NEEDVILLE MIDDLE SCHOOL
STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>PAGE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>NISD Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>NMS Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>NMS Campus Improvement Plan Goals</td>
<td>3</td>
</tr>
<tr>
<td>Notice of Compliance</td>
<td>4-5</td>
</tr>
<tr>
<td>Needville ISD Board of Trustees</td>
<td>6</td>
</tr>
<tr>
<td>District Calendar</td>
<td>7</td>
</tr>
<tr>
<td>NMS Bell Schedule</td>
<td>8</td>
</tr>
<tr>
<td>Teacher Conference Periods</td>
<td>9</td>
</tr>
<tr>
<td>What To Do If…</td>
<td>10-11</td>
</tr>
<tr>
<td>Assessment Calendar</td>
<td>11</td>
</tr>
</tbody>
</table>

Attendance, Accounting and Management:
State Attendance Laws and Rules-13
Definitions-13
Board Approved Extenuating Circumstances-13
Non-Extenuating Absence-14
Documentation-14
Re-Entry Permit-15
Campus Attendance Review Committee-15
Notices-16
Appeal to the Board-16
Make-Up Work-16
Collection of Homework, etc… 16
Anticipated Absence-16
Suspension-17
Recordkeeping-17
Tardiness-17
School Trips-17
Visitation-17
Student Eligibility to Participate-18

Academics:
Awards and Honors-32
Policy on Grading-Standards for Mastery-32
Special Populations-32
Promotions/Retention-32-33
Permanent Records-33
Grading Scale-34
Failure Conference-34
Incomplete Work-34
Grading Plan-34
Homework-35
Honor Roll-35
Report Cards-35
Report Card Schedule-35
Progress Report Schedule-35
Personal Counseling-36
Credit By Exam with Prior Instruction-36-37
Credit by Exam without Prior Instruction-37
Physical Education-38

Sexual Harassment-24
Student Complaints-24-25
Complaints-26
Lost and Found-26
End of School Year-26
Lockers and Padlocks-26
Textbooks-26
Textbooks List-27
Storm and Tornado Instructions-27
Weather Information-School Closing-28
Parent-Teacher Conferences-28
Asbestos-28
Pesticides-28
False Fire Alarm-28
Fire Drill Instructions-28
School Closing-28

Deliveries for Students-23
Field Trips-22
Student Activities-22
Parties-23

Credit By Exam with Prior Instruction-36-37
Credit by Exam without Prior Instruction-37
Physical Education-38

2018-2019 Needville Middle School Student Handbook
Special Programs:
Gifted and Talented Program-40
At Risk Students-40-41
Title I Program-41
Response to Intervention-41
Special Education-41
Bilingual/English As Second Language Programs-42
Section 504 Services-42
Aiding Students Who Have Learning Difficulties
Or Who Need Special Education or Section 504-43-44

Dress Code:
Needville Secondary Dress Code-74
Hair-74-75
Shirts-75
Sweaters/Sweatshirts/Jackets/Coats-75-76
Dresses/Skirts-75-76
Pants-76
Shoes-76
Miscellaneous-76-77
Backpacks-77
Enforcement-77

Health Policies:
Immunization Requirements-46
Medication-47
School Asthma Action Plan-47-48
Communicable Disease Inform-48
Meningitis-49
Illness-50
Emergencies-50
Facts About Meningococcal Meningitis- 50-54

Technology:
Student Acceptable Use Policy-79-80

General Student Conduct:
Students at school or school sponsored activities-56-57
Plagiarism-57
Cheating-57
Hazing-57
Bullying-57
General Student Responsibilities-58
General Hallway and Classroom Conduct-58-59
Assembly Conduct-59
Safety Rules for School Bus Riders-59-61
Zero Tolerance Policy-61
Vandalism and Damage to School Property-61
Tobacco Use-61
Weapons-62
Drug and Alcohol Use-62
Drug and Alcohol Search-63
Needville ISD Crime Stoppers-63

Discipline Management:
Preamble-65
Campus Discipline Person-65
Types of Infractions-65
Level I Infractions-66
Level II Infractions-67-69
Level III Offenses-69-71
Discipline and Extracurricular Activities-71
I.S.S. and Out of School Suspension-71
Corporal Punishment-71
Detention-71
In-School Suspension-71-72
Suspension-72
Alternative School-72
Expulsion-72
INTRODUCTION:
This handbook is designed to bring to the parents and students a brief overview of policies and procedures accepted by the NISD Board of Trustees. The student handbook containing policies and regulations on the rights and responsibilities of students and student discipline shall be posted on the Needville ISD website (www.needvilleisd.com) at the beginning of the school year. Parents will need to view the handbooks online. The assurances and confirmation page which requires parent/guardian signature will be distributed to all students at the beginning of the school year. The administration shall periodically review handbook and recommend revisions. Violation of provision contained in the handbook shall result in appropriate disciplinary action.

Needville Independent School District
Mission Statement

Needville ISD strives to create an environment where students reach their full potential and become productive, successful citizens. All students need to develop the essential academic skills and acquire the knowledge base necessary to build life-long learning skills. All students will be taught a core curriculum of language arts, mathematics, science, social studies, fine arts, health, physical education and a computer literacy. To the full extent of their individual abilities, students will be provided the opportunity to develop the ability to think logically, independently, creatively, and to communicate effectively.

Needville Middle School
Mission Statement

Needville Middle School is a “No Excuse” school that produces results not makes excuses. We strive to create an environment where students “reach for the stars and go beyond expectations!”

Needville Middle School
Campus Improvement Plan Goals

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

The Needville Independent School District is in compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1872 (P.L. 92-318), and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). The Needville Independent School District does not discriminate on the basis of race, color, religion, national origin, sex or handicap in admission or access to, or treatment or employment in, its programs and activities. Inquiries concerning Needville Independent School District policies and practices of non-discrimination may be addressed to the Assistant Superintendent, Needville Independent School District, 16227 Hwy. 36, Needville, Texas 77461, or information may be obtained by calling 979-793-4308.

NOTICE OF PARENT AND STUDENT RIGHTS
FAMILY EDUCATION RIGHTS AND PRIVACY ACT, 20 U.S.C. Sec. 1232g

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

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

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

The address of the Superintendent's office is:
Curtis Rhodes, Superintendent
P.O. Box 412
Needville, Texas 77461

The address of the Principal's office is:
Marla Sebesta, Principal
P.O. Box 412
Needville, Texas 77461

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of handicapped students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a handicapped student's individual educational plan; (3) compiling statistical data; or (4) investigating or evaluating programs.
Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

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

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

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

Copies of student records are available at a cost of 25 cents per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay copying charges. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

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

THE INFORMATION IN THIS NOTICE SHOULD BE TRANSLATED FOR, OR EXPLAINED TO, THE PARENTS OF STUDENTS WHOSE PRIMARY OR HOME LANGUAGE IS NOT ENGLISH. FL (Local)
Needville Independent School District
Board Of Trustees
May, 2018

PRESIDENT: Chris Janicek 2008
VICE PRESIDENT: Jimmie Kocian 1998
SECRETARY: Scott Valchar 2016
ASST SECRETARY: Tim Sbrusch 2014
John West 2016
Kim Janke 2005
Glenn Vecera 2015

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

NEEDVILLE ISD ADMINISTRATORS/SUPERVISORS

Curtis Rhodes    Superintendent    979-793-4308
Beth Briscoe    Asst. Superintendent    979-793-4308
Marla Sebesta    NMS Principal    979-793-3027
Jamie Valentine    NMS Asst. Principal    979-793-3027
Rodney Wieghat    Maintenance & Operations Director 979-793-4308
                     Transportation Director 979-793-3471
2018-2019 School Calendar

July 2018

August 2018

September 2018

October 2018

November 2018

December 2018

January 2019

February 2019

March 2019

April 2019

May 2019

June 2019

76,200 Instructional Minutes

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

Report Cards Issued
October 7
January 9
February 20
April 10

Events
August 27
May 31

School Closed
Early Release
First & Last Day of School
Progress Reports
Grading Period Begins

Staff Development (no school for students)

Staff Comp Day
Report Cards
Grading Period Ends
Bell Schedules

4th Grade Daily Bell Schedule:

1st period/Homeroom 7:55 - 9:45am
2nd period 9:50-10:55am
3rd period 10:55-11:00am
   Lunch 11:00-11:35
4th period 11:40-11:55
5th period 11:55-12:45
6th period 12:50-1:20
7th period 1:25-3:10
8th period/T.E.R. 3:10-3:40pm

5th Grade Daily Bell Schedule:

1st period/Homeroom 7:55-9:00am
2nd period 9:05-10:05am
3rd period 10:10-11:10am
4th period 11:15-12:15pm
   Lunch-12:20-12:55
5th period 12:55-1:00pm
6th period 1:00-2:00pm
7th period 2:05-3:05pm
8th period/T.E.R. 3:10-3:40pm

6th Grade Daily Bell Schedule:

1st Period 7:55-8:50 am
2nd Period 8:55 - 9:45am
3rd Period 9:50 - 10:40am
4th Period 10:45 - 11:35am
   Lunch 11:40 am – 12:15 pm
5th Period/T.E.R. 12:20 - 12:55 pm
6th Period/Homeroom 1:00 - 1:50 pm
7th Period 1:55 – 2:45 pm
8th period 2:50 – 3:40 pm
Teacher – Parent Conference Periods

The teacher work day is from 7:45 am to 4:00 pm. Included in the work day is a period scheduled for teacher preparation and conferences. Contact the teacher to schedule a conference during the teacher’s conference period. Only in special circumstances should the teacher be contacted before or after school hours, unless requested by the teacher.

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Conference Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adamson</td>
<td>7:55-8:50</td>
</tr>
<tr>
<td>Anderson</td>
<td>12:50-1:40</td>
</tr>
<tr>
<td>Band Directors-(Finley, Hurta, Palermo)---High School</td>
<td></td>
</tr>
<tr>
<td>Barton</td>
<td>10:10-11:10</td>
</tr>
<tr>
<td>Chapman</td>
<td>7:55-8:45</td>
</tr>
<tr>
<td>Collins</td>
<td>2:45-3:40</td>
</tr>
<tr>
<td>Dibala</td>
<td>7:55-8:50</td>
</tr>
<tr>
<td>Duncan</td>
<td>12:50-1:40</td>
</tr>
<tr>
<td>Dworaczyk</td>
<td>1:55-2:45</td>
</tr>
<tr>
<td>Faas</td>
<td>1:55-2:45</td>
</tr>
<tr>
<td>Gabrysch</td>
<td>10:10-11:10</td>
</tr>
<tr>
<td>Gabrysch</td>
<td>10:10-11:10</td>
</tr>
<tr>
<td>Graham</td>
<td>9:05-10:05</td>
</tr>
<tr>
<td>Griffin</td>
<td>11:55-12:45</td>
</tr>
<tr>
<td>Hoover</td>
<td>11:55-12:45</td>
</tr>
<tr>
<td>Hudgens</td>
<td>12:55-1:45</td>
</tr>
<tr>
<td>Jahn</td>
<td>9:05-10:05</td>
</tr>
<tr>
<td>Janecek</td>
<td>7:55-8:50</td>
</tr>
<tr>
<td>Jeske</td>
<td>11:15-12:00</td>
</tr>
<tr>
<td>Koffel</td>
<td>10:10-11:10</td>
</tr>
<tr>
<td>Kolkmeier</td>
<td>2:50-3:40</td>
</tr>
<tr>
<td>Kubena</td>
<td>12:50-1:40</td>
</tr>
<tr>
<td>Legendre</td>
<td>2:50-3:40</td>
</tr>
<tr>
<td>Lindsey</td>
<td>1:55-2:45</td>
</tr>
<tr>
<td>Lollar</td>
<td>11:55-12:45</td>
</tr>
<tr>
<td>Mahler</td>
<td>Jr. High</td>
</tr>
<tr>
<td>Neelon</td>
<td>9:05-10:05</td>
</tr>
<tr>
<td>Ordeneaux</td>
<td>11:55-12:45</td>
</tr>
<tr>
<td>Palmer</td>
<td>12:50-1:40</td>
</tr>
<tr>
<td>Paul</td>
<td>12:50-1:40</td>
</tr>
<tr>
<td>Petrisky/Bell</td>
<td>TBA</td>
</tr>
<tr>
<td>Pompa</td>
<td>7:55-8:50</td>
</tr>
<tr>
<td>Rico</td>
<td>TBA</td>
</tr>
<tr>
<td>Rounsavall</td>
<td>9:05-9:50</td>
</tr>
<tr>
<td>Sablatura</td>
<td>11:55-12:45</td>
</tr>
<tr>
<td>Search</td>
<td>9:05-10:05</td>
</tr>
<tr>
<td>Spacek</td>
<td>8:00-8:55</td>
</tr>
<tr>
<td>Stewart</td>
<td>9:05-10:05</td>
</tr>
<tr>
<td>Thomas</td>
<td>TBA</td>
</tr>
<tr>
<td>Vasquez</td>
<td>10:10-11:10</td>
</tr>
<tr>
<td>Warnke</td>
<td>7:55-8:50</td>
</tr>
<tr>
<td>Waters</td>
<td>7:55-8:50</td>
</tr>
<tr>
<td>Wleczyk, Beth</td>
<td>10:10-11:05</td>
</tr>
<tr>
<td>Wleczyk, Courtney</td>
<td>11:55-12:45</td>
</tr>
<tr>
<td>Ybarra</td>
<td>12:50-1:40</td>
</tr>
<tr>
<td>Young</td>
<td>1:00-1:45</td>
</tr>
<tr>
<td>Zahradnik</td>
<td>10:10-11:10</td>
</tr>
</tbody>
</table>
What To Do If....

