, disseminate, present, exhibit, or advertise or to offer or agree to do any of the above.

PUBLIC LEWDNESS

A person commits a public lewdness offense if the person knowingly engages in sexual contact or any type of sexual intercourse in a public place or, if not in a public place, the person is reckless about whether another is present who will be offended or alarmed by the person's act. This definition also includes any act prohibited by Section [21.07 of the Texas Penal Code](#).

RETALIATION

A person commits an offense if the person intentionally or knowingly harms or threatens to harm another by an unlawful act or behavior defined in the Student Code of Conduct in retaliation for, or on account, the service of another such as a public servant, witness, prospective witness, informant, or a person who has reported the occurrence of a crime or violation of the Student Code of Conduct.

SELF DEFENSE

The student must not have been involved in provoking the situation, must seek to detach himself/herself from the situation and/or obtain help from school personnel. Self-defense is not an acceptable reason for misconduct that seriously disrupts the educational environment, is used as a reaction to bullying, endangers others, and/or hurts or seriously affects other students.

SELL

Sell is defined as the process of giving up, delivering, or exchanging (property, goods, services, etc.) for money or anything of value.

SERIOUS MISBEHAVIOR AT THE DAEP

Serious misbehavior at the DAEP means:

1. Deliberate violent behavior that poses a direct threat to the health and safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - a. Public lewdness under Section 21.07, Penal Code;
 - b. Indecent exposure under Section 21.08, Penal Code;
 - c. Criminal mischief under Section 28.03, Penal Code;
 - d. Personal hazing under Section 37.152, Texas Education Code; or
 - e. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

SERIOUS OR PERSISTENT MISBEHAVIOR AT THE SCHOOL CAMPUSES

Serious or persistent misbehavior at the school campuses means:

1. Deliberate violent behavior that poses a direct threat to the health and safety of others.
2. Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
3. Behavior identified by the District as grounds for a discretionary DAEP placement.
4. Actions or demonstrations that substantially disrupt or materially interfere with school.
5. Extreme and/or blatant insubordination.

SEXTING

Sexting is the act of sending sexual messages, pictures and/or through text messaging via cell phones or any electronic transmissions. See Texas Penal Code 43.25/26 for legal penalties and other information regarding this offense.

SEXUAL ASSAULT

As defined under Texas Penal Code § 22.011.

SEXUAL HARASSMENT

Includes conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provisions of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activities; or
3. Sexual assault, dating violence, domestic violence, or stalking as those terms are defined in federal law.

STUDENT

Any person who:

1. Is registered in or in attendance at an educational institution; or
2. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation (i.e. summer break, winter break, spring break, intermission, etc.).

TERRORISTIC THREAT

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

1. Cause a reaction of any type to his/her threat by an official or volunteer agency organized to deal with emergencies
2. Place any person in fear of imminent serious bodily injury
3. Prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service
5. Place the public or a substantial group of the public in fear of serious bodily injury
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, such as a school district

THEFT

Theft is defined as the taking or possessing of any article of value that belongs to another person without his/her knowledge and/or permission.

THREAT

A verbal/written/or physical expression that indicates or implies any type of danger or harm to another student, school employee or to a school is a threat. Threats include, but are not limited to, intimidation,

coercion, embarrassment, spreading false information, and pictures displaying weapons, any threat of the like on social media and any intention to injure or hurt a person.

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

TOBACCO/VAPE PRODUCTS ON SCHOOL PROPERTY

North East ISD prohibits the following in accordance with [Texas Education Code Section 38.006](#) and [Texas Health and Safety Code Section 161.081](#):

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

North East ISD will ensure that school personnel will enforce the tobacco/vapor rules. State law prohibits the possession, purchase, consumption or acceptance of an electronic cigarette, cigarette or tobacco product by an individual who is younger than 21 years of age. An offense under state law is punishable by a fine. Additionally, students will face disciplinary consequences which shall include a DAEP placement or an expulsion for a THC or CBD related violation.

TRUANCY

The action of staying away from school or a required class without good reason (absenteeism).

