

Needville Elementary



*Lil Jays Fly Because
They Think They Can!*

2018-2019

TABLE OF CONTENTS

NOTICE OF COMPLIANCE.....	1
INTRODUCTION.....	1-2
MISSION STATEMENT AND GOALS.....	2
ADMINISTRATORS/SUPERVISORS/BOARD MEMBERS.....	3
SCHOOL CALENDAR.....	4
STUDENT RECORDS.....	5-6
ATTENDANCE POLICY.....	6-10
IMMUNIZATION REQUIREMENTS/MEDICATIONS/SCHOOL ASTHMA ACTION PLAN/ FOOD ALLERGIES/SEVERE ALLERGIES/COMMUNICABLE DISEASES/ILLNESS/EMERGENCIES/MENINGITIS.....	11-20
GENERAL STUDENT CONDUCT.....	22-24
SCHOOL PROPERTY DAMAGE.....	22
NEEDVILLE ISD CRIME STOPPERS.....	24
DISCIPLINE MANAGEMENT PLAN	25-31
STUDENT DRESS.....	31-32
BELL AND LUNCH SCHEDULE.....	33
CONFERENCE REPORT FORM.....	34
GRADES.....	35-37
SPECIAL PROGRAMS.....	37-40
COUNSELING SERVICES.....	41
PHYSICAL EDUCATION.....	41-42
PLAYGROUND & BUILDING SAFETY RULES.....	42-43
CAFETERIA	43

STUDENT TRANSPORTATION.....	44-47
FIELD TRIPS.....	47
VOLUNTEERS	47-48
EMERGENCY DRILLS.....	48
WEATHER INFORMATION.....	48
CANDY AND RAFFLE TICKET SALES.....	48
PUBLIC SCHOOLS WEEK.....	48
INSURANCE (STUDENT).....	49
TEXTBOOKS/TEXTBOOK PRICES.....	49
LIBRARY POLICIES.....	50
ASBESTOS.....	50
PESTICIDES.....	50
STUDENT COMPLAINT PROCEDURE.....	51-52
ACCEPTABLE USE OF COMPUTERS AND NETWORKS.....	53-55
INDEX.....	56-57

NOTICE OF COMPLIANCE

The Needville Independent School District is in compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). The Needville Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, or handicap in admission or access to, or treatment or employment in its programs and activities.

Inquiries concerning Needville Independent School District policies and practices of non-discrimination may be addressed to the Assistant Superintendent, Needville Independent School District, 16227 Hwy 36, Needville, Texas 77461, or information may be obtained by calling 979-793-4308.

INTRODUCTION

This handbook is designed to bring to the parents and students a brief overview of policies and procedures accepted and adopted by the NISD Board of Trustees. Any further information or inquiries can be addressed to the principal for a more detailed description as outlined in other documentations approved 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 student handbooks and recommend revisions to the Board for its approval. Student handbooks are approved by the Board and constitute an extension of Board policy. Violation of provisions contained in the handbooks shall result in appropriate disciplinary action.

NEEDVILLE INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT

The Needville Independent School District is moving toward the future in a period of dramatic change in economic conditions of school district, state, and nation. The educational format of the Needville I.S.D. has the challenge to prepare its students to live and work in this changing future.

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 computer literacy. All students will acquire knowledge of citizenship and economic responsibilities and an appreciation of our common American heritage. 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.

Instruction must be provided at the highest levels of quality. Educational opportunities and resources must be distributed with equity for all students. Needville I.S.D. will maintain accountability for goal results and continued improvement in student achievement.

Needville I.S.D. will strive to provide an educational system with the vitality to prepare its students for the changes and challenges of the future – a future which will belong to the educated.

NEEDVILLE ELEMENTARY SCHOOL MISSION STATEMENT

Needville Elementary is committed to providing the best educational foundation for our students.

We accept the challenges of: keeping abreast with the changes necessary to provide the best education for all students, raising the level of achievement for less advantaged students, and meeting individual educational needs.

Upon accepting this commitment, we shall educate our adults of tomorrow.

GOALS:

- 1. Parents will be full partners with educators in the education of their children.**
- 2. Students will be encouraged and challenged to meet their full educational potential.**
- 3. Through enhanced dropout prevention efforts, all students will remain in school until they obtain a high school diploma.**
- 4. A well-balanced and appropriate curriculum will be provided to all students.**
- 5. Qualified and highly effective personnel will be recruited, developed, and retained.**
- 6. The state's students will demonstrate exemplary performance in comparison to national and international standards.**
- 7. School campuses will maintain a safe and disciplined environment conducive to student learning.**
- 8. Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.**
- 9. Technology will be implemented and used to increase the effectiveness of student learning, instructional managements, staff development, and administration.**
- 10. Campuses will attain, maintain, or raise a 94% attendance rate for all students and each student group. (AEIS Goal)**
- 11. Appropriate programs will be provided to all students demonstrating need in suicide prevention, conflict resolution, violence prevention and intervention, and discipline management. [TEC Section 11.252(3)(B)(E) & 11.253(8)]**
- 12. Age-appropriate career education will be provided to all students. [TEC Section 11.252(3) (G)]**