WHAT TO DO IF

A parent needs to see the Principal:
The principal will be happy to visit with you. To ensure the principal is available, please call for an appointment.

You need to see a Counselor, Assistant Principal, or Registrar:
If possible, visit with these people before school, during lunch, or after school.
If not, make an appointment, they will be happy to help in any way they can.

You need to see a Teacher:
Make arrangements with the teacher. Teachers are available before and after school to counsel with students. Parents may contact teacher via phone, written notes, or e-mail.

You are hurt or sick:
Tell your teacher you need to go to the nurse’s office. Unless it is an emergency, you must have a pass from your teacher. All medical information and questions involving student health go through the nurse’s office.

You return to school from being absent or left early:
Come to the office as soon as you get to school to present your note explaining your absence and to receive an admit slip.

You are late to school:
Sign in at the front office and give the attendance clerk the note explaining the reason for being late. If you arrive prior to 8:25, a tardy will be issued. After 8:25, an absence for first period will be issued and a re-admittance slip will need to be picked up the next morning prior to school.

You need to change the way you usually get home:
Bring a note to school and take it to the office to be copied, before the 8:00 bell.

You forget your lunch money:
A student may charge up to $5.20. After that amount, the student will not be able to charge. No money is loaned in the office.

You have lost a book:
Look everywhere for it including the "Lost and Found." If it cannot be found, pay for the book in the assistant principal's office.

You have found anything that is not yours:
Turn the item in to the "Lost and Found."

You have specific questions about classroom or grade level procedure:
Please refer to the grade level or teacher guideline letter sent home at beginning of school or on web site.
You need to leave school . . . . .
If you have a doctor's appointment or some other reason why you must leave any part of the
day, present a note signed by your parent or guardian to the office. The office will make a
copy of your note and use it when you return to school. If you did not bring a note before you
left school, you will need to bring one when you return. You do not need a note if you left
after 3:15. A STUDENT CANNOT LEAVE THE SCHOOL CAMPUS UNTIL
WHOMEVER IS PICKING THEM UP COMES TO THE OFFICE AND SIGNS THEM
OUT.

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

You are absent and want missed school work:
On the second day of absence, you will need to call before 8am for a homework request. The
work will be collected and ready for pick-up after 3:00 pm. Make every effort to finish work
collected and sent home before returning to school.

You are not to participate in PE or recess:
Bring a note from either your parent or a doctor and give it to the PE teacher or office.

A parent wants a conference with a teacher:
Contact the teacher to schedule a parent-teacher conference during the teacher's conference
period.

ASSESSMENT CALENDAR

4th, 5th and 6th grade students will take the state assessment tests (STAAR) in Reading and Math. 4th grade
will also take the Writing STAAR. 5th grade will also take the Science STAAR.

STAAR Testing Dates:
April 1-April 19  STAAR Alternate 2
April 9  4th Grade STAAR Writing
April 9  5th Grade STAAR Mathematics
April 10  5th Grade STAAR Reading
May 13  4th Grade STAAR Math
May 13  6th Grade STAAR Mathematics
May 14  4th Grade STAAR Reading
May 14  6th Grade STAAR Reading
May 15  5th Grade STAAR Science
May 13  5th Grade STAAR Math-Retest-2nd administration
May 14  5th Grade STAAR Reading-Retest-2nd administration
June 25  5th Grade STAAR Math-Retest-3rd administration
June 26  5th Grade STAAR Reading-Retest-3rd administration

February 25-April 5  TELPAS Testing
Attendance Accounting and Management
I. State Attendance Laws and Rules
Students between the ages of six (6) and seventeen (17) are required by law to attend school. School employees are required to investigate and report violations of this law.

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

If the student has failed to show extenuating circumstances for the absence, he/she may be denied credit for the class. A student denied credit may petition the attendance committee for reconsideration of the circumstances causing their absence. The attendance committee’s decision may be appealed to the superintendent’s office.

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

III. Board Approved Extenuating Circumstances
A. Circumstances described in the Texas Education Code:
   1. personal illness
   2. sickness or death in immediate family
   3. quarantine
   4. weather or road conditions making travel dangerous
B. Suspension
C. Medical and dental appointments (See Exception #1 below)
D. Participation in substance abuse rehabilitation program
E. Active participation in national holiday ceremonies
F. Legal or court appearances
G. Other unusual circumstances acceptable to the campus administrator.
   (Pre-arranged with principal) (TAC21.035)
   EXCEPTIONS: A student not actually on campus at 10:10 a.m. will not be counted absent for ADA accounting purposes if:
   
   1) the student has an appointment with a health care professional and either commences classes or returns to school on the same day of the appointment AND provides documentation from the health care professional.
   
   2) the student misses school for the purpose of observing religious holidays, including traveling for that purpose. Before the absence, the parent/guardian must submit a written request from the religious organization to the principal.
   
   3) the student is participating in a board approved 4-H/FFA activity and is under the direction of a professional staff member of the school district. This should be pre-arranged with proper eligibility forms. In exceptions #2 and #3, the student must notify his/her teachers in advance and obtain any work that will be missed.

IV. Non-Extenuating Absence

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

   The following are considered non-extenuating absences:
   
   A. Expulsion
   B. Shopping
   C. Starting school late
   D. Working
   E. Vacation
   F. Any other reason which does not fulfill the Board of Trustees list of “Approved Extenuating Circumstances”.

V. Documentation

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

   **Failure To Present Appropriate Documentation:**

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

   **Appropriate Documentation:**

   Appropriate Documentation should include the dates of absence, reason for absence and signature by parent, guardian, medical person or campus administrator. Documentation includes:
   
   A. Parent/guardian generated notes
   B. Medical/administrator generated note
Parent/Guardian Generated Notes:
We do understand that there are instances where students must be absent and the district will follow the below guidelines in classifying those absences. The district will grant an excused absence for any parent signed excuse for up to five days of absences in each semester. To receive the excused absences, parent signed note must be turned in to the school office. Failure to turn in a parent signed note will result in an unexcused absence, which results in grade adjustments. Any additional absences, beyond the five days, will require documentation from a health care visit, court proceeding, or pre-approved by the principal, to be counted as an excused absence. Any absences after the five days of parent excuses will result in an unexcused absence if they are not properly documented, which results in grade adjustments. The school will send out warning letters to parents when their student has used all five days of parent notes or when they receive three unexcused absences.

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

VI. Re-Entry Permit
Upon arrival at the school campus, a student who has been absent any portion of the school day shall secure a re-entry permit from the principal or attendance clerk. The re-entry permit must be obtained before the 8:00 a.m. bell. Students will be counted tardy if they have to leave class to get the re-entry permit. After an absence, a written note from the parent/guardian will be required and shall contain the following information:

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

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

VII. Campus Attendance Review Committee (CARC)
A CARC has been approved for each campus. The CARC duties include:
A. Review student attendance records and make decisions about credit on that basis.
B. Award or deny credit.
C. Determine how a student may regain credit for excessive absences.
   1. Additional Assignments
   2. Time on task requirement (before or after school)
   3. Attend tutorials
   4. Attend Saturday class
   5. Maintain attendance standards
   6. Other - i.e., custodial and M&O tasks, etc.
D. When the CARC committee is not satisfied with the evidence or if no evidence is presented, it may impose conditions on awarding of credit or denying credit altogether.
VIII. Notices
A. A warning letter (Five Day Absentee Notice), when approximately half of the allowable absences have occurred, will be issued to the parent/guardian/student.
B. When a student receives two unexcused absences, a letter is sent notifying the parent that upon the third unexcused absence may result in truancy procedures.
C. A Delinquent Attendance Notice will be issued to the parent/student at any time the student’s attendance is such that he/she has fallen below the mandatory 90% of a semester rule.

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

X. Make-Up Work
A. All missed work, including tests, can be made up, regardless of reasons for absence, but the student is responsible for obtaining the assignments and completing them within the allotted time. (One day for each day missed.)
B. If the absence is unexcused (non-extenuating), a grade adjustment is imposed. No grade higher than 70 will be given for make-up work done due to an unexcused (non-extenuating) absence.
C. Regardless of the reason for the absence, if the student does not make up work within the allotted time (one day for each day missed), a zero for the assignment or test is given.
D. Make-up work/tests may be scheduled before, after or during the school day. The teacher shall determine the best time to complete homework/tests.
E. After returning to school, they have one (1) day per day missed to complete any make-up work. However, the teacher may extend the rule for long absences.
F. Teachers shall not require missed work or administer tests on the first day the student returns to school from an absence.
G. Students who are absent for a fractional part of the school day shall be responsible for the class assignment for class attended prior to their absence.

XI. Collection of Homework, Assignments, Books and Materials for Home study by Principal’s Office
Homework, assignments, books, and materials will only be collected and issued for home study for students who have absences for more than one (1) day. Requests must be made prior to 8:00 a.m., assignments and materials may be picked up at the main office after 3:00 p.m. on the day requested. All efforts need to be made to complete work that was sent home before returning to school.

XII. Anticipated Absence
Anticipated Absence - Students who know ahead of time that they will miss a day(s) of school should make arrangements ahead of time. All efforts need to be made to complete work that was sent home before returning to school.
XIII. Suspension
Suspended students will not participate, attend any school activities, or come on the school campus during suspension. No grade penalty can be imposed on a student who is suspended. Students who violate this rule are subject to the criminal trespass laws of the state of Texas.

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

XV. Tardiness
Passing periods at Needville Middle School are five minutes long. Tardiness will only be excused in exceptional cases. The teacher and/or administrator will decide whether the case of a particular student is exceptional enough to warrant an excuse. Students are required to be in their seats and ready for class 5 minutes after previous class ends. Students will receive a level 1 discipline on the third tardy per six weeks. School starts at 7:55.

XVI. School Trips
Students who miss class because of school-sanctioned UIL activities will not be counted absent. It is the responsibility of the student to make arrangements with each teacher before the activity concerning scheduled tests, turning in assignments, and making up missed assignments. To attend any school trip, a student must be eligible according to the No-Pass-No-Play standards.

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

1. Go by the principal's office and present purpose or reason to visit the campus.
2. A solution or procedure will be determined from the initial action.
3. Under no circumstances should a parent, guardian, or visitor go directly to a classroom, teacher, or pupil without first going to the principal's office.
4. Parents and guardians are invited to eat lunch with their student during Public School Week and on the child’s birthday. Other lunch room visits need to have prior approval.
Student Eligibility to Participate

I. Attendance
Students must be in attendance at least ½ of a school day to be able to participate in an extracurricular UIL event that day.

II. Extracurricular Eligibility
SEC. 33.081 TEXAS EDUCATION CODE
A. During the initial six weeks of the school year, students must have been promoted into the next grade.
B. In order to be eligible to participate in an extracurricular activity event for a six weeks period following the initial six weeks period of a school year, a student must not have a recorded grade average lower than 70 on a scale of 0 to 100 in any course for that preceding six weeks period.
C. Students are allowed up to 17 absences from a class during the school year for extracurricular activities or public performances. All UIL activities come under this provision as do other organizations and other activities that appear on the State approved list of organizations and activities.
Daily Procedures
Morning Procedures
Doors Open @ 7:00

7:55 a.m. - student tardy bell rings - Announcements will begin at 7:55 a.m.

Breakfast will be served from 7:30 a.m. to 7:50 a.m. The first bell will ring at 7:50 a.m. and all students will report to their first period class. Eating breakfast will not be an excuse for being tardy to 1st period.

Upon arrival at school, students will go to the cafeteria or the gym. 4th grade students report to the cafeteria, 5th grade students report to the back gym and 6th grade students report to the gym. Supervision begins at 7:30 by duty personnel. Students who have been absent from school will report to the office for their admission slip before the 7:55 bell or receive a tardy.

End of Day Procedures
3:40 p.m. - student dismissal bell rings

Please make all transportation changes prior to 3:15 so that students can be notified before the end of the day.

I. Bus Rider Students

Buses will begin to leave at 3:45 to take students home. The time of departure will depend upon what bus the student rides.

If a student normally rides a bus home but will depart from school by another means, the following procedure will be observed.

1. A signed note from the student’s parent/guardian should state by what means the student will leave school.
2. No student who is normally a bus rider will be allowed to leave school by other means without a note. No exceptions will be made.
3. The above mentioned note will be brought to the office for signing. The student will then show it to his last period teacher.

If a student is to ride a different bus home, the following procedures will be followed.

1. A signed note from the student’s parent/guardian stating this desire shall be brought to the office.
2. The note will be signed by the office, and then given to the last period teacher.
3. The note shall also be shown to the bus driver. Without the bus driver seeing this note, the student will not be allowed to ride the bus.

At the 3:40 bell, all early bus riders will report to the cafeteria. At the 3:45 bell, all late bus riders will report to the cafeteria to be dismissed to go to their bus.