Any student found loitering on campus or standing in the halls during required class times without a pass from school personnel may be subject to disciplinary action according to the District's Student Code of Conduct.

UNDER THE INFLUENCE

"Under the Influence" means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated.

USE

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance.

VANDALISM (DESTRUCTION OF OR DAMAGE TO PROPERTY)

Vandalism is the damage or destruction of buildings, security cameras, grounds, vehicles, and/or equipment owned or contracted for by the District. Vandalism includes graffiti and damage to buses used to transport students to and from school and school-sponsored activities. Students and their parent/guardian will be held financially accountable when a student commits vandalism. In addition, students are subject to disciplinary and legal action.

Offenses to Property

Students are encouraged to take pride in the appearance of their school, including the buildings, the furniture, and the surrounding property. Students are also encouraged to respect the property of others. These attitudes will be evident by clean, well-preserved buildings and a loyal and thoughtful student body.

1. Students are prohibited from vandalizing or otherwise damaging or defacing any property belonging to, rented by, or used by the District or district personnel. Students may be subject to felony criminal penalties if damage exceeds \$1500.00. (Texas Penal Code 28.03).
2. No student shall take, steal, or borrow, any property that does not belong to him or her, without the consent of the person to whom the property belongs. A person shall not, without the consent of the owner, damage or destroy the property of the owner (Texas Penal Code 28.04). Students shall be responsible for the care and return of state-owned textbooks and may be charged for damages to textbooks or for the replacement of lost textbooks.

VEHICLES ON CAMPUS

Vehicles parked on school district property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicion exists to do so, with or without the presence or consent of the student. Students are responsible for securing their vehicles and shall not give the keys to others. Students are responsible for any prohibited items found in their vehicles, such as, but not limited to, alcohol, drugs, and weapons, and are subject to disciplinary action. Students are not permitted to remain in or with their vehicle or in the parking area after arriving at the campus. Upon dismissal, students leaving in a vehicle must do so in a timely and safe manner.

SCHOOL DIRECTORY

(Campus Principal/CBC/Title IX Coordinator)

High Schools				
WINSTON CHURCHILL	Lori Murach	lmurac@neisd.net	12049 Blanco Road 78216	356-0000
CLAUDIA TAYLOR "LADY BIRD" JOHNSON	Candace Pearson	cpears@neisd.net	23203 Bulverde Road 78259	356-0400
LEGACY OF EDUCATIONAL EXCELLENCE	Alejandro "Alex" Escamilla	aescam1@neisd.net	1400 Jackson Keller 78213	356-0800
NORTH EAST SCHOOL OF THE ARTS (NESA)	Marisol Askey	maskey@neisd.net	1400 Jackson Keller 78213	356-1033
SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) ACADEMY	Jennifer Jensen	jjense@neisd.net	1400 Jackson Keller 78213	356-1003
DOUGLAS MACARTHUR	Joaquin Hernandez	jherna20@neisd.net	2923 MacArthur View 78217	356-7600
MACUP	Sarah Moran	smoran3@neisd.net	2923 MacArthur View 78217	356-7600
MACUNTIED	Sarah Moran	smoran3@neisd.net	2923 MacArthur View 78217	356-7600
JAMES MADISON	Eric Wernli	ewernl@neisd.net	5005 Stahl Road 78247	356-1400
RONALD REAGAN	Charles Reininger	creini@neisd.net	19000 Ronald Reagan 78258	356-1800
THEODORE ROOSEVELT	Bryan Norwood	bnorwo1@neisd.net	5110 Walzem Road 78218	356-2200
DESIGN AND TECHNOLOGY ACADEMY (DATA)	Christie Szabo	cszabo@neisd.net	5110 Walzem Road 78218	356-2237
SPACE, ENGINEERING & TECHNOLOGIES ACADEMY (SETA)	Denise Martinez Ruiz	dmarti22@neisd.net	5110 Walzem Road 78218	356-2317
ACADEMY OF CREATIVE EDUCATION (ACE)	Patrick Valdez	pvalde@neisd.net	15750 Jones Maltsberger 78247	407-0740
INT'L SCHOOL OF THE AMERICAS (ISA)	Steve Magadance	smagad@neisd.net	1400 Jackson Keller 78213	356-0900
NORTH EAST ALTERNATIVE CENTER-HIGH SCHOOL (NEAC-HS)	Benjamin Sickel	bsicke@neisd.net	4311 Clear Spring 78217	407-2000
Middle Schools				
OMAR N. BRADLEY	Torey Leitzke	tleit@neisd.net	14819 Heimer Road 78232	356-2600
BARBARA BUSH	Rodolfo "Rudy" Salinas	rsalin7@neisd.net	1500 Evans Road 78258	356-2900