NEEDVILLE I.S.D. ADMINISTRATORS/SUPERVISORS

Curtis Rhodes	Superintendent	793-4308
Beth Briscoe	Asst. Superintendent	793-4308
Stacey Stavinoha	Elementary School Principal	793-4241
Teresa Bosse	Elementary School Asst. Principal	793-4241
Jenny Fajkus	Elementary School Asst. Principal	793-4241
Rodney Wieghat	Maintenance & Operations Director	793-4308
	Bus Barn/Warehouse Director	793-3471
		793-3393

NEEDVILLE I.S.D. BOARD MEMBERS

PRESIDENT:	Chris Janicek	2008
VICE PRESIDENT:	Jim Kocian	1988
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 e-mail a member of the Board, please log on to the district website at www.needvilleisd.com. Then click on “Contacts” and you will find a listing of the board members.

2018-2019 School Calendar



Needville
Independent School District
Reaching New Heights of Excellence

P.O. Box 412
Needville, TX 77461

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

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

76,200 Instructional Minutes

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

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

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

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

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

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

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

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

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

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

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

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

Progress Reports Issued

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

Events	
August 27	First Day of School
May 31	Graduation

School Closed	Staff Development (no school for students)	Staff Comp Day
Early Release	Report Cards	First & Last Day of School
Grading Period Begins	Grading Period Ends	

STUDENT RECORDS

The Needville Independent School District maintains general education records required by law. A student's school records are private and 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. The 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 records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Superintendent Curtis Rhodes, P.O. Box 412, Needville, Texas 77461 or Principal Stacey Stavinoha, P.O. Box 412, Needville, Texas 77461.

Parents of a minor or of a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, Employees of Cooperatives of which the District is a member or facilities with which the District contracts for the 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 Special Ed student's Individual Education Plan (IEP);
3. Compiling statistical data;
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 without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release records.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the 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 requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents 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 a student's records are available at a cost of \$.25 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 the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and 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 the child. This objection must be made in writing to the principal within ten school days after the handbook is issued. 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 previous school attended.

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

ATTENDANCE POLICY

A. STATE ATTENDANCE LAWS AND RULES

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

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

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

B. DEFINITIONS

1. **EXTENUATING:** excused
2. **NON-EXTENUATING:** unexcused

3. **RE-ENTRY PERMIT:** form completed at the campus administration office when a child returns to school after an absence(s)
4. **PARENT GUARDIAN NOTE:** note written and signed by legal parent, guardian, denoting dates and reason for absence
5. **MEDICAL NOTE:** attendance documentation generated, written, dated, and signed by physician, dentist, or school nurse
6. **SATURDAY STUDY HALL:** scheduled Saturday study hall at the NES cafeteria from 8:00 A.M. to 12:00 noon as a technique to make up time and work to regain credit caused by excessive absences
7. **CARC:** Campus Attendance Review Committee – This committee reviews attendance documentation when students are present less than 90% each semester.
8. **GRADE ADJUSTMENT:** caused by each non-extenuating absence from school. A grade of 70 is the highest grade to be awarded for completed work for non-extenuating absences.
9. **CREDIT DENIED:** failure of a subject caused by less than 90% of days in attendance, failure to complete CARC decisions, or a grade of less than seventy (70) in subject

C. BOARD APPROVED EXTENUATING CIRCUMSTANCES

1. Circumstances described in the Texas Education Code:
 - a. personal illness
 - b. sickness or death in immediate family
 - c. quarantine
 - d. weather or road conditions making travel dangerous
2. Suspension
3. Medical and dental appointments (see exception (a) below)
4. Participation in substance abuse rehabilitation program
5. Active participation in national holiday ceremonies
6. Legal or court appearance
7. Other unusual circumstances acceptable to the campus administrator (pre-arranged with principal) (TAC 21.035)

EXCEPTIONS: A student not actually on campus at 10:10AM will not be counted absent for ADA account purposes if:

- a) 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.
- b.) The student misses school for the purpose of observing religious holy days, including traveling for that purpose. Before the absence, the parent/guardian must submit a written request from the religious organization to the principal.
- c) The student is participating in a board approved 4-H activity and is under the direction of a professional staff member of the school district. This should be pre-arranged with proper eligibility forms. In exceptions (a) and (b), the student must notify his/her teachers in advance and obtain any work that will be missed.

D. 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:

1. Expulsion
2. Parent guardian notes exceeding 5 notes per semester
3. Only 2 days of absences will be excused for the treatment of lice; however, if student sent home on Friday, student must be clear on Monday.
4. No notes
5. Any other reason which does not fulfill the Board of Trustees list of "APPROVED EXTENUATING CIRCUMSTANCES"

E. 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 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.

PARENT/GUARDIAN GENERATED NOTES:

We do understand that there are instances where students must be absent, and the district will follow the guidelines below in classifying those absences. The district will grant an excused absence for any parent/guardian signed excuse for up to five days of absences in each semester. To receive the excused absence, a parent/guardian signed note stating reason for absence must be turned in to the school office on the day of or the day after the student's return to school. Failure to turn in a parent signed note will result in an unexcused absence. Any additional absences, beyond the five days, will require documentation from a health care visit, court proceeding, or pre-approved by the principal, to be counted as an excused absence. Any absences after the five days of parent excuses will result in an unexcused absence if they are not properly documented. These absences are counted in the required days of attendance (90% of a semester).