II. Car Riders:

Car riders are dismissed at 3:40. Afternoon car riders are to be picked up at the designated student drop-off/pickup area located in the front of the school. Students who ride with brother, sister, or relative who attends Needville High School should be picked up at the Middle School. No students will ride a bus or walk to the high school to catch a ride home.

Parents/guardians wishing to pick up their child from Needville Middle School will follow this procedure:

1. A note should be sent to the Needville Middle School Office. This note should contain the date, name of student, name of person picking up the student, and signed by the student’s parent or guardian.
2. The note will be signed in the office and given to the last period teacher.
3. If a student will be picked up after school for a long period of time or for the entire school year, a note should state this desire.

All of the mentioned notes shall be brought to the office between 7:30 a.m. and 7:50 a.m.

III. Car Rider Safety Precautions
   A. Cars parked/advancing on Fritzealla Street should be in single file.
   B. Parents delivering students in the morning should be prepared to drop off children without holding up traffic.
   C. Only cars in the car rider line can pick up students. Students will not be allowed to cross the flow of traffic or walk to the parking lot.
   D. The following are designed to eliminate dangerous situations.
      a. DO NOT DOUBLE PARK CARS.
      b. NO THROUGH TRAFFIC – No through traffic will be allowed through the teacher/ visitor parking area.
      c. STUDENT PICK-UP – To speed up the procedure of students, parents should encourage all passengers of their vehicles to remain together while waiting to be picked up.
      d. PICK-UP AREA – Pupils will only be allowed to enter cars which are parked at the front entrances to the Needville Middle School. Pull cars up all the way to the end of the sidewalk after the first bell. Each car that follows should park close to the preceding one. Students walk down the sidewalk and enter the cars from the curb side. Whether attended by a parent or another adult, students WILL NOT be allowed to walk between the cars.
      e. Cars which have entered the student pick-up area should not be left unattended.
   E. Teachers will be assigned duties to regulate the above, but your help, courtesy, and cooperation is requested.

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

I. 2018-2019 Cafeteria Prices
The district participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information can be obtained in the principal's office.

Lunch and breakfast may be purchased with or by:
1. Paying cash as you exit the serving line.
2. Depositing money into the student’s debit account.
3. Paying ahead and maintain a credit balance in the cafeteria's automated accounting system. This may be done from link  on our school website.

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students . . . . . . . .</td>
<td>Students . . . . . .</td>
</tr>
<tr>
<td>...................... $ 1.25</td>
<td>...................... $2.60</td>
</tr>
<tr>
<td>Students-reduced . . . .</td>
<td>Students - reduced . .</td>
</tr>
<tr>
<td>...................... 0.30</td>
<td>...................... 0.40</td>
</tr>
<tr>
<td>Adults . . . . . . . . .</td>
<td>Staff and visitors . .</td>
</tr>
<tr>
<td>...................... 2.25</td>
<td>...................... 3.50</td>
</tr>
</tbody>
</table>
II. Breakfast Procedures
1. Serving begins at 7:30 a.m.
2. Sit at the tables nearest the serving line; fill up one table completely before going to another.
3. Only students who are eating breakfast sit at the breakfast tables.
4. Clean up your area after you are finished eating.
5. Fifth and Sixth graders go immediately to the gyms after eating. Fourth graders find a seat in the cafeteria after eating.

III. Lunch Procedures
1. Students will remain in the cafeteria for the entire lunch period.
2. Snacks can be purchased on M/W/F with cash or by using money in the student’s account.
3. EATING AREA:
   A. Lunches, snacks purchased from the cafeteria, and drinks brought from home will be eaten in the cafeteria. Food/drinks need to be brought in a container.
   B. Every student is expected to keep the cafeteria and surrounding area clean by putting disposable plates, cups, cans, paper and other trash in the proper receptacles.
4. During lunch, students should use the restrooms located in Hall A.
5. Students are not permitted to share their food with any other students.

NO LOITERING WILL BE ALLOWED IN THE RESTROOMS.

School Procedures

I. Library
The library is open daily from 7:30 a.m. – 3:45 p.m. including all lunch periods for student checkouts. Students must have a pass to enter the library. The standard checkout period is 2 weeks. Students are responsible for the cost of lost books. Charges will be assessed for damaged books according to the amount of damage done.

II. Field Trips
Each grade level at the Needville Middle School may be allowed at least one field trip during the school year. Whenever a field trip is scheduled, a parent/guardian permission slip must be secured by the teacher. The district provides transportation and supervision on all field trips. Parents are not encouraged to attend field trips unless part of the supervisory team organized by the school. Non-school aged children are not allowed on field trips. In order for adults to attend field trips, an approved criminal background check must be on file with the district. These forms must be filled out within two weeks after enrollment. When grade level field trips are taken, students will not be allowed to purchase souvenirs nor bring Game Boys, radios, cameras, etc. Students can lose the privilege of attending field trips. School shirts or blue shirts are required to be worn on field trips.

III. Student Activities
All class or student activities will first be discussed with the proper sponsor and approved by the sponsor who will then get the approval of the principal. All rules that apply to school will apply to all school activities, contests, and events.
IV. Parties
No parties will be held during the school day for fifth and sixth graders.

V. Volunteers
Volunteers are very instrumental to the success of our school district. The Needville Independent School District may by state law obtain criminal history record information on all volunteers in the district (Texas Education Code Section 22.083). Therefore, all volunteers need to complete the background check form and return it to your child’s campus principal. If both parents want to volunteer, a completed form must be filled out for each parent. Only those who are on the approved list on file will be able to volunteer in any capacity (i.e., chaperone field trips, teacher workroom helpers, room parent helpers at school sponsored events such as field day or parties). Forms must be filled out within two weeks after enrollment.

VI. Deliveries For Students
All deliveries—balloons, flowers, etc… for students can be made after 2:00 p.m. in the afternoon. Students will be notified at the end of the day that they have items in the front office to pick up. Items delivered for students will be stored in the office area and given to the students at the end of the school day. NMS faculty and staff are not responsible for items not picked up by the student.

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

VIII. Radios – Recorders – Laptop Computers – Cameras-Smart Watches
See the following policy under cell phones. E-book readers may be used in school at the discretion of the teacher.

IX. Cell Phones
Cell phones are not to be used to make or receive personal phone calls or text messages during the school day. Phones are to be left in students’ backpacks or purses during school hours [7:30 a.m. till 4:00 p.m.] and turned off. If the student’s phone rings, makes noises, or is out during school hours for any reason, the phone will be confiscated and returned to the parent/guardian at the end of the next school day and the incident will be written up on a discipline referral slip. On the 2nd offense the cellular phone will be confiscated, a discipline slip issued, and the phone will be returned to parent/guardian at the end of the next school day plus a storage fee of $15.00 cash will be charged. On each additional offense thereafter, the phone will be confiscated, a discipline slip issued and the phone will be returned to the parent/guardian at the end of the next school day plus a storage fee of $15.00 cash will be charged. Any electronic device will be confiscated and treated in the same manner as cell phones. This includes but is not limited to laptop computers, pagers, Game Boys, IPods, CD Players, radios, smart watches, etc…All confiscated items are subject to search by NISD administration or their designees.

X. Use of the Telephone
STUDENTS WILL NOT BE EXCUSED FROM CLASS TO USE THE TELEPHONE. The student must have permission from school personnel in the front office to use a phone. Students shall only use the phone for school business. The office personnel will not call a student out of class to take a telephone message unless it is an extreme emergency. Other messages will be delivered as soon as possible.
XI. Posters
Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action. *Approved signs and posters may be displayed only in designated areas.*

XII. Loaning of Money
The office and cafeteria will not loan money to students. Students that owe money will get reminders.

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

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

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

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

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

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

XIV. Student Complaints
*EXCLUSIONS*
Student complaints regarding instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are covered by separate policies. Students shall comply with those procedures before bringing a complaint to the Board under Level Three of this policy.
EXCLUSIONS Continued:

Student or parent complaints regarding the special education program shall be handled in accordance with the procedures set out in the parents' rights handbook provided to parents of all students referred to special education. Special education matters shall be heard by impartial special education hearing officers, not District employees or the Board.

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

PURPOSE

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

PRESENTATIONS

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

REPRESENTATION

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

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

LEVEL ONE

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

LEVEL TWO

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

LEVEL THREE

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

EXECUTIVE SESSION

If the complaint involves complaints or charges about an employee, it shall be heard by the Board in executive session unless the employee complained about requests it to be public.
XV. Complaints
Students and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact Curtis Rhodes at 979-793-4308. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be brought to Curtis Rhodes, 979-793-4308.

XVI. Lost and Found
Any misplaced articles should be turned in to the office. Anyone who has misplaced or lost any article should report it immediately to the office. Most misplaced articles will be placed on table in cafeteria.

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

XVIII. Lockers and Padlocks
Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students in P.E. The school reserves the right to inspect all lockers. Students have full responsibility for the security of lockers and will make certain they are locked and that the combination is not given to others. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not students are present.

Padlocks will be issued at the beginning of the school year. Each student is held responsible for padlocks damaged or lost. Lost locks will cost a student $4.50 for a replacement lock. Students may receive one for their P.E. locker. No personal locks can be used.

XIX. Textbooks
State-approved textbooks are provided free of charge for each subject or class; students are required to use these books carefully. Books must be covered by the student, as directed by the teacher. Students who are issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to free textbooks until the book is returned or paid for by the parent or guardian.

1. Textbook Covers
Due to state law, all issued textbooks are to be covered. Each student will be provided a limited supply of book covers. When the school’s supply of book covers is depleted, parents and students are responsible for furnishing bookcovers. A faulty bookcover will result in a damaged book and the student will be required to pay for the book.

2. BOOK CHECK-IN
A student’s final grades will not be posted until all books are returned or paid for in full.

3. LOST AND DAMAGED BOOKS
Students will pay for lost and damaged books in the office. Students will receive a receipt upon payment. A copy of the receipt is to be returned to the appropriate teacher.
### TEXTBOOK LIST
#### 2018-2019

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Subject</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Texas Journeys</td>
<td>Reading</td>
<td>67.09</td>
</tr>
<tr>
<td>4</td>
<td>Vocabulary Workshop Spelling-Level 4</td>
<td>Spelling</td>
<td>9.99</td>
</tr>
<tr>
<td>4</td>
<td>McGraw Hill Language Arts</td>
<td>English</td>
<td>34.75</td>
</tr>
<tr>
<td>4</td>
<td>Houghton Mifflin Harcourt Go Math</td>
<td>Math</td>
<td>13.00</td>
</tr>
<tr>
<td>4</td>
<td>Being Healthy</td>
<td>Health</td>
<td>23.85</td>
</tr>
<tr>
<td>4</td>
<td>Houghton Mifflin Harcourt Science Fusion</td>
<td>Science</td>
<td>9.95</td>
</tr>
<tr>
<td>5</td>
<td>Houghton-Mifflin “Journeys”</td>
<td>Reading</td>
<td>53.48</td>
</tr>
<tr>
<td>5</td>
<td>Houghton-Mifflin “Texas Go Math”</td>
<td>Math</td>
<td>13.00</td>
</tr>
<tr>
<td>5</td>
<td>Houghton-Mifflin “Texas Science Fusion”</td>
<td>Science</td>
<td>16.00</td>
</tr>
<tr>
<td>5</td>
<td>Scott Foresman The United States</td>
<td>S/S</td>
<td>46.25</td>
</tr>
<tr>
<td>5</td>
<td>Social Studies Weekly</td>
<td>S/S</td>
<td>5.00</td>
</tr>
<tr>
<td>5</td>
<td>Coach Reading Workbook</td>
<td>Reading</td>
<td>15.00</td>
</tr>
<tr>
<td>5</td>
<td>Mentoring Minds Math Workbook</td>
<td>Math</td>
<td>15.00</td>
</tr>
<tr>
<td>5</td>
<td>Texas Write Source</td>
<td>English</td>
<td>53.70</td>
</tr>
<tr>
<td>5</td>
<td>Texas Write Source Skills-book</td>
<td>English</td>
<td>9.15</td>
</tr>
<tr>
<td>6</td>
<td>Prentice-Hall Literature</td>
<td>Reading</td>
<td>72.74</td>
</tr>
<tr>
<td>6</td>
<td>Houghton Mifflin Harcourt</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Texas Write Source: Writing/Grammar Book-</td>
<td></td>
<td>55.10</td>
</tr>
<tr>
<td>6</td>
<td>Houghton-Mifflin “Texas Go Math”</td>
<td>Math</td>
<td>14.50</td>
</tr>
<tr>
<td>6</td>
<td>Houghton-Mifflin “Texas Science Fusion”</td>
<td>Science</td>
<td>12.95</td>
</tr>
<tr>
<td>6</td>
<td>Texas Science-CD</td>
<td>Science</td>
<td>5.00</td>
</tr>
<tr>
<td>6</td>
<td>World Cultures and Geography</td>
<td>S/S</td>
<td>81.50</td>
</tr>
<tr>
<td>6</td>
<td>National Geographic WC and Geo</td>
<td>S/S</td>
<td>83.00</td>
</tr>
<tr>
<td>6</td>
<td>Mentoring Minds Workbook</td>
<td>Math</td>
<td>15.00</td>
</tr>
<tr>
<td>6</td>
<td>Measure-Up Reading Workbook</td>
<td>Reading</td>
<td>15.00</td>
</tr>
<tr>
<td>6</td>
<td>Classroom Novels</td>
<td>Reading</td>
<td>9.95</td>
</tr>
<tr>
<td>6</td>
<td>SRA Art Connections</td>
<td>Art</td>
<td>53.16</td>
</tr>
</tbody>
</table>

**ALL PRICES ARE SUBJECT TO CHANGE - Summer, 2018**

---

### XX. Emergency Drills

**Storm Drills**

**General Procedures in the event of a tornado or storm: One long horn blast over PA**

1. Keep students in classroom.
2. Move students to a wall that is not an outside wall.
3. Keep students away from glass doorways and windows.
4. Students are to sit down.
5. Students should bend over and protect head and neck with hands.
6. Staff will remain with students.
7. Everyone will remain calm at all times.
Cafeteria:
1. Students in the cafeteria should exit orderly into the hall.
2. Follow General procedures 4, 5, 6, and 7.