DWIGHT EISENHOWER	Jason Herrera	jherr3@neisd.net	8231 Blanco Road 78216	356-3500
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BERNARD A. HARRIS, JR	Walonda Whitaker	wwhita@neisd.net	5300 Knoll Creek 78247	356-4100
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CHESTER NIMITZ ACADEMY	Christina Sanchez	csanch10@neisd.net	5426 Blanco Road 78216	356-5300
SCIENCE, TECHNOLOGY, ENGINEERING,	Jennifer Jenson	jjense@neisd.net	5426 Blanco Road 78216	356-5501
MATHEMATICS (STEM) ACADEMY				
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NORTH EAST ALTERNATIVE CENTER-MIDDLE SCHOOL (NEAC-MS)	Benjamin Sickel	bsicke@neisd.net	4311 Clear Spring 78217	407-2000
Elementary Schools				
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CAMELOT	Wilma Payne	wipayne@neisd.net	7410 Ray Bon 78218	407-1400
CANYON RIDGE	Nicole Reich	nreich@neisd.net	20522 Stone Oak Parkway 78258	407-1600
CASTLE HILLS	Cory Caroll	ccarol1@neisd.net	101 Honeysuckle 78213	407-1800

CIBOLO GREEN	Amy Copes	sramir27@neisd.net	24315 Bulverde Green 78261	407-1200
COKER	Ashley Scott	ascott@neisd.net	302 Heimer Road 78232	407-2200
COLONIAL HILLS	Leticia Cerde-Rodriguez	jmai@neisd.net	2627 Kerrybrook Ct 78230	407-2400
DELLVIEW	Brittany Ballantyne	bballa1@neisd.net	7235 Dewhurst Road 78213	407-2600
EAST TERRELL HILLS	Ross McGlothlin	rmcglo@neisd.net	4415 Bloomdale 78218	407-2800
EL DORADO	Glenn Forde	gforde@neisd.net	12634 El Sendero 78233	407-3000
ENCINO PARK	James Miller	jmille20@neisd.net	2550 Encino Rio 78259	407-3200
FOX RUN	Kimberly Orihuela	korihu@neisd.net	6111 Fox Creek 78247	407-3400
HARDY OAK	Alison Lee	alee2@neisd.net	22900 Hardy Oak Blvd 78258	407-3600
HARMONY HILLS	Carri Elliott	cellio2@neisd.net	10727 Memory Lane 78216	407-3800
HIDDEN FOREST	Renette Powell	rpowel1@neisd.net	802 Silver Spruce 78232	407-4000
HUEBNER	Kelli Halliburton	khalli@neisd.net	16311 Huebner Road 78248	407-4200
JACKSON-KELLER	Francisco Delgado	delga1@neisd.net	1601 Jackson Keller 78213	407-4400
LARKSPUR	Sara Ramirez	sramir27@neisd.net	11330 Bel Air Drive 78213	407-4600
LAS LOMAS	Denise Gonzalez	dgonza16@neisd.net	20303 Hardy Oak Blvd 78258	356-7000
LONGS CREEK	Dr. Paul Kienlen	pkienl@neisd.net	15606 O'Connor Road 78247	407-4800
MONTGOMERY	Terry "TJ" Click	tclick@neisd.net	7047 Montgomery Drive 78239	407-5000
NORTHERN HILLS	Marisa Wulfsberg	mwulfs@neisd.net	13901 Higgins Road 78217	407-5200
NORTHWOOD	Catherine Harper	charpe5@neisd.net	519 Pike Road 78209	407-5400
OAK GROVE	Melissa Medina-Jauregui	mmedin1@neisd.net	3250 Nacogdoches Road 78217	407-5600
OAK MEADOW	Jennifer Imken	jimken@neisd.net	2800 Hunter's Green 78231	407-5800
OLMOS	Gaila Booth	gbooth@neisd.net	1103 Allena Drive 78213	407-6000
PRE-K ACADEMY AT WEST AVENUE	Jessica Riley	jriley@neisd.net	3915 West Avenue 78213	407-8600
REDLAND OAKS	Randy Barr	rbarr@neisd.net	16650 Redland Road 78247	407-6200
REGENCY PLACE/Alternative Elementary School (AES)	Lesley Garza	lgarza31@neisd.net	10222 Broadway 78217	407-9400
RIDGEVIEW	Veronica Garza	vgarza2@neisd.net	8223 N. McCullough 78216	407-6600