MEDICAL/ADMINISTRATOR GENERATED NOTES:

Days of absences supported by a proper medical or administrator generated note may count in the required 90% days for attendance assuming the MEDICAL NOTE documents and supports all the days of absences which show extenuating circumstances.

F. 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 8:05 a.m. bell. 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 of absence
- Signature of parent or guardian

G. CAMPUS ATTENDANCE REVIEW COMMITTEE (CARC)

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

1. Review student attendance records and make decisions about credit on that basis.
2. Award or deny credit.
3. Determine how a student may regain credit for excessive absences:
 - a. Additional assignments;
 - b. Time on task requirement (before or after school);
 - c. Attend tutorials;
 - d. Attend Saturday class;
 - e. Maintain attendance standards;
 - f. Custodial and M & O task, etc.
4. When the CARC committee is not satisfied with the evidence or if no evidence is presented, it may impose conditions for awarding credit or denying credit altogether.

H. NOTICES

1. When a student reaches five absences generated by parent/guardian note, a letter notifying the parent will be sent explaining that all future absences require documentation from a health care professional or court proceeding.
2. When a student receives two unexcused absences, a letter is sent notifying the parent that upon the third unexcused absence may result in filing of truancy.
3. A Delinquent Attendance Notice will be issued to the parent/guardian/student at any time the student's attendance is such that he/she has fallen below the mandatory 90% of a semester rule.

I. APPEAL TO THE SUPERINTENDENT

CARC decisions may be appealed to the Superintendent by using the following steps:

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

J. MAKE-UP WORK

1. 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)
2. 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.
3. Regardless of the reason for absence, if the student does not make up work within the allotted time (one day for each day missed), a zero for the assignment or test is given.
4. 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.

K. COLLECTION OF HOMEWORK, ASSIGNMENTS, BOOKS, AND MATERIALS FOR HOMESTUDY BY PRINCIPAL'S OFFICE

1. Homework, assignments, books, and materials will only be collected and issued for homestudy for students who have been absent upon parent request.
2. Requests must be made prior to 8:30 AM.

L. ATTENDANCE ACCOUNTING

1. Attendance is taken at **10:10 A.M.** each day. A child must be in attendance at this time to be counted present for the day.
Pre-K attendance is taken at **10:10 A.M.** for morning students and **1:30 P.M.** for afternoon students.

A.M. PRE-K MUST BE PICKED UP PROMPTLY AT 11:30 A.M. AND P.M. PRE-K MUST NOT ARRIVE BEFORE 12:00 P.M. Those who arrive after or before these times will:

1. Receive a letter of warning – 1st time late or early
2. Receive 3 day suspension – 2nd time late or early
3. Receive 3 day suspension – 3rd time late or early
4. Be dismissed from Pre-K Program – 4th time late or early

M. TARDINESS

Students who habitually arrive at school after the 8:05 A.M. bell will be required to make up time missed. On the fourth & fifth tardy of each semester, a child must attend noon detention. **Beginning on the sixth tardy and each one thereafter, a child will receive a tardy slip, office discipline, and must attend Saturday Detention.**

Pre-K students who arrive after 8:00 (A.M. class) or 12:00 (P.M. class) will have the following consequences: the fourth & fifth tardy of each semester will result in loss of classroom privileges; on sixth thru ninth tardy, Saturday Detention will be assigned; and, on tenth tardy, child will be dismissed from program.

N.I.S.D. HEALTH POLICY

Immunization Requirements for 2018-2019

The State of Texas requirements for immunization are:

1. DPT, DTaP or Tdap – Students grades Pre-K-12 must have 5 DPT (Tdap) unless the fourth dose was administered on or after the 4th birthday. Students 7 years or older must have three doses of any combination DTP/DTaP/Tdap vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists (a Dr. note will be required). Beginning August 1, 2009, all students entering the seventh grade will be required to have a booster dose of Tdap if it has been five years since their last dose of tetanus-containing vaccine. Students in grades 8-12 are required to have a booster dose of Tdap if it has been ten years since their previous dose of a tetanus-containing vaccine.
2. Polio (IPV) – All students, grades Pre-K-12 must have 4 doses, unless the third dose was administered on or after the 4th birthday.
3. Measles, Mumps, Rubella – The first dose of MMR must be received on or after the 1st birthday. Pre-K must have at least 1 dose. For K-8th grade, 2 doses of MMR are required. For 9th–12th grade, 2 doses of a measles-containing vaccine, and 1 dose each of rubella and mumps vaccine is required.
4. Hepatitis B – Grades Pre-K-12 must have 3 doses.
5. Varicella (Chicken Pox) – The first dose of varicella must be received on or after the 1st birthday. Pre-K must have at least 1 dose. For grades K–12th 2 doses are required. For any student who receives the first dose on or after 13 years of age, 2 doses are required. If your child has had chicken pox, proof of illness must be provided to the school.
6. Hepatitis A – All students entering Pre-K-8th 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.
8. HIB – Pre-K only - 1 dose required on or after 15 months of age or a series of 4 completed prior to 15 months.
9. Pneumococcal- Pre-K only - must have completed the series. Check with your Dr. regarding your child's requirements.
10. TB – All students enrolling from a foreign country in our District schools for the first time must present proof of a negative Tuberculin skin test within the past 30 days. If the student's TB skin test is positive, they must present proof of a chest x-ray that is negative for Tuberculosis, and if indicated, proof that they are under treatment of a doctor by medication that will prevent them from developing an active case of tuberculosis. If at any time during the course of treatment the student fails to comply with this medical regime, he/she may be excluded until he/she presents proof from the doctor that he/she either has resumed treatment or is not considered contagious for the spread of tuberculosis.

Exclusion from Compliance

The immunization requirements now include an exemption from immunizations for reasons of conscience, including a religious belief. This change was a result of House Bill 2292 passed by the 78th Legislature. This law was effective on September 1, 2003. To

claim exclusion for reasons of conscience, including a religious belief, the child's parent or guardian must present a signed affidavit form to the school. The affidavit will be valid for a **two year** period only.

School Immunization Records

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

Medication

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

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

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

Note:

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

School Asthma Action Plan

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

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

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

Food/Severe Allergies

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

Communicable Diseases Information

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

Chickenpox (Varicella)	May return when blisters have crusted
Conjunctivitis (Pink eye)	May return to school with doctor's written statement and treated with antibiotic eye drops for at least 24 hours

Diarrhea	May return to school once diarrhea has ceased for at
Fever (≥ 100.0 F)	May return to school once fever has subsided without the use of fever-reducing medication
Impetigo and/or	May return to school when treatment has begun (topical oral antibiotic)
Flu	NISD adheres to CDC Guidance for School Administrators regarding guidelines for the prevention of Influenza. They recommend keeping your child home School for at least 24 hours after their fever is gone. The fever is gone. The fever should be gone without the use of a fever-reducing medicine, Visit cdc.gov for more information.
Hepatitis A	May return to school after 1 week from onset of illness
Lice (Pediculosis)	May return to school only after medicated treatment has been given; lice eggs (nits) should be removed from student's hair to prevent re-infestation.
Measles (Rubeola) rash	May return to school after 4 days from appearance of rash
Measles/German (Rubella) rash	May return to school after 7 days from appearance of rash
Mononucleosis	May return to school when released by a physician
Ringworm: Scalp/Skin	May return to school when treatment has begun, and lesion must be kept covered while at school. A physician must treat scalp ringworm before re-entry is permitted.
Scabies physician	May return to school when treatment has begun by a physician
Strep Throat	May return to school after treated with antibiotics for at least 24 hours; some physicians release sooner: however, <u>school policy is 24 hours.</u>
Vomiting hours	May return to school once vomiting has subsided for 24 hours
Whooping Cough (Pertussis) antibiotic	May return to school after completion of 5 days of therapy

Staph/MRSA

May attend school if under a physician's care, and wound can be covered and contained with a bandage. If the student cannot maintain good personal hygiene exclusion may be necessary.

Meningitis

May return to school when released by a physician.

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

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

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

Illness

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

Emergencies

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

Meningococcal Meningitis Questions and Answers

Q. What is meningitis?

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

Q. What is meningococcal meningitis?

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

first signs of illness.

Q. Is meningococcal meningitis contagious?

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

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

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

Q. How is meningococcal meningitis spread?

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

Q. What are the symptoms?

A. Symptoms of meningitis may include:

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

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

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

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

Q. How is meningococcal meningitis diagnosed?

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

Q. How is it treated?

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

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

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

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

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

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

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

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

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

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

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

Q. Is there a vaccine for meningococcal meningitis?

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

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

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

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

- A. Personal hygiene is very important. This includes:
1. Covering your nose and mouth when sneezing or coughing
 2. Frequent hand washing
 3. Not allowing people to kiss your baby on the mouth
 4. Not sharing common eating utensils
 5. Avoiding overcrowded conditions

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

Hechos Sobre Meningococcal de la Meningitis Preguntas Y Respuestas

Q. ¿Que es meningitis?

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

Q. ¿Que es meningitis meningococcal?

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

Q. ¿Es la meningitis meningococcal contagiosa?

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

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

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

Q. ¿ Cómo se disemina el meningitis meningococcal?

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

Q. ¿Cuáles son las síntomas?

A. Las síntomas del meningitis pueden incluir:

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

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

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

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

Q. ¿Cómo se diagnostica el meningitis meningococcal?

A. El 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 antibióticos intravenosos y otras medicamentos, y se vigilan cuidadosamente.