Gymnasium:
1. Physical education students should line up and go to their respective dressing rooms.
2. Follow General procedures 4, 5, 6, and 7.


XXII. Weather Information – School Closing
Due to inclement weather, Needville I.S.D. may need to cancel school. Should this become necessary, Needville ISD has implemented a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes. It is the parent/guardian responsibility to inform office personnel with any updated contact information. NISD will continue to report school closing due to weather on radio station 100.3 or television stations. **Instructions will be given between 6:00 - 6:30 a.m.** In the event that the weather becomes severe during the school day, in most instances school will not let out early. School will dismiss as usual. On extremely rare occasions in which school would let out early, your child will not be taken home unless there is communication and verification of supervision at home. The NISD staff will supervise the students on campus until parents can come to pick them up.

XXII. Parent-Teacher Conferences
If a parent-teacher conference is needed by the parent, teacher, or administration, it will be scheduled during the teacher's conference period. If a parent wishes to schedule a parent-teacher conference they should so that a conference can be scheduled during the teacher's conference period. A Parent/Teacher/Principal Conference Report will be completed and a copy given to the parent when appropriate.

XXIII. Asbestos
Asbestos is classified in three categories: Priority I, II, and III. Priority I and II are friable asbestos needing immediate attention and response activities. Priority III is non-friable asbestos requiring six month inspections and twenty year response action (i.e., flowing material, science desk tops, certain wall material).

Needville Independent School District has only Priority III asbestos located on each campus. All fulltime custodians, part-time maids and maintenance and operation personnel have received the required asbestos management training. Periodic surveillance will occur each January and July. Periodical re-inspection will occur as required by AHERA regulations.

A copy of the District's Asbestos Management Plan is available in the Principal's office.

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

XXV. False Fire Alarm
Activating a false alarm is punishable under school discipline policy and state law.
XXVI. Fire Drill Instructions
The fire alarm will be by a siren. If the drill takes place during a class period, proceed immediately in single file to the exit designated for the room. If it takes place at other times, move promptly to the nearest exit. Move in a quiet, orderly fashion. There is to be no talking from the time the signal sounds to evacuate the building until the time it sounds to re-enter the building. Obey all directions from the faculty and staff members without question and without delay. Walk briskly, but do not run.

If you find a blocked exit, the first person reaching the area should raise his right arm above his head which is a signal that should, in turn, be repeated throughout the line. All members of that line should immediately change direction and, taking care not to interfere with any other line, should leave through the nearest unblocked exit.

**THE BELL SYSTEM**

SIREN - - March out of the building to a safe distance
1 BELL - - Halt and stay in position
2 BELLS - - Return to the building

Teachers will direct their students out of the appropriate EXITS when we have practice drills.

XXVII. Respect For Our Country, Our State, and Our Flags
Needville Middle School expects befitting behavior of students in showing patriotic pride. Students are expected to show appropriate respect in all activities which dictate the showing of patriotic feeling. Due respect should be shown by all students for the flag of the United States of America and for the flag of the state of Texas.

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

Students will be asked to stand and show the proper respect to the flags each day during the recitation of the Pledge of Allegiance, the Texas Pledge, and a moment of silence or reflection.
THE STAR SPANGLED BANNER
Oh, say, can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars, through the perilous fight,
Over the ramparts we watched were so gallantly streaming.
And the rockets red glare, the bombs bursting in air;
Gave proof through the night that our flag was still there.
Oh, say does that Star-Spangled Banner yet wave,
Over the land of the free and the home of the brave.

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

PLEDGE TO THE TEXAS FLAG
Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

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

SCHOOL FIGHT SONG
On you Blue Jays, On you Blue Jays,
Go right through that line,
We are proud of, We are proud when,
On that field you shine. Rah! Rah!
On to glory, On to glory, Give a victory cry,
Bring fame and honor to NEEDVILLE HIGH.
Grading / Academics
Awards and Honors

Needville Middle School recognizes students and achievement by giving awards for academic achievement as well as extracurricular achievement. Awards are given throughout the year.

1. All A’s each six weeks
2. A & B Honor Roll
3. Top 10 AR points or words for each grade level each six weeks
4. Perfect attendance for each six weeks and year-To be considered perfect attendance for six weeks, student can’t miss any class period. To be considered perfect attendance for year, absences for class periods must not add up to 8 class periods.
5. Top runners in P.E.
6. Super Jay – Good citizen per class awarded each six weeks
7. Presidential Educational Award – 6th grade students with an accumulative grade point average for grade 4, 5 and 6 of at least 95.
8. Extracurricular Activities – 4th, 5th and 6th grade U.I.L. academic events and 6th grade band or choir. Art awards for fair and rodeo art.
9. Spelling Bee

Policy On Grading

I. Standards for Mastery
Mastery shall be determined as follows:

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

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

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

III. Promotion / Retention
The promotion/retention policy of the Needville Independent School District has been written in accordance with the State Board of Education’s policy.
Grade 4
To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above in all courses taken. In addition, students shall attain an average of 70 or above in four of the following subjects: English, reading, mathematics, social studies, and science. Students not promoted from the fourth grade will repeat all fourth grade subjects.
Grade 5
To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above in all courses taken. In addition, students shall attain an average of 70 or above in four of the following subjects: English, reading, mathematics, social studies, and science. Parents should be aware that, effective in the school year set below, a student’s satisfactory performance on state exams, called the State of Texas Assessment of Academic Readiness (STAAR) will be required for promotion. This requirement will be effective for the following students: Fifth and Eighth graders on reading and math STAAR tests.

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained. The parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

Students not meeting the criteria for promotion in the fifth grade shall repeat all subjects in that grade level next year.

Grade 6
To be promoted from the sixth grade to the seventh grade, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in four of the following subjects: English, reading, mathematics, social studies, and science. Students not promoted from the sixth grade will repeat all sixth grade subjects.

RETENTION
Senate Bill 1 of the Texas Education Code states the following guidelines that schools must follow when promoting/retaining children: Subchapter B. Advancement, Placement, Credit, and Academic Achievement Record, Section 28.021 STUDENT ADVANCEMENT (a) “A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.” This policy simply means that students must pass their classes in order to be promoted to the next grade. If they do not pass, they will be retained. Social promotion is no longer allowed in Texas.

ADJUST CURRICULUM
Students in grades 6-8 who are not promoted shall be retained in the same grade or placed in an alternative education program. Students who score low on state mandated or achievement tests may be scheduled into remediation courses. Students may forfeit their electives or have their curriculum altered in some way to meet their needs.

IV. Permanent Records
The actual numerical grade earned shall be recorded in the student's permanent records.
V. Grading Scale
A student who has not maintained a grade average for a course equivalent to at least 70 on a scale of 100 may not be given credit for the course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89</td>
</tr>
<tr>
<td>C</td>
<td>75 to 79</td>
</tr>
<tr>
<td>D</td>
<td>70 to 74</td>
</tr>
<tr>
<td>Failing</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

VI. Failure Conference
Each six weeks that a child has a failing grade the teacher will communicate with the parent regarding the failing grade. Parents are encouraged to conference with the teachers so that possible remedies for problem areas can be discussed and enacted. An end of the year conference will be held for those failing for the year.

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

VIII. Grading Plan
Six weeks grades will be determined by the following:
Each teacher will have an average of two grades per week in their grade book for each student each 6 weeks. At least (2) of these grades must be classified major grades. The lowest daily grade is dropped each six weeks.

**Grade Assessment Percentages**

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily grade average</td>
<td>40%</td>
</tr>
<tr>
<td>Major grade average</td>
<td>60%</td>
</tr>
</tbody>
</table>

Students will receive instruction and grades in the following subject areas:
- Reading
- English
- Math
- Social Studies
- Science
- PE/Health
- 6th grade Electives – Band, Choir, Theatre Arts, and Art

Semester grades will be determined by the following:

- First six weeks grade: 1/3
- Second six weeks grade: 1/3
- Third six weeks grade: 1/3
- Fourth six weeks grade: 1/3
- Fifth six weeks grade: 1/3
- Sixth six weeks grade: 1/3

Final grades will be determined by averaging the two (2) semester grades together.
IX. Homework
See Class Rules

X. A – Honor Roll
Students must have an average of 90 or better in each subject. Example: 91, 90, 91, 92, 97, 92.

XI. A - B Honor Roll
Students must have an average of 80 or better in each subject. Example: 91, 80, 91, 92, 87, 92.

XII. Report Cards
Report cards will be issued at the end of each six weeks. Homeroom teachers will issue a two-page computerized report card which contains all the student's grades. One copy must be signed by the parent/guardian and returned to the homeroom period teacher.

Students will be subject to disciplinary actions set by the principal for failing to return the report card or progress report within two days signed by the parent. Consequences for failure to return the signed report card will include after school detention, Saturday detention or I.S.S. until the documents are returned. The teacher will notify the parent/guardian of students not returning their report cards by the deadline.

Final report cards will be given out the last day of school. Those not present on that day may pick up their report cards at the office.

XIII. Report Card Schedule
The following schedule will be in effect for the issuing and returning of report cards during the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Date Report Card Issued</th>
<th>Deadline for Returning Report Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Six Weeks</td>
<td>October 3, 2018</td>
<td>October 5, 2018</td>
</tr>
<tr>
<td>Second Six Weeks</td>
<td>November 7, 2018</td>
<td>November 9, 2018</td>
</tr>
<tr>
<td>Third Six Weeks</td>
<td>January 9, 2019</td>
<td>January 11, 2019</td>
</tr>
<tr>
<td>Fourth Six Weeks</td>
<td>February 20, 2019</td>
<td>February 22, 2019</td>
</tr>
<tr>
<td>Fifth Six Weeks</td>
<td>April 10, 2019</td>
<td>April 15, 2019</td>
</tr>
<tr>
<td>Sixth Six Weeks</td>
<td>May 31, 2019</td>
<td>N/A</td>
</tr>
</tbody>
</table>

XIV. Progress Report Schedule
Progress reports will be issued to all students at the end of each three weeks of a grading period. The following schedule will be in effect for issuing progress reports during the 2018-2019 school term:

- September 19, 2018 (Wednesday)
- October 24, 2018 (Wednesday)
- December 5 2018 (Wednesday)
- January 30, 2019 (Wednesday)
- March 20, 2019 (Wednesday)
- May 8, 2019 (Wednesday)
Personal Counseling
This portion of the handbook is designed to provide students and parents/guardians with information about the counselors and counseling services available in our school.

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

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

Our counselor spends time counseling with children in her office, provide guidance services to children in classrooms, confer with teachers and parents to promote the best interests of children and serve as a liaison to outside agencies that also serve the interests of children.

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

It is impossible for a counselor to guarantee specific results in working with any child. Our counselor is a dedicated professional who will work diligently with children and significant others in the children's lives in an attempt to help the children achieve important developmental goals. Our counselor follows accepted standards of practices for the profession. If you have questions about counseling services, call Mrs. Burns at 979-793-3027.

Credit By Examination With Prior Instruction
Students in grades 4, 5 & 6 may use credit by examination with prior instruction to demonstrate mastery in any subject to earn credit in any academic course at the secondary level, with the prior approval of the appropriate administrator. Examinations used to earn credit under this policy shall assess the student’s mastery of the essential knowledge and skills.

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

II. Excessive Absences
A student who was denied credit due to excessive absences will not be permitted to earn or regain course credit through credit by examination.
III. Extracurricular Activities
Credit by examination with prior instruction shall not be used to gain eligibility for participation in extracurricular activities.

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

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

Credit By Examination Without Prior Instruction

All students in grades 4, 5 & 6 are eligible to attempt an examination for acceleration in their curriculum.

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

II. Test Dates
Needville Middle School will provide four windows to earn credit by exam without prior instruction for the 2018-2019 school year. The dates of these windows are August 7-9, 2018, October 3-5, 2018, January 8-10, 2019 and April 9-11, 2019.

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

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

V. Credit Approval
Students will be given credit for a course that they have not received prior instruction in by scoring at least an 80% percent on an approved exam. Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee.
Physical Education

1. Physical Education (P.E.) is a regularly scheduled class. Therefore, pupils must attend for roll check at the scheduled time even if they have an excuse. After roll call, excuses will be honored.