ROAN FOREST	Christopher Specia	cspeci@neisd.net	22710 Roan Park 78259	407-6800
ROYAL RIDGE	Caleb Jackson	cjacks2@neisd.net	5933 Royal Ridge 78239	407-7000
SERNA	Jennifer Lomas	jlomas@neisd.net	2569 N.E. Loop 410 78217	407-7200
STAHL	Rachel Yates	eyates@neisd.net	5222 Stahl Road 78247	407-7400
STEBING RANCH	TBD		5100 Knoll Creek 78247	407-7600
STONE OAK	Ann Karrer	akarre@neisd.net	21045 Crescent Oaks 78258	407-7800
THOUSAND OAKS	Patricia Johnson	pjohns@neisd.net	16080 Henderson Pass 78232	407-8000
TUSCANY HEIGHTS	Catherine Nikole Jones	cjones8@neisd.net	25001 Wilderness Oak 78258	407-8200
VINEYARD RANCH	Keli Nungesser	knunge@neisd.net	16818 Huebner Road 78258	356-7200
WALZEM	Liz Washington	ewashi3@neisd.net	4618 Walzem Road 78218	407-8400
WETMORE	Ida Nunez	inunez@neisd.net	3250 Thousand Oaks 78247	407-8800
WILDERNESS OAK	Elias Harrington	eharri2@neisd.net	21019 Wilderness Oak 78258	407-9200
WINDCREST	Stacy Deming-Garcia	sdemin@neisd.net	465 Faircrest 78239	407-9600
WOODSTONE	Diana Leal	dleal2@neisd.net	5602 Fountainwood 78233	407-9800

ADDITIONAL HELPFUL NUMBERS:

RICHARD A. MIDDLETON EDUCATION CENTER - CENTRAL ADMINISTRATION	8961 Tesoro Drive 78217	407-0000	
BLOSSOM ATHLETIC CENTER	12002 Jones-Maltsberger 78216	491-6100	
HEROES STADIUM	4707 David Edwards Drive 78217	356-6950	
COMMUNITY EDUCATION	8750 Tesoro Drive 78217	407-0140	
NORTH EAST POLICE DEPT.	10333 Broadway 78217	407-0911 Emergency	407-0925 Non-Emergency

Appendix

<hr/> <p>Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.</p> <p>For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.</p> <hr/>	
Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented. [See FFI(REGULATION)]
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	
District Action	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
Bullying	
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Monitoring	The Superintendent shall monitor the reported count of bullying incidents and evaluate the available data to determine if there is a relationship between the number of reported incidences and the campus culture. The Superintendent shall provide the Board with a report of counts of bullying incidents after the fall and spring semesters.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. Absent extenuating circumstances, the principal or designee shall also notify a parent of the student alleged to have engaged in the conduct before 10 District business days after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying no later than two District business days.
District Action	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
Bullying	
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.