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

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

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

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

Los niños de las edades de tres meses a un año están en el riesgo más alto de contraer esta enfermedad.

Generalmente, los niños en la misma escuela no tienen alto riesgo de conseguir la enfermedad y deben de solamente ser observados. Igualmente es verdad de los adultos que trabajan juntos. Aunque cualquier persona puede ser susceptible a la enfermedad, gente con deficiencias inmunes está en mayor riesgo.

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

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

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

A. En la mayoría de las situaciones, hay poca ocasión que un individuo que se expone a un caso de la meningitis meningococcal también conseguirá la enfermedad. Sin embargo,

cualquiera que ha estado alrededor de un caso de la meningitis debe estar alerta a la posibilidad de recibir la enfermedad, y buscar asistencia médica si los síntomas se desarrolla. Si usted llega enfermarse, los síntomas aparecerán en unos días. La mayoría de la gente se enfermaran 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 atender 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

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

Student Responsibilities

Student responsibilities for achieving a positive learning environment at school or school sponsored activities shall include but not limited to:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments –
FAILURE TO COMPLETE ASSIGNMENT UPON REQUEST WILL
RESULT IN AN ADJUSTED GRADE. REPEAT OFFENDERS WILL BE
DISCIPLINED.
3. Being properly attired.
4. Exhibiting an attitude of respect toward others.
5. Conducting themselves in a responsible manner.
6. Refraining from violations of the code of student conduct.
7. Obeying all school rules and classroom.
8. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.

Assembly Conduct

Various activities will be scheduled in the cafeteria, gym, etc. from time to time. Needville Elementary School students should be aware of proper etiquette in those situations and are expected to practice good social skills. **Courtesy** will be shown to all speakers. The faculty and administration at N.E.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.

Vandalism and Damage to School Property

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or district schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost/damaged 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. Knives of any size, including pocketknives
7. Any other object used in a way that threatens to inflict bodily injury on another person

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, bong, power hitters, injection needles, etc.

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

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

"Under the influence" means a student's faculties are 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. In such an event, the student will bring the medication to school in the original container, showing the student's name, name of medication, dosage requirements, and the prescribing physician's name. Immediately upon arriving at school, the student will notify the school nurse or other designated school authority.

A note from the parent should accompany the drug stating the time the drug should be dispensed. Strict compliance with the above is mandatory and any deviation will be considered a violation of Board policy and rules. Non-prescription medications such as Tylenol, antihistamines, cough drops, etc. can be brought to school. These non-prescription medications must also be given to the nurse with a note stating the child's name, the amount and time medication is to be given, and parent signature. No drugs (medication) are allowed to be kept in the classroom.

Drug and Alcohol Search

Under Local Board Policy (FNF) school administrators may search a student or students under a search plan executed in good faith and in a non-discriminatory manner. Lockers may be searched for alcohol and drugs in accordance with policy. Searching with an alcohol and narcotics detection canine 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. The student's parent or guardian shall be notified if any prohibited items are found in a student's locker, vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

Jurisdiction

The district has jurisdiction over the conduct of its students during the regular school day and while going to and from school on district transportation. The district's jurisdiction also includes any activity during the school day on school grounds and attendance at any school-related activity, regardless of time or location. Student desks are the property of the school and can therefore be searched for any reasonable cause.

Lockers/Locks

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is a reasonable cause to do so whether or not students are present. Locks will not be used. Defacing the lockers is not permitted. Only magnets can be used inside the lockers. No stickers are allowed.

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**.

Needville Elementary School

Discipline Management Plan

PREAMBLE

The Discipline Management Plan for the Needville Elementary 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 Elementary School staff and to ensure consistency in applying disciplinary consequences.

CAMPUS DISCIPLINE PERSON

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

- ✓ Assess and implement the campus student handbook, discipline management plan, and code of conduct.
- ✓ Remove a student from campus for emergency reasons.
- ✓ Remove students to alternative education programs.
- ✓ Suspend a student for 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.

STUDENT RESPONSIBILITIES

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

- **Minor Infractions** [Sections A1,A2]
- **Major Infractions** [Sections B1,B2]
- **Criminal Misconduct** [Sections C1]

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

A1. Minor Infractions – Teacher and Administrator Directed (card changes/marks):

Infractions:

1. Tardy to class [Beginning with the fourth tardy]
2. Minor Classroom disruption (talking out without permission, making noises, throwing objects, etc)
3. Dishonesty (Copying from another student; lying, taking another student's property without permission)
4. Inappropriate physical contact
5. Obscene gestures*
6. Inappropriate/abusive language*
7. Harassment of student (name calling, teasing)
8. Horseplay in the hallway or cafeteria
9. Displaying/using cellular phone during school day (7:30 a.m. - 4:00 p.m.)
10. Eating or drinking in the library, computer lab, or academic (classroom) area
11. Failure to return parent signed documents
12. Discourteous conduct towards teachers, staff, or other students
13. Failure to bring required materials to class
14. Failure to complete homework
15. Any other act which impedes the orderly classroom procedure or interrupts the orderly operation of the class
16. Failure to follow posted classroom rules

A2. Minor Infractions will be handled in the following manner:

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. Confiscation of items that disrupt the education process
7. Parent contact: note or telephone call to parent
8. Other appropriate in-class disciplinary actions
9. Classroom Discipline (Note Sent Home)
10. Office Discipline (Note Sent Home)
11. Noon detention
12. Corporal Punishment
13. Saturday Detention – (Beginning with the fourth homework miss each six weeks and each homework miss that follows)

* Unless directed at a teacher or other staff member

Note: Confiscated, prohibited items including cell phones and all electronic games/devices will be turned in to the office. The first time an item is picked up; it will be confiscated and returned to the parent/guardian at the end of the next school day and written up on as a discipline. On the 2nd offense the cell phone/electronic game/device will be confiscated, discipline issued and the item will be returned to parent/guardian at the end of the next school day plus storage fee of \$15.00 cash. On the 3rd offense, the item will be confiscated, discipline issued and the cell phone/electronic game/device will be returned to the parent/guardian at the end of the next school day plus a storage fee of \$30.00 cash. Each time an item is confiscated thereafter, the storage fee doubles.

B1. Major Infractions – Administrator Intervention (Office Disciplines):

Infractions:

1. Multiple minor infractions (4 marks in a day/7 marks in a week)
2. Insubordination
3. Destruction of school or personal property
4. Hazing, bullying, extortion, coercion, or blackmail
5. Rude or disrespectful language or demeanor directed toward school employees
6. Profanity or obscene gestures directed toward employees
7. Truancy (skipping) or leaving campus or the classroom without permission
8. Cheating or plagiarism
9. Throwing objects that can cause injury or property damage
10. Fighting***
11. Scuffling (pushing, shoving, taunting, challenging)
12. Possession/distribution/use of tobacco products***
13. Excessively physical horseplay (cause or likely to cause injury or property damage)
14. Gambling
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. Group demonstrations that disrupt or interfere with school activities
25. Verbal abuse, racial slurs or derogatory statements that disrupt the school environment or may incite violence
26. Threatening another student or inciting violence
27. Any other behavior deemed disruptive to the educational process

B2. Major Infractions will be handled in the following manner:

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. Citation by NISD Police Department Officer

*** At the age of 10, students with any major infraction, if severe enough, can rise to the level of Disorderly Conduct under the Texas Penal Code or Disruption of the Educational Process under the Texas Education Code and the student can be cited by law enforcement officers, *in addition* to consequences imposed by the school. The campus administration will make a determination in each individual case whether a citation is warranted. In the case of fighting, assaults, and possession of tobacco products, a ticket will be requested in *every* case.

At the discretion of the NES principal/assistant principal, minor Level II infractions may be handled with Saturday detention or corporal punishment. In some cases, major infractions will warrant In-School-Suspension (ISS) or some more serious consequence.

Fights and fighting: Conflicts at NES 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 27) 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 2-day assignment to ISS.

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 be suspended out-of-school for a period of no more than three school days, and the Needville I.S.D. Police Department will be asked to issue a citation for students 10 years or older. ISS assignment times vary upon the number of fights a student is involved in.

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. NES 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. Criminal Misconduct

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.

Criminal Misconduct 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 criminal misconduct, the student will be removed from the regular education setting and placed in a controlled environment.

CONSEQUENCES

A. DETENTION

A student may be assigned to Saturday detention (for not more than 4 hours) on one or more days if the student violates the school's rules of conduct. The detention shall not begin however, until the student's parent(s) have been notified by discipline notice of the reason for the detention.

The time period for Saturday detention is 8:00 A.M.-12:00 P.M. The detention will be held in the elementary cafeteria with two teachers supervising. The outside doors will be locked at 8:15 A.M., and no one will be allowed to enter after this time.

Students may also be assigned detention during the student's lunch/recess period.

B. CORPORAL PUNISHMENT

Corporal punishment is limited to spanking or paddling the student and is governed by the following guidelines:

1. The student is told the reason corporal punishment is being given.
2. Corporal punishment will be given by the principal/assistant principal.
3. The instrument used shall be approved by the principal/assistant principal.
4. Corporal punishment shall be administered in the presence of one other district professional employee and out of view of other students.

A record shall be maintained of each incident of corporal punishment.

C. IN-SCHOOL SUSPENSION

The Board of Trustees of the Needville Independent School District has approved the development and use of an In-School Suspension for the students in grades K-12, who are experiencing disciplinary problems. In-school suspension classes are held at the high school, junior high school, middle school, and elementary school.

Students are assigned to this supervised I.S.S. class by the campus principal. Each student will work on assignments provided by his/her regular classroom teacher. Assignments will be graded and credit will be awarded.

Students assigned to in-school suspension are required to report to the principal's office upon arrival to the elementary school campus. In-school suspension hours are 8:00 A.M. to 3:30 P.M.

Students are required to report with all necessary textbooks and related materials which may be required during the assignment period.

Students and parents need to be aware that all school rules and regulations will be in effect as in any other classroom setting. Discipline problems occurring may result in suspension.

D. SUSPENSION

Students may be suspended from school by the principal. Students under suspension will be allowed to make up missed work when they return to school. After returning to school, students have (1) day per day missed to complete any make-up work. Suspended students will not participate, attend any school activities, or come on the school campus during the period of suspension.

E. EXPULSION

The Needville Independent School District School Board may expel students who are continual problems at schools or for other reasons as stated in the District Discipline Management Plan.

F. MEDICAL MODIFICATIONS

Medical modifications to the student code of conduct may be granted on a case by case basis. The modifications will be subjected to considerations such as, but not limited to,

1. medical statements from a physician indicating a medical condition will be worsened by adhering to the student code of conduct;
2. the modifications are not mere comfort or ease, but truly medical in nature.

STUDENT DRESS

A. DRESS CODE

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

Since the dress and the personal appearance of students are important factors in 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 clothing, and exhibiting grooming that will not be a health and/or safety hazard to the student or others. The district prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, obscene, or imply profanity; or that depict or advertise alcohol/tobacco substances prohibited under policy FNCF (L); also prohibited is any dress or grooming that, in the principal's judgment, may reasonably be expected to interfere with normal school operations.

1. Tops must cover the shoulders, back, and midriff at all times. Tank tops and spaghetti straps are not permitted.
2. The neckline should be designed so the wearer is not indecently exposed.
3. Any shirt below mid-thigh length must be tucked in. No shirt longer than shorts may be worn.
4. Females may wear dresses, slacks, jeans, skirts, or shorts; however, dresses, skirts, and shorts must be a least mid-thigh in length. Males can wear slacks, jeans, or shorts. Due to various classroom, recess, and

physical education activities, shorts should be worn under girls' dresses/skirts.

5. All clothing must be hemmed.
6. No holes allowed in pants (must be repaired or patched).
7. Loose fitting "low-rider" shorts, jeans, or oversized clothes are not allowed.
8. Swimming trunks are not allowed.
9. Shoes shall be worn at all times. Flip flops or beach shoes (strap between toes), backless shoes, or shoes with cleats shall not be considered appropriate.
10. Socks must be worn with any type of shoes or sandals.
11. Hats, caps, and sunshades are not to be worn inside any building.
12. No tattoos will be allowed.
13. Boys are prohibited from wearing earrings during school hours or during school related activities.
14. Other attached body jewelry or studs of any kind such as nose studs, nose rings, tongue studs, eyebrow rings, or any other attached body jewelry items are not allowed with the exception of girls' earrings.
15. Extreme dress of any nature, considered to be disruptive of the educational process, shall be in violation of the dress code.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

A. HAIR

1. Hair shall be clean, well groomed, and out of the eyes.
2. Boys' hair shall not cover any part of the ear or touch the top of the standard collar in the back. Hair shall not be excessively full
3. Designs are not permitted in the hair.
4. One straight line for parting purposes is permitted.
5. Sideburns shall be neatly trimmed and be no longer than the middle of the ear lobe.
6. Extreme hairdos of any nature that would be disruptive shall be in violation of the dress code.
7. No tufts or tails are permitted
8. Highlights must be a natural hair color and not a distraction

IF A STUDENT'S APPAREL IS CONSIDERED INAPPROPRIATE, they will be furnished a set of clothes to wear during the school day. Students will NOT be allowed to call home for additional clothing items during the school day. For persistent offenses, students will be subject to assignment in I.S.S., suspension, or assignment to the Needville ISD D.A.E.P. Failure to comply when out of dress code, when given the opportunity to correct the matter, will be considered insubordination.

BELL AND LUNCH SCHEDULES

A. SCHOOL HOURS

SCHOOL TELEPHONE IS ANSWERED BETWEEN 7:30 A.M. AND 4:30 P.M. The building opens at 7:30 A.M. for breakfast students and bus riders. All other students are encouraged to arrive at school at 7:45 A.M.

- 8:00 – School Begins
- 8:05 – Tardy Bell/Announcements
- 3:30 – Get Ready to Dismiss Bell
- 3:35 – Block One/Car Riders
- 3:40 – Block Two Buses
- 3:45 – Walkers/Bicycle Riders
- 3:55 – Block Three Buses

SUPERVISION IS NOT PROVIDED PRIOR TO 7:30 A.M. AND AFTER 4:00 P.M.

***THE MAIN DOORS TO THE BUILDING WILL BE UNLOCKED BETWEEN 7:15 A.M. AND 4:00 P.M.**

B. LUNCH & RECESS SCHEDULES

BLUE CAFETERIA

WHITE CAFETERIA

Grade	Lunch	Recess	Grade	Lunch	Recess
2nd	11:00	12:00-12:30	3rd	11:00	12:00-12:30
1st	11:30	12:30-1:00	Kindergarten	11:30	12:30-1:00

B. LUNCH VISITORS

1. Lunch visitors **ONLY** for student of the week and birthday.
2. **NO NON-SCHOOL CHILDREN ARE ALLOWED.**

D. PARENT – TEACHER CONFERENCE PERIOD

The teacher workday is from 7:50 A.M. to 4:00 P.M. Included in this workday is a 45 minute period scheduled for teaching preparation and conference period.

If a problem should arise and a parent-teacher conference becomes necessary, it should be scheduled at a time coinciding with the teacher’s conference period. Parents will be given a copy of the “Conference Report” form after a conference.

Only in emergencies (shift work schedule, etc.) or unless requested by the teacher in writing should the teacher be contacted before or after school hours.

GRADES

A. NES GRADING POLICY

Each student will be given a copy of the grading system used at the beginning of each school year. A signed copy (by both student and parent/guardian) will remain on file.

1. Pre-Kindergarten – Students will be assessed on language skills, self-help skills, cognitive skills, fine motor skills, gross motor skills and work habits/social skills.
2. Kindergarten – Students must recognize all letters, know sounds of each letter, letter word association, and have a reading average of 70 or above for the second semester, recognize numbers 0-20, add numbers to the sum of 10, and master number concepts in order to be promoted to the first grade. Both language arts and mathematics six week's grades will be taken from the six-week's assessment test. All other subject areas will be assessed on oral and written work. (E-Excellent, S-Satisfactory, N-Needs Improvement, U-Unsatisfactory, /-Skills Not Introduced)
3. Grades 1st, 2nd, and 3rd- **READING, MATH, ENGLISH, SPELLING:** Approximately ten grades per 6 weeks. **SCIENCE, SOCIAL STUDIES, MUSIC, FINE ARTS:** A minimum of six grades per six weeks per subject. All grades have equal weight.
4. **PHYSICAL EDUCATION** – Grades are based on skills mastered and daily participation.
5. **RETEACH POLICY** – All TEKS will be presented at the appropriate grade level more than once during the school year.

A. REPORT CARD GRADING SYSTEM: Promotion/Retention

1. To be promoted from kindergarten to first grade, a student must recognize all letters, know the sound(s) of each letter, master letter word association, recognize numbers 0-20, add numbers to the sum of 10, and master number concepts. A "U" on the report card denotes deficiency (failure) in one of the above areas. In addition, a student in kindergarten must attain a reading average of 70 or above to be promoted to first grade.
2. To be promoted from one grade to the next, a student must attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for english, spelling, reading, mathematics, social studies, and science. In addition, a student in grades 1-3 must attain an average of 70 or above in reading and mathematics to be promoted to the next grade.
3. Special Education Students percentage of Mastery of TEKS will be determined by the ARD (Admission, Review, and Dismissal) Committee and reflected in the students IEP (Individual Education Plan) for promotion to the next grade level.
4. Letter grades E, S, N, and U are used in physical education, music, fine arts (art, theater arts), conduct and handwriting. Number grades are used in all other subject areas.

100-90	A.....E - Excellent
89-80	B.....S - Satisfactory
79-75	C.....N - Needs Improvement
74-70	D.....N - Needs Improvement
Below 70	Failing U - Unsatisfactory

C. SEMESTER GRADES

Semester Grades are determined by totaling the three six weeks grades and dividing by three.

D. FINAL GRADE

Final Grades are determined by averaging the semester grades.

E. FAILING GRADES

Each six weeks that a child has a failing grade, the teacher will communicate with the parent regarding the failing grade in order to determine what is needed to help the student. Teachers will contact parents by a Progress Report midway through the six weeks and at report card time. Parents are encouraged to have a conference with the teacher so that possible remedies for problem areas can be discussed and enacted.

F. NO PASS – NO PLAY

All students must maintain a grade of 70 in all subjects to be eligible to participate in extracurricular activities sponsored by the school. Letter grades **F** and **U** are considered failing. The UIL eligibility rules will be used. The following courses are considered subjects: English, reading, spelling, math, science, social studies, music, fine arts, and physical education.

G. TUTORIAL

We will be offering a tutorial service for all students K-3. This program will be for students who are making a grade of 75 or below needing assistance in a subject area. A progress report will be sent home with the student midway through the six weeks. Tutorial classes will be held during the school day.

PROGRESS REPORT DATES:

- Sept. 19
- Oct. 24
- Dec. 5
- Jan. 24
- Mar. 20
- May 8

A tutorial period is from notice to notice: three week report to issuance of report card. **PARENTS ARE TO SIGN AND RETURN THESE NOTICES.** Tutorial services begin Sept.10 and continue through May 31.

Study help assignment (Tutorial) for extra help may be voluntary or mandatory as required by state law.

In addition to teachers, our counselor is available to conference with students about study habits.

H. REPORT CARDS

Report cards are due on or before the second school day following the issuing date. A report card not returned will result in a \$1.00 charge to the student.

REPORT CARD DATES

<u>ISSUED</u>	<u>DUE BACK</u>
Oct. 3	Oct. 5
Nov. 7	Nov. 9
Jan. 9	Jan. 11
Feb. 20	Feb. 22
Apr. 17	Apr. 22
May 31	

I. HONOR ROLL