2. Pupils will not be kept from P.E. for the following reasons:
   a. Discipline
   b. Make up missed work or test
   c. Completing work

3. Only parents, doctors, and the principal can excuse a student from P.E. class.

4. Physical Education excuses:
   A parent signed excuse is honored for a total of 3 notes per semester for a maximum of 3 days per note. After this period, a doctor’s excuse will become necessary stating the diagnosis and number of days to be missed. The parent signed excuse should include:
   a. Name and grade of student
   b. Reason for excuse- for example: child has a virus, head/chest cold, running a fever, etc.
   c. Beginning date of excuse
   d. Signature of parent

   When a student has either a parent or a doctor’s excuse for P.E., the following procedure should be followed:
   a. Bring the note to the office where the office will:
      1. Initial the P.E. note
      2. The student will show the excuse to the P.E. teacher who will keep the excuse until the excused time period is over.
   b. If an excuse is brought to school at any other time, the student will follow 1 and 2 procedures.

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

6. Students in grade 4 will not dress out for P.E. Everyone must wear tennis shoes and socks for safety in gym class. Girls are asked to wear shorts under dresses or skirts. Students in grades 5 and 6 will dress out for P.E. All students are issued a lock and locker to keep their belongings safe. Students are asked to wear tennis shoes, round neck t-shirts and appropriate length shorts.
Special Programs
Special Programs

Special programs for eligible students at NMS include Gifted and Talented, At-Risk, Title 1, Speech, Special Education, and English as a Second Language (ESL) and 504. Parents with questions about these programs should contact the middle school counselor or principal, who will answer questions about eligibility requirements, programs, and services offered in the District or by other organizations. 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-schol-day timeline.

Gifted and Talented Program

The Gifted and Talented students are those identified by professionally qualified persons who by virtue of outstanding abilities are capable of high performance. These students are serviced in a general education classroom by teachers who have received 30 hours of gifted and talented training. The identified gifted students receive differentiated instruction in the areas of language arts, math, social studies and science.

Nominations of students for the gifted and talented program are taken in the month of December and may be made by administrators, teachers, counselors, or parents. Assessment is completed during the months of January and February. Students are assessed using the following instruments: Intellectual Ability Test, Achievement Tests in the areas of language arts, math, science and social studies, the Renzulle-Hartman Teacher Checklist, the Renzulle-Hartman Parent Inventory and the Torrence Test of Creative Thinking. Students who are identified as being gifted and talented must meet three of the five criteria. Written parental permission is obtained before any assessment.

The campus selection committee will meet and evaluate the results of the screening and then select students for whom placement into the gifted and talented program is the most appropriate setting. Parents of the students who qualify for the gifted and talented program will be notified in writing by the end of the current school year.

At Risk Students

The Texas Education guidelines have established an “At Risk” category for students. “At Risk” students may have their curriculum adjusted. This adjustment may cause some students to forfeit their electives.

GUIDELINES TO DETERMINE “AT RISK” STUDENTS:
Grade 5-6
* has failed to meet promotion requirements
* has failed any area of STAAR or did not pass by 110% standard
* is pregnant or a parent
* is/was in AEP
* is/was expelled in preceding or current school year
* is currently on parole, probation, deferred prosecution or other conditional release
* LEP (Limited English Proficiency) students
*is in custody or care of Dept. of Protective & Regulatory Services or has in current school year been referred to DPRS
* is homeless as defined by 42 U.S.C. 11302
* resided in the preceding or current school year in a residential placement facility in the district

PROGRAM DESCRIPTION
The at-risk program for the Needville I.S.D. was designed to provide remedial and support programs for any student with achievement test scores below standard or at-risk of dropping out of school. Academic options and services will be provided to students identified as at-risk. Such options and programs are, but not limited to the following:

A. Basic remedial class
B. Title I classes
C. Self-contained remedial class
D. Departmental remedial classes
E. Special Education classes on all campuses
F. Counseling Services
G. Tutorial
H. Community Resources

Title I Program
Title I programs are offered to students who qualify at NMS if they meet one of these two criteria: failed one or more sections of the STAAR test or scored below 61% on the Reading section or 56% on the Math section of the STAAR test. Students may forfeit their electives to have their curriculum altered to meet their needs. After school and summer programs may also be offered to increase student success as well as extra computer time.

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

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

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

English as a Second Language (ESL) services are provided to students who are found to be limited English proficient (LEP) by the Language Proficiency Assessment Committee (LPAC). The LPAC consists of an administrator, an ESL teacher, and a parent representative. ESL services are provided by teachers who are ESL certified and paraprofessionals in the students’ classrooms.

The program is designed to enable limited English speaking students to become fluent in listening, speaking, reading, and writing in the English language. The program emphasizes the mastery of English language skills in language arts, mathematics, science, and social studies. The program addresses the effective, linguistic, and cognitive needs of LEP students.

Students are identified as LEP based on the home language survey completed at the time of registration. Parents and students shall be notified in writing upon placement of a student in the ESL program. The District shall obtain written permission from parents before a student is placed in the program. At the end of each year, the LPAC will meet to review the academic and testing progress of each LEP student and make recommendations for the following year. Student performance in the program is always monitored. Students may be reclassified as non-LEP if they pass the Reading STAAR test, the OLPT English oral proficiency test, receive an advanced-high rating on writing TELPAS, and are academically successful.

Students serviced in Special Education and ESL, may be exited based on individual circumstances as determined by the ARD and LPAC committees.

The academic and testing progress of students who exit the program will be monitored for two years after reclassification.

Section 504 Services

Students with physical and/or mental disabilities that impact their educational achievement as determined by a 504 Committee receive accommodations and support services as specified in an Individual Accommodation Plan (IAP).

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

504 Students

A. For some students with educational needs, but who are not special education such as:
   1. Dyslexia
   2. ADHD/ADD (Attention Deficit Disorders)
   3. Students with some physical limitations

B. Annual meetings are held by the Counselor and accommodations are determined.
All specified accommodations must be followed.
Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

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

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

Special Education Referrals:

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

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

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

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

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

Additional information regarding special education is available from the district or charter school in a companion document titled Parent’s Guide to the Admission, Review, and Dismissal Process.
Contact Person for Special Education Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:
Contact Person: Marla Sebesta
Phone Number: 979-793-3027

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

Contact Person for Section 504 Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:
Contact Person: Marla Sebesta
Phone Number: 979-793-3027
Health Policies
**Immunization Requirements for 2018-2019**

The State of Texas requirements for immunization are:

1. DPT, DTaP or Tdap – Students grades Pre-K-12 must have 5 DPT (Tdap) unless the fourth dose was administered on or after the 4th birthday. Students 7 years or older must have three doses of any combination DTP/DTaP/Tdap vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists (a Dr. note will be required). Beginning August 1, 2009, all students entering the seventh grade will be required to have a booster dose of Tdap if it has been five years since their last dose of tetanus-containing vaccine. Students in grades 8-12 are required to have a booster dose of Tdap if it has been ten years since their previous dose of a tetanus-containing vaccine.

2. Polio (IPV) – All students, grades Pre-K-12 must have 4 doses, unless the third dose was administered on or after the 4th birthday.

3. Measles, Mumps, Rubella – The first dose of MMR must be received on or after the 1st birthday. Pre-K must have at least 1 dose. For K-8th grade, 2 doses of MMR are required. For 9th–12th grade, 2 doses of a measles-containing vaccine, and 1 dose each of rubella and mumps vaccine is required.

4. Hepatitis B – Grades Pre-K-12 must have 3 doses.

5. Varicella (Chicken Pox) – The first dose of varicella must be received on or after the 1st birthday. Pre-K must have at least 1 dose. For grades K–12th 2 doses are required. For any student who receives the first dose on or after 13 years of age, 2 doses are required. If your child has had chicken pox, proof of illness must be provided to the school.

6. Hepatitis A – All students entering Pre-K-9th grade must have two doses with the first dose received on or after the 1st birthday.

7. Meningococcal: All students entering 7th-12th grade will be required to have one dose of meningococcal (MCV4) vaccine, on or after their 11th birthday.

8. HIB – Pre-K only - 1 dose required on or after 15 months of age or a series of 4 completed prior to 15 months.

9. Pneumococcal- Pre-K only - must have completed the series. Check with your Dr. regarding your child’s requirements.

10. TB – All students enrolling from a foreign country in our District schools for the first time must present proof of a negative Tuberculin skin test within the past 30 days. If the student’s TB skin test is positive, they must present proof of a chest x-ray that is negative for Tuberculosis, and if indicated, proof that they are under treatment of a doctor by medication that will prevent them from developing an active case of tuberculosis. If at any time during the course of treatment the student fails to comply with this medical regime, he/she may be excluded until he/she presents proof from the doctor that he/she either has resumed treatment or is not considered contagious for the spread of tuberculosis.

**Exclusion from Compliance**

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

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

Medication

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

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

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

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

School Asthma Action Plan

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

(a) the prescription asthma medicine has been prescribed for the student as indicated by the prescription label on the medicine;
(b) the self-administration is done in compliance with prescription or written instructions from the student’s physician or other licensed health care provider;
(c) a parent of the student provides the school a written authorization, signed by the parent, for the student to self-administer prescription asthma medicine; and
(d) a parent of the student provides to the school a written statement from the student’s physician or other licensed health care provider, signed by the physician that states:

1. that the student has asthma and is capable of self-administering the prescription asthma medication;
2. the name and purpose to the medicine;
3. the prescribed dosage for the medicine;
4. the time at which or circumstances under which the medicine may be administered; and
5. the period for which the medicine is prescribed.

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

**Food/Severe Allergies**

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

**Communicable Diseases Information**

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

- **Chickenpox** (Varicella) May return when blisters have crusted
- **Conjunctivitis** (Pink eye) May return to school with doctor’s written statement and treated with antibiotic eye drops for at least 24 hours
- **Diarrhea** (with or without fever) May return to school once diarrhea has ceased for at least 24hrs
- **Fever** (> 100.0 F) May return to school once fever has subsided **without the use of fever-reducing medication**
- **Flu** NISD adheres to CDC Guidance for School Administrators regarding guidelines for the prevention of influenza. They recommend keeping your child home from school for at least 24 hours after their fever is gone. The fever should be gone without the use of a fever-reducing medicine. Visit cdc.gov for more information.
<table>
<thead>
<tr>
<th>Condition</th>
<th>Restraints</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impetigo</td>
<td>May return to school when treatment has begun (topical and/or oral antibiotic)</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>May return to school after 1 week from onset of illness</td>
</tr>
<tr>
<td>Lice (Pediculosis)</td>
<td>May return to school only after medicated treatment has been given; lice eggs (nits) should be removed from student’s hair to prevent re-infestation.</td>
</tr>
<tr>
<td>Measles (Rubeola)</td>
<td>May return to school after 4 days from appearance of rash</td>
</tr>
<tr>
<td>Measles/German (Rubella)</td>
<td>May return to school after 7 days from appearance of rash</td>
</tr>
<tr>
<td>Mononucleosis</td>
<td>May return to school when released by a physician</td>
</tr>
<tr>
<td>Ringworm: Scalp/Skin</td>
<td>May return to school when treatment has begun, and lesion must be kept covered while at school. A physician must treat scalp ringworm before re-entry is permitted.</td>
</tr>
<tr>
<td>Scabies</td>
<td>May return to school when treatment has begun by a physician</td>
</tr>
<tr>
<td>Strep Throat</td>
<td>May return to school after treated with antibiotics for at least 24 hours; some physicians release sooner: however, school policy is 24 hours.</td>
</tr>
<tr>
<td>Vomiting</td>
<td>May return to school once vomiting has subsided for 24 hours</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>May return to school after completion of 5 days of antibiotic therapy</td>
</tr>
<tr>
<td>Staph/MRSA</td>
<td>May attend school if under a physician’s care, and wound can be covered and contained with a bandage. If the student cannot maintain good personal hygiene exclusion may be necessary.</td>
</tr>
<tr>
<td>Meningitis</td>
<td>May return to school when released by a physician.</td>
</tr>
</tbody>
</table>

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

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

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

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

Emergencies

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

Meningococcal Meningitis Questions and Answers

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

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

Q. Is meningococcal meningitis contagious?
   A. Yes. However, it is not as contagious as the common cold or the flu.

Q. How hard is it to get meningitis in comparison with a cold or flu?
   A. Meningitis is much more difficult to get because it is not airborne, is not spread by casual contact, and occurs much more rarely. Saliva must enter the nose or mouth to spread the disease.

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

Q. What are the symptoms?
   A. Symptoms of meningitis may include:
      1. Elevated temperature (fever will rise rapidly and will not break with Tylenol or Advil)
      2. Severe headache
      3. Stiffness of the neck (when bending the neck forward, chin cannot touch chest).
      4. Nausea and maybe vomiting
5. A skin rash that looks like small, purplish red pinpoint spots. Persons with meningitis may also be confused or very drowsy; sometimes they may even go into a coma from which they cannot be awakened. Getting early medical advice when a person has a fever, stiff neck and headache, especially when meningitis has been reported in the community can be lifesaving. Meningitis can begin with flu-like symptoms, but progresses very rapidly and is very dangerous. Early detection and treatment are of utmost importance in handling this disease.

Q. What should I do if someone in my household gets symptoms of meningitis?
A. Do not wait. Seek immediate medical attention for the sick person. Remember to ask the doctor about care of household members.

Q. How is meningococcal meningitis diagnosed?
A. The diagnosis is made by performing a culture of the blood or spinal fluid.

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

Q. Who is most likely to get sick with meningococcal meningitis?
A. Approximately fifteen percent of normal healthy people have the meningococcal germs in their nose and throat, and remain well. Why some people suddenly become ill with this germ is not understood and happens unpredictably.

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

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

Children from the ages of 3 months to 1 year are at the highest risk of contracting this disease. Generally, children in the same school have no increased risk of getting sick and should just be observed. The same is also true of adults who work together. Although any person can be susceptible to the disease, people with immune deficiencies are at greater risk.

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

Q. How long would it take for me to become sick if I were in close contact with an infected person?
A. In most situations, there is little chance that an individual who is exposed to a case of meningococcal meningitis will also get sick. However, anybody who has been around a case of meningitis should be alert to the possibility of disease in themselves, and seek medical care if symptoms develop. If you are going to become ill, the symptoms will show up in just a few days. Most people will get sick in two to ten days, the average is three to four days.
Q. Is there a vaccine for meningococcal meningitis?
A. There is a vaccine against meningococcal meningitis. It is effective against four of the groups of bacteria that cause meningococcal meningitis. The vaccine is somewhat helpful, but it will not prevent the most common serious type of meningitis. Mass immunizations are usually recommended only in areas where the number of cases is considered to be in epidemic proportions. It takes at least two weeks after vaccination for protection to begin. It is also ineffective in children under two years of age. This vaccine is recommended for children of college age living in dormitories and for those in military barracks due to the close contact of the living situation that allows for easier transmission of the illness.

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

Q. Are there other general recommendations to avoid this and other infections in my household?
A. Personal hygiene is very important. This includes:
   1. Covering your nose and mouth when sneezing or coughing
   2. Frequent hand washing
   3. Not allowing people to kiss your baby on the mouth
   4. Not sharing common eating utensils
   5. Avoiding overcrowded conditions

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

**Hechos Sobre Meningococcal de la Meningitis Preguntas Y Respuestas**

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

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

Q. ¿Es la meningitis meningococcal contagiosa?
A. Sí. Sin embargo, no es tan contagiosa como el resfrió común o la gripa.
Q. ¿Que tan duro es en conseguir meningitis en comparación con el resfrió o la gripe?
A. El meningitis es mucho mas dificil de conseguir porque no es aerotransportada. No es esparcido por el contacto casual, y ocurre raramente. La saliva tiene que entrar por la nariz o boca para obtener la enfermedad.

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

Q. ¿Cuáles son las síntomas?
A. Las síntomas del meningitis pueden incluir:
   1. Temperatura elevada (la fiebre se levantará rápidamente y no se romperá con Tylenol o Advil)
   2. Tiesura severa del dolor de cabeza
   3. Rigidez de cuello (al doblar el cuello para enfrente, la barbilla no toca el pecho).
   4. Náusea y quizá gamito
   5. Un pequeño sarpullido en la piel, color morado-rojo.

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

Q. ¿Qué debo de hacer si alguien en mi casa consigue síntomas del meningitis?
A. No espere. Busque atención médica inmediatamente para la persona enferma. Recuerde de preguntar al doctor acerca del cuidado de los miembros de la casa.

Q. ¿Cómo se diagnostica el meningitis meningococcal?
A. El diagnosis se hecha realizando una cultura de la sangre o del líquido espinal.

Q. ¿Cómo se trata?
A. Las personas con meningitis meningococcal deben ser hospitalizadas, casi siempre en cuidado intensivo. Los tratan con los antibioticos intravenosos y otras medicamentos, y se vigilan cuidadosamente.

Q. ¿Quién es más probable que se enfermen con meningitis meningococcal?
A. Aproximadamente quince por ciento de gente con buen salud tienen los gérmenes meningococcal en su nariz y garganta, y permanecen bien. Pero alguna gente repentinamente se enferman con este germen porque no se entiende y sucede imprevisible.

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

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

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

Q. ¿Qué hay si me expongo con alguien que tiene meningitis meningococcal?
A. Aquellos que tienen contactos cercanos (miembros de la misma casa, los compañeros escolares y profesores de la guardería, y los mejores amigos.) normalmente se aconsejaran que tomen un curso de dos días de antibióticos para reducir su riesgo del meningitis. Dependiendo del antibiótico usado, éste puede ser una sola dosis o hasta dos días de medicamento.

Q. ¿Cuánto tiempo se tomaría para que llegue a estar enfermo si yo llegara estar en contacto cercano con una persona infectada?
A. En la mayoría de las situaciones, hay poca ocasión que un individuo que se expone a un caso de la meningitis meningococcal también conseguirá la enfermedad. Sin embargo, cualquiera que ha estado alrededor de un caso de la meningitis debe estar alerta a la posibilidad de recibir la enfermedad, y buscar asistencia médica si los síntomas se desarrolla. Si usted llega enfermarse, los síntomas aparecerán en unos días. La mayoría de la gente se enferman en dos a diez días, el promedio es de tres a cuatro días.

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

Q. ¿Debo mantener a mis niños en la escuela? ¿Deben los juegos de pelota o los conciertos ser cancelados?
A. El departamento de Salud de Texas y los Centros para el control de Enfermedad y Prevención no recomiendan el restringir viajes, atender a la escuela o a la iglesia, o atendió eventos grupo tales como deportes o eventos culturales cuando el meningitis ocurre en la comunidad. El riesgo es muy pequeño en esas configuraciones puesto que la transmisión de las bacterias requiere la exposición cercana, tal como transferencia directa de saliva a la nariz o por la boca.

Q. ¿Hay otras recomendaciones generales para evitar esto y otras infecciones en mi casa?
A. La higiene personal es muy importante. Esto incluye:

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

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

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

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

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

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

**Plagiarism**

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

**Cheating**

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

**Hazing**

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

**Bullying**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and 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; or 2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This conduct is considered bullying if it: 1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and 2. Interferes with a student’s education or substantially disrupts the operation of a school.

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, counselor, principal, or other District employee. 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. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form. 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. 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 principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options. NISD has adopted FFH and FF1 (Local) policy addressing these issues.
General Student Responsibilities

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

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

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

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

General Hallway and Classroom Conduct

Corridors are traffic lanes which enable students to reach their classes quickly and safely; therefore, the student’s conduct in the halls is most important. Observe the following:

1. BE PRESENT - BE PROMPT - BE ATTENTIVE.
2. Walk - do not run.
3. Observe regular traffic rules by keeping to the right.
4. Do not block traffic by stopping to talk.
5. Avoid loud talking, whistling or pushing.
6. No Public Display of Affection - Do not hold hands or make physical contact with others in the halls or on the campus.
7. Do not sit on the classroom desk tops.
8. Radios, tape recorders, electronic games, laser pointers, and other types of devices that could disrupt the educational process are not to be brought to school. They will be confiscated from student.
9. You will not be allowed to use cards or gambling devices on the school premises.
10. Student may not possess aerosol cans at school unless approved by school personnel.
11. Chewing gum, eating candy, food or soft drinks are not allowed in the building. Food and drinks are not to be taken out of the lunchroom after the end of a student's lunch period, unless in lunch kit.
12. Activities that disrupt the classroom will not be tolerated.
13. Loitering in the restrooms will not be tolerated.
14. Students should get a drink of water and attend to restroom needs between classes. Passes from the classroom to the restroom or water fountain should be limited.
15. Students are to comply with lawful directives from school personnel or with school policy, rules and regulations. Students who do not comply or who are disrespectful (i.e. verbal abuse, etc.) are guilty of insubordination and are subject to suspension.

16. Open containers of food and drink, with the exception of clear water bottles, are not allowed on campus except during lunch periods in designated areas. If the water bottle become a distraction, students will be asked to throw the bottle away.

Assembly Conduct

Various activities will be scheduled in the auditorium, gym, lunch room, football field, etc. from time to time. Students should be aware of proper etiquette in those situations, and they are expected to practice good social skills. Courtesy will be shown to all speakers. Students at Needville Middle School will be expected to exhibit proper social skills. The faculty and administration at N.M.S. will review social skills with the students.

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

Needville ISD Safety Rules for School Bus Riders

STUDENTS ARE “AT SCHOOL” FROM THE MOMENT THEY STEP ON A NEEDVILLE ISD VEHICLE IN THE MORNING UNTIL THEY STEP OFF THE VEHICLE WHEN ARRIVING HOME AT THE END OF THE DAY. STUDENTS BEING TRANSPORTED IN SCHOOL-OWNED VEHICLES SHALL COMPLY WITH ALL ASPECTS OF THE STUDENT CODE OF CONDUCT. MISCONDUCT ON THE BUS WILL BE HANDLED AS MISCONDUCT AT SCHOOL. ANY STUDENT WHO FAILS TO COMPLY WITH THE STUDENT CODE OF CONDUCT OR ESTABLISHED RULES OF CONDUCT WHILE ON ANY SCHOOL VEHICLE MAY BE DENIED TRANSPORTATION SERVICES AND SHALL BE SUBJECT TO DISCIPLINARY ACTION.

STUDENTS SUSPENDED FROM ANY SCHOOL VEHICLE ARE SUSPENDED FROM ALL NEEDVILLE ISD VEHICLES FOR THE DURATION OF THE SUSPENSION. THIS INCLUDES ALL REGULAR MORNING AND AFTERNOON ROUTES AS WELL AS ANY/ALL EXTRACURRICULAR ACTIVITIES.

FOR SAFETY PURPOSES, VIDEO/AUDIO EQUIPMENT WILL BE USED TO MONITOR STUDENT BEHAVIOR ON ALL SCHOOL BUSES. STUDENTS WILL NOT BE TOLD WHEN THE EQUIPMENT IS BEING USED. THE PRINCIPAL AND TRANSPORTATION DIRECTOR WILL REVIEW THE TAPES AS NEEDED. ACCORDING TO NEEDVILLE ISD DISTRICT POLICY FL, VIEWING OF VIDEOS BY UNAUTHORIZED INDIVIDUALS IS NOT ALLOWED UNLESS THEIR CHILD CAN BE ISOLATED ON THE VIDEO AND NO OTHER STUDENTS MAY BE SEEN.

THE FOLLOWING RULES SHALL APPLY TO STUDENT CONDUCT ON SCHOOL VEHICLES:

1. THE BUS DRIVER AND/OR ECA SPONSOR ARE IN CHARGE. THEIR INSTRUCTIONS ARE TO BE FOLLOWED BY ALL RIDERS

2. STUDENTS SHOULD BE AT THEIR DESIGNATED BUS STOP AT LEAST FIVE MINUTES BEFORE ARRIVAL OF THE SCHOOL BUS.

3. STAND BACK FROM EDGE OF ROAD OR CURB WHILE WAITING FOR BUS.

4. LOADING AND UNLOADING PROCEDURES:
   a. STAND IN LINE AT LEAST FIVE FEET BACK FROM BUS STOP
   b. PERMIT YOUNGER STUDENTS TO BOARD BUS FIRST
   c. WATCH YOUR STEP. STEP ON AND OFF BUS QUICKLY, QUIETLY, AND WITHOUT PUSHING OR SHOVING
d. DO NOT PLAY AT BUS STOP. WATCH TRAFFIC AT ALL TIMES

e. MOVE AWAY FROM BUS AS SOON AS YOU GET OFF TO AVOID BEING HIT OR RUN OVER BY BUS AS IT PULLS AWAY FROM STOP

STUDENT CONDUCT ON SCHOOL VEHICLES (CONT.)

f. WHILE CROSSING A ROADWAY:
   1. IF DRIVER INSTRUCTS YOU TO CROSS WITHOUT ESCORTING YOU, MOVE AT LEAST 10 FEET IN FRONT OF BUS ON SHOULDER/CURB OF ROAD AND WAIT UNTIL DRIVER SIGNALS YOU TO CROSS.
   2. IF DRIVER INSTRUCTS THAT HE WILL ESCORT YOU ACROSS THE ROADWAY, WAIT FOR HIM TO ENTER THE ROADWAY AND SIGNAL YOU TO LET YOU KNOW WHEN IT IS SAFE TO CROSS.

5. BE SEATED BEFORE THE BUS BEGINS TO MOVE. REMAIN SEATED UNTIL THE BUS COMES TO A COMPLETE STOP.

6. KEEP ALL PARTS OF YOUR BODY INSIDE THE BUS AT ALL TIMES

7. NEVER PUT ANYTHING OR ANY PART OF YOUR BODY IN THE AISLE AT ANY TIME.

8. BAND INSTRUMENTS OR SCHOOL PROJECTS TOO LARGE TO BE HELD IN STUDENTS LAP OR UNDER THE SEAT MAY NOT BE TRANSPORTED ON THE BUS.

9. LIVE ANIMALS, INSECTS, OR ANY DANGEROUS OBJECTS MAY NOT BE BROUGHT ON BUSES BY ANYONE.

10. EATING OR DRINKING ON BUSES IS NOT PERMITTED. EXCEPTION: EXTRA-CURRICULAR TRIPS WHEN APPROVED BY SPONSORS.

11. DAMAGE TO INTERIOR OF ANY SCHOOL VEHICLE BY A STUDENT MUST BE PAID FOR BY STUDENT OR STUDENTS CAUSING SAME.

12. DUE TO OVERCROWDING, FRIENDS SHOULD NOT BE INVITED TO RIDE A BUS HOME WITH REGULAR STUDENT RIDERS.

13. ONLY NEEDVILLE ISD STUDENTS ARE PERMITTED TO RIDE BUSES.

14. NEVER USE THE REAR EMERGENCY DOOR TO ENTER OR EXIT THE BUS EXCEPT IN AN EMERGENCY.

THE FOLLOWING PROCEDURE SHALL BE FOLLOWED WHEN A DISCIPLINE CONCERN ARISES ON A BUS SERVING A REGULAR ROUTE OR AN EXTRACURRICULAR ACTIVITY:


2. THE PRINCIPAL OR DIRECTOR OF TRANSPORTATION MAY SUSPEND THE STUDENT’S BUS-RIDING PRIVILEGES. IF SUCH A SUSPENSION OCCURS, THE PARENTS WILL BE NOTIFIED PRIOR TO THE TIME THE SUSPENSION TAKES AFFECT.

3. IN CASE OF SERIOUS MISCONDUCT THAT ENDANGERS THE SAFETY OF OTHER PASSENGERS OR THE DRIVER, THE DRIVER HAS THE AUTHORITY TO REMOVE THE STUDENT IN QUESTION FROM THE BUS AND REMAND HIM/HER TO ANY NEEDVILLE ISD ADMINISTRATOR OR ANY CERTIFIED LAW ENFORCEMENT OFFICER. THE
RESPONSIBLE PRINCIPAL AND PARENTS SHALL BE NOTIFIED OF THE SITUATION AS SOON AS POSSIBLE. USE OF NEEDVILLE ISD TRANSPORTATION SHALL NOT BE PROVIDED UNTIL A CONFERENCE INVOLVING ALL PERSONS LISTED ABOVE HAS BEEN HELD.

DISCIPLINARY SANCTIONS AND CHANGES IN TRANSPORTATION FOR A HANDICAPPED STUDENT SHALL BE MADE IN ACCORDANCE WITH THE PROVISIONS OF THE STUDENT’S INDIVIDUAL EDUCATION PLAN. (IEP)

BUS-RELATED CONSEQUENCES WILL BE IMPOSED AS FOLLOWS:

PUNISHMENT SHALL BE SET BY EACH CAMPUS AT DISCRETION OF ADMINISTRATIVE STAFF.

Zero Tolerance Policy

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

The Needville Independent School District strongly believes that all children deserve a safe and peaceful learning environment in which to learn. To accomplish this belief, students in Grades 4-12 are working in a zero tolerance atmosphere toward fighting, excessive violence, and weapons on Needville ISD property or at school-sponsored events. Measures currently used for such violations are forfeiture of the privilege to attend or participate in extracurricular activities, parent conference, suspension, corporal punishment, in-school suspension, and possible expulsion. The Needville Independent School District has the procedure of filing disorderly conduct charges and/or possession of an illegal weapon charge through the Needville ISD police department. The Needville ISD police will be notified. Appropriate charges may be filed by the injured party and the school officials. The fine range for disorderly conduct is $1 to $500 dollars.

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

Vandalism and Damage to School Property

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

Tobacco Use

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

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

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

Weapons include, but are not limited to:

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

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

Drug and Alcohol Use

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

1. Any controlled substances or dangerous drug as defined by law without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
5. Any item used to inhale, ingest, or inject illegal or illicit drugs (substances). This would include, but not be limited to, pipes, vials, separation trays, razor blades, bongs, power hitters, injection needles, etc.

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

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.
"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

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

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

**Drug and Alcohol Search**

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

**Needville ISD Crime Stoppers**

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

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

NISD Crime Stoppers can be reached at **979-793-3636**.
Discipline Management
Needville Middle School
Discipline Management Plan
PREAMBLE

The Discipline Management Plan for the Needville Middle School is based on the premise that one’s education begins with discipline and ends in self-discipline. Basic to this premise is the belief that effective learning situations can best be provided and positive behavioral patterns enforced when unacceptable behavioral patterns and their consequences are outlined, communicated and understood by students, parents, and school personnel. When discord does arise, adherence to this code will assure that all parties are treated with courtesy, respect, and fairness, yet with a firmness that will direct students to conduct themselves in an acceptable manner. This discipline management plan is an outline which describes the behavioral expectations of the Needville Middle School staff and ensures consistency in applying disciplinary consequences.

CAMPUS DISCIPLINE PERSON

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

✔ Assess and implement the campus student handbook, discipline management plan, and code of conduct.

✔ Remove a student from campus for emergency reasons.

✔ Remove students to alternative education programs.

✔ Suspend a student for not more than three school days for violation(s) of the campus Student Handbook, Discipline Management Plan or a violation of the Student Code of Conduct, which requires a DAEP proceeding.

✔ Schedule a disciplinary hearing with the district’s Board Designee for students who require a DAEP or Expulsion hearing.

✔ Ensure that each class has accepted classroom rules posted and clearly visible.

✔ Maintain a disciplinary file on every student.

Students failing to comply with lawful directives issued by school personnel or school policies, rules and regulations, provoking or contributing to minor disruptive behavior will be subject to a range of behavioral modification techniques.

TYPES OF INFRACTIONS

Negative behaviors at NMS will fall into one of three levels depending on the seriousness of the infraction. These levels are identified as:

✔ Level I – Minor Infractions [Sections A1,A2]
✔ Level II – Major Infractions [Sections B1,B2]
✔ Level III – Criminal Misconduct [Sections C1]

The behaviors that fall into each category and the consequence(s) that will be applied are as follows.
A1. Level I Violations – Teacher and Administrator Directed (minor infractions):

**Infractions:**

1. 3rd Tardy to class [1st and 2nd Tardy – Verbal Warning]
2. Minor Classroom disruption (talking out without permission, making noises, throwing objects, etc)
3. Dishonesty (lying)
4. Dress Code Violations*
5. Inappropriate physical contact
6. Obscene gestures**
7. Inappropriate/abusive language**
8. Possession of a prohibited item (electronic device, laser pointer, lighter, pocketknife, etc.)
9. Harassment of student (name calling, teasing)
10. Public Display of Affection-PDA
11. Horseplay in the hallway or cafeteria
12. Displaying/using cellular phone or phone going off during school day (7:30 a.m. - 4:00 p.m.)
13. Student in off limits area (out-of-bounds areas)
14. Eating, drinking or chewing gum in the library, computer lab, halls or academic (classroom) area
15. Failure to return parent signed documents
16. Discourteous conduct towards teachers, staff, or other students
17. Failure to bring required materials to class
18. Failure to complete assigned work.
19. Any other act which impedes the orderly classroom procedure or interrupts the orderly operation of the class
20. Failure to follow posted classroom rules

A2. Level I Offenses will be handled by one of the following:

**Consequence(s)**

1. Verbal corrections
2. Seating change within the classroom
3. Student-Teacher Conference
4. Parent-Teacher Conference
5. Withdrawal of classroom privileges
6. Classroom detention (having student attend either before or after school)
7. Confiscation of items that disrupt the educational process
8. Parent contact: note or telephone call to parent
9. Other appropriate in-class disciplinary actions
10. After school detention from 3:45-5:00 [Detention is offered Mondays and Thursdays].
11. Corporal Punishment: Administrators have the option of administering corporal punishment in place of the detention. Corporal Punishment will be administered according to district policy and will count as a Level I offense for that week.

* Student will also be sent to the office to correct dress code deficiency.

** Unless directed at a teacher or other staff member
**After School Detention:** Teachers will assign detention for Level I infractions. Students will not be assigned detention for the day the Level I referral is written. The principal or principal designee will sign the detention form when time is served. Students receiving 4 detention assignments in one week will receive an office discipline (Level II Infraction).

**Note:** Teachers and administrators may impose Level I consequences for Level I misconduct. A fourth Level I infraction in a one week period will be considered a Level II infraction (Multiple Level I infractions) and will be referred to the principal’s office.

**B1. Level II Violations — Administrator Intervention (major infractions):**

**Infractions:**
1. Multiple Level I infractions (>3 Level I infractions in one week period)
2. Insubordination
3. Bullying
4. Rude or disrespectful language or demeanor directed toward school employees.
5. Profanity or obscene gestures directed toward employees
6. Truancy (skipping) or leaving campus or the classroom without permission [*student will be assigned one day of I.S.S. for each period truant from school*].
7. Cheating or plagiarism
8. Throwing objects that can cause injury or property damage
9. Fighting***
10. Scuffling (pushing, shoving, taunting, challenging)
11. Stealing
12. Possession/distribution/use of tobacco products***
13. Excessively physical horseplay (cause or likely to cause injury or property damage)
14. Gambling, hazing, extortion, coercion, or blackmail
15. Inappropriate or abusive language (language likely to create disruption or start fights)
16. Use of racial, ethnic, or gender-related slurs
17. Damaging or vandalizing school or personal property less than $1500.00 in value
18. Possession or use of matches or lighters on campus
19. Deliberate discharge of a fire extinguisher
20. Possession of a razor, box cutter, pocketknife, chain, or other object, which can be used as a weapon
21. Possession or discharge of fireworks, pyrotechnics, or stink bombs
22. Possession of a look-alike weapon, air or BB gun, mace pepper spray, or other caustic or stinging chemical
23. Gross class disruption
24. Failure to attend or complete detention
25. Group demonstrations that disrupt or interfere with school activities
26. Threatening another student or inciting violence
27. Any other behavior deemed disruptive to the educational process
B2. Level II Offenses will be handled by one of following:

_Consequence(s)_

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

*** Any level II infraction, is subject to consequences imposed by the school. The campus administration will make a determination in each individual case. In the case of fighting, assaults, and possession of tobacco products, discipline action will be taken.

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

Generally, there will be a five-step process for dealing with Level II offenses at NMS, these steps are:

**Step 1** 3 Days ISS – 1st Level II infraction – or Saturday Detention / appropriate corporal punishment in lieu of ISS

**Step 2** 3 Days ISS – 2nd Level II infraction – corporal punishment is not an option

**Step 3** 3 Days ISS – 3rd Level II infraction – corporal punishment is not an option

**Step 4** Out-of-School Suspension [up to 3 days] pending entry into NISD DAEP

**Note:** The consequence for any offense may be greater than those listed above depending on the severity of the offense. For example, if the first Level II infraction is a fight, the consequence will be a 3 day out-of-school suspension and 3 days of ISS. A second Level II infraction during the same school year will be handled as Step 2. If a student’s Step 3 infraction was a fight, he/she would be suspended out-of-school for 3 days and would then serve a minimum of 45 days in Alternative School.

**Fights and fighting:** Conflicts at NMS will be considered to have occurred at one of three levels: verbal, scuffle, and fighting.

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

**Scuffle** (item 11) is a conflict that gets physical (pushing or shoving) and/or includes taunts or challenges but does not escalate to punches. Scuffles are a serious infraction and will result in a minimum of a 3-day assignment to ISS. As such, it will count as one of the four steps allowed before the student is assigned to the N.I.S.D. DAEP campus.

**Fighting** (item 10) is a conflict in which the participants come to blows. If punches are thrown, it is a fight. In all cases of fighting, the combatants will receive out of school suspension for a period of three school days and 3 days ISS. The suspension will count as a step toward DAEP placement. Each student will receive the minimum listed for fighting at school: 1st fight 3 days suspension + 3 days ISS, 2nd fight 3 days suspension + 3 days ISS, 3rd fight 45 days of AEP, 4th fight 90 days of AEP, 5th fight 120 days of AEP.
Notes on Fights at School or School Sponsored Activities:

1. No amount of verbal provocation justifies hitting someone. However, verbal provocation does make a student culpable for the ensuing fight. If Student A calls Student B a name and Student B retaliates by hitting Student A, BOTH students are considered to be fighting and will be dealt with accordingly.

2. A student can claim self-defense only if there was NO OTHER OPTION to fighting back. NMS administrators will consider a claim of self-defense as an element of mitigation if the following criteria are met:
   a. It can be documented that there was no verbal or physical provocation by the student claiming self-defense immediately prior to the conflict.
   b. It is evident that the student claiming self-defense had no other choice but to defend himself/herself or to be injured. If the student could have walked away or asked a teacher for help but chose to fight, he or she is a combatant, not a victim.

3. All threats of violence and challenges to fight will be treated as serious. Challenging someone to fight is seriously disruptive behavior and will be treated accordingly.

C. Level III Offenses

1. Assaulting a teacher or other individual.
2. Selling, giving, or delivering to another person, possessing or using:
   a. Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act.
   b. A dangerous drug, as defined by Article 4476-14, V.A.T.S.
   c. A firearm, an illegal knife, a club, or other weapon listed as a prohibited weapon under Penal Code 46.06.
   d. An alcoholic beverage, as defined by the Alcoholic Beverage Code, or committing a serious act or offense while under the influence of alcohol.
   e. The transmittal, sale, or attempted sale of what is represented to be any controlled substance such as, but not limited to, marijuana, alcohol, and illicit drugs.
3. Being under the influence of any substance listed above. The student need not be legally intoxicated, but his or her faculties must be noticeably impaired.
4. Committing arson, as defined by Penal Code 28.02.
5. Vandalism.
6. Robbery or theft.
7. Extortion, coercion, or blackmail.
8. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
9. Verbal abuse, i.e., name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence.
10. Insubordination.
11. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other employees.
12. Fighting.
13. Any other conduct that disrupts the school environment or educational process.
14. Engaging in inappropriate sexual conduct disruptive to other students in the school environment. The campus administrator will determine the level of inappropriateness of such conduct.
15. Engaging in public lewdness.

Level III infractions are all serious violations of the law and will be treated as such. In most cases, the Texas Legislature has directed administrators concerning the disposition of students charged with these offenses. In all cases of Level III misconduct, the student will be removed from the regular education setting and placed in a controlled environment, such as the Needville I.S.D. DAEP or the student will be expelled to the Fort Bend County Alternative School, a juvenile justice alternative education program (JJAEP) campus. The
length of the assignments to DAEP for most Level III offenses is specified in the Needville I.S.D. Student Code of Conduct. When assignment to DAEP is discretionary, it will be the policy of NMS to assign students guilty of Level III offenses to DAEP in all cases unless there is a compelling reason to do otherwise. Below is a chart showing those offenses that fall under Level III and the state-directed disposition of those students:

**Chart for Determining Mandatory Placement and Expulsion Codes**

<table>
<thead>
<tr>
<th>Disciplinary Action Reason Codes (C165)</th>
<th>Disciplinary Action Codes</th>
<th>Mandatory DAEP Placement</th>
<th>Mandatory Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Disruptive behavior-TEC §37.002(b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 Conduct punishable as a felony-TEC §37.006(a)(2)(A)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 Possessed, sold, or used marijuana or other controlled substance-TEC §37.006(a)(2)(C) and 37.007(b) for under the influence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 Possessed, sold, used, or was under the influence of an alcoholic beverage-TEC §37.006(a)(2)(D) and 37.007(b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05 Abuse of a volatile chemical- TEC §37.006(a)(2)(E)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06 Public lewdness or indecent exposure-TEC §37.006(a)(2)(F)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 Retaliation against school employee-TEC §37.006(b) and 37.007(d)</td>
<td></td>
<td>X</td>
<td>X*</td>
</tr>
<tr>
<td>09 Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses in Title 5, Penal Code-TEC §37.006(c)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>10 Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5, Penal Code-TEC §37.006(d)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Used, exhibited, or possessed a firearm-TEC §37.007(a)(1)(A) and/or 37.007(e) brings a firearm to school.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Used exhibited, or possessed an illegal knife-TEC §37.007(a)(1)(B)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Used exhibited, or possessed an illegal club-TEC §37.007(a)(1)(C)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Used exhibited, or possessed a prohibited weapon under Penal Code Section 46.05-TEC §37.007(a)(1)(D)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Arson-TEC §37.007(a)(2)(B)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Murder, capital murder, criminal attempt to commit murder, or capital murder-TEC §37.007(a)(2)(C)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Indecency with a child-TEC §37.007(a)(2)(D)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Aggravated kidnapping-TEC §37.007(a)(2)(E)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Serious or persistent misconduct violating the student code of conduct while placed in alternative education program-TEC §37.007(c)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Violation of student code of conduct not included under TEC §37.006, 37.007, or 37.002(b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Criminal mischief-TEC §37.007(f)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer-TEC §37.007(b)(2)(C)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Aggravated assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer-TEC §37.007(a)(2)(B)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer-TEC §37.007(d)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer-TEC §37.007(d)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 Possessed, purchased, used or accepted a cigarette or tobacco product as defined in the Health and Safety Code, Section 3.01, Chapter 161,252</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 False alarm/false report-TEC §37.006(a)(1) and 37.007(b)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Felony controlled substance violation-TEC §37.007(a)(3)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>30 Felony alcohol violation-TEC §37.007(a)(3)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>31 Fighting/Mutual Combat-Excludes all offenses under Penal Code §22.01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 Truancy (failure to attend school) – Parent contributing to truancy - TEC §25.093(a)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33 Truancy (failure to attend school) – Student with at least 3 unexcused absences - TEC §25.094</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34 Truancy (failure to attend school) – Student with 10 unexcused absences - TEC §25.094</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35 Truancy (failure to attend school) – Student failure to enroll in school - TEC §25.085</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36 Aggravated robbery - TEC §37.007(a)(2)(F)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>37 Manslaughter – TEC §37.007(a)(2)(G)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>38 Criminally negligent homicide - TEC §37.007(a)(2)(H)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>39 Engages in deadly conduct - TEC §37.007(a)(2)(F)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

**I.S.S. and Out-of-School Suspension:**
Students who are assigned to In-School Suspension (ISS) or who are suspended Out-Of-School (OSS) are not permitted to participate or attend any school-related activity during the period of ISS or OSS suspension. This includes practice for any activities. The ISS or OSS day runs from 12:01 a.m. until 11:59 p.m. of each day assigned. A student who is released from ISS at 3:43 p.m. on the last day of an ISS assignment will not become eligible to participate until midnight (12:01 a.m.) of that day. If a multiple-day ISS assignment or suspension extends across a weekend (Thursday, Friday, Monday) the student will not be eligible to participate on Saturday or Sunday. However, if a student completes an assignment on a Friday, he/she would be eligible to participate in activities on Saturday.

**Punishment for Misbehavior**

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

**II. DETENTION**
N.M.S. has After School Detention and Saturday Detention. Teachers will assign detention for Level I infractions. After School Detention will be held at the Middle School on Monday and Thursday from 3:45 p.m.—5:00 p.m. Parents/guardians are responsible for making arrangements for student’s transportation for detention. Saturday Detention is held in the Middle School Cafeteria from 8:00 a.m. – 12:00 p.m. If a student fails to attend detention, other disciplinary action will be taken.

**III. In-School-Suspension [ISS]**
1. ALL RULES IN THE STUDENT HANDBOOK APPLY TO ISS.
2. AT ALL TIMES, STUDENTS IN ISS WILL ADHERE TO THE FOLLOWING:
   * Sit up and face the back wall of your desk unless they are given permission to do otherwise.
   * Raise your hand to get permission before speaking or getting out of your seat.
   * Do not talk, sleep, throw things, make noise, or put your head on your desk or any personal item.
   * You may not give anything to or take anything from another student without permission --
THIS INCLUDES STUDENTS NOT IN ISS!
* On break, stay with the group and remain quiet. If you see a mess in the restroom, please report it to the ISS monitor immediately.
* Head coverings may not be worn at any time.

3. THE FIRST FULL DAY OF ISS:
* Students will bring all books and necessary materials to complete their assignments. Each day's lesson will be graded by the student's regular teacher.

4. LUNCH:
* Students may not use the vending machines or drink machine at lunch.
* Students should purchase everything they want from the cafeteria or snack bar before sitting down to eat.

5. ABSENCES FROM ISS:
* If a student is absent, this time must be made up before the student may return to their regular classes.

6. SCHEDULE:
   8:00 - Report to N.M.S. Office
   Students will be escorted to the Middle School ISS room.
   11:50 - Lunch
   3:40 - End of Day-Students will be released from the Middle School.

IV. Suspension
Students who are suspended cannot come on N.I.S.D. property or attend N.I.S.D. events while they are serving their term of suspension. Failure to comply with this rule will result in criminal trespass charges being filed against the student. After students return to school, they have 1 day per suspended day to complete any make-up work/tests.

V. Alternative School
On the 4th assignment to In School Suspension, students will automatically be pending placement in N.I.S.D.’s DAEP.

VI. Expulsion
N.I.S.D. School Board may expel students who are continual problems at school or for other reasons as stated in the district discipline management plan.
Dress Code
**Needville Secondary Dress Code**  
**2018 - 2019**

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

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

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

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

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

**It will be the policy of Needville Middle School students to dress appropriately. Students will adhere to the following dress code:**

**MODESTY WILL BE THE DOMINANT FEATURE**

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

- The **DRESS CODE** is in effect **IMMEDIATELY** upon arrival at any NISD and remains in effect **CONTINUOUSLY** until one is completely off school grounds.

**Hair**

- Hair shall be clean, well-groomed, and out of the eyes.

- Boys’ hair shall **NOT** cover any part of the ears, beyond the eyebrows, or over the top of a standard collar in the back when combed down (even when not wearing a standard collar).

- One straight line for parting purposes is allowed.

- Sideburns will be neatly trimmed and shall **NOT** extend below the middle of the ear, and may **NOT** be wider than 1 inch from top to bottom.

- Boys must be clean shaven daily with **NO** facial hair visible.

- Tufts, tails, cornrows or designs are **NOT** permitted.

- Hair must be a natural color.
• Added hair color for girls cannot be distracting. Hair chunking is **NOT** allowed.
• Highlights/Lowlights as well as hair accessories are **NOT** allowed for boys.
• Hair height above the head cannot extend beyond 4”.
• Extreme hair-dos of any nature as determined by the principal or his/her designee are **NOT** allowed.

**Shirts**

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

**Sweaters/Sweatshirts/Jackets/Coats**

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

**Dresses/Skirts**

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

• **ALL** collars – front, side, and rear – must fall within 3” of the neck.

• Cleavage is **NOT** allowed.

• Boys are **NOT** allowed to wear dresses/skirts.

**Pants**

• Pants with belt loops must be worn at the waist, as defined at the top of the hip bones and worn with a belt. **The belt must be visible.**

• NO yoga pants or leggings will be worn as pants- all pants must have a zipper and pockets.

• Oversized pants are **NOT** allowed. Sagging or baggy pants are **NOT** allowed.

• Pajamas are **NOT** allowed.

• Athletic pants, sweatpants or joggers are permissible if they have pockets and a draw string.

• Girls may wear Capri pants that extend beyond the bottom of the knee in a sitting position.

• Pants with holes shall not have skin or flesh colored tights (any other color tight is appropriate) showing through above the knee. The size and number of holes shall not be excessive, which is subject to the discretion of the campus administration.

• Boys are **NOT** allowed to wear Capri pants, Knickers, or the like.

• **No** shorts may be worn except during PE or Athletics.

• **All** pants will be free of any writing or images except for approved NISD Spirit Apparel.

• Pants with more than one zipper, loops, or hoops are not permitted.

• Tights or leggings are not considered pants.

**Shoes**

• Shoes must be worn at all times.

• House slippers, rubber thongs, or shower shoes are **NOT** allowed.

• Boys are **NOT** allowed to wear sandals, unless socks are worn.

**Miscellaneous**

• The wearing of any type of pierced jewelry anywhere on the body is **NOT** allowed except for girls wearing earrings in their ears.

• Students are not permitted to wear other nontraditional piercing, for example, nose, lip, tongue, eyebrow, body rings, gauges or spikes.

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

**Back Packs**

• Manufactured logo is permitted.

• Backpacks that have writing, designs, or drawings other than the manufacturer’s logo, manufacturer’s design, manufacturer’s name, or owner’s name **will not** be allowed at school.

**Enforcement**

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

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

Any attire deemed distractive, lewd, offensive, or otherwise inappropriate by school administrators will not be allowed. The school reserves the right to establish rules during the school year regarding new fashions in dress.
TECHNOLOGY
**Needville Independent School District**  
**Student Acceptable Use Policy for Technology**

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

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

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

**District Rights and Responsibilities**

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

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

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Cyber bullying.
- Encouraging the use of or promoting the sale of controlled substances or drugs.
• Any attempt to destroy, damage, or dismantle any and all technology equipment1.
• Using portable operating systems.
• Using mass storage devices2 for any use other than school-related assignments or activities.
• Any attempt to gain access to, deny access to, harm, alter, or destroy data found on the school's networks, stand alone computers, or public networks. This includes, but is not limited to, the uploading or creation of computer viruses.
• Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
• Downloading and/or installing any software, including but not limited to commercial software, shareware, freeware, original software, and/or utilities on school computers, networks, or mass storage devices2.
• Downloading music, movies, games, videos, or any other data.
• Accessing any software other than software that is assigned.
• Disabling, attempting to disable, or by passing Internet filtering devices and/or changing or attempting to change any computer configurations or settings.
• Attempting to change the physical configuration of the network. Adding personal switches, patch cables, removing hardware, etc.
• Using real-time conference features, such as forums, talk, blogs, chat, and/or Internet relay chat, nor will students be allowed to use e-mail.
• Playing Internet games or surfing for any purposes other than school-related assignments or activities.
• Logging into the system using another user’s account or password.
• Leaving an account open or unattended.
• Violating any district, local, state, or federal regulation or statute.
• Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
• Use of any browser other than Internet Explorer.
• Users must respect the privacy of others. Users shall not read, delete, copy, modify, or reveal data of other network users.

**Discipline**

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

---

1 Technology equipment includes but not limited to pcs (mouse, keyboard, monitor, speakers, case, etc), laptops, calculators, projectors, cameras, multimedia projectors, printers, scanners, vcrs, dvd players, etc.
2 Mass storage devices includes but not limited to pen drives, flash drives, usb keys, mp3 players, hard drives, thumb drives, cds, dvds, floppy disks, zips, etc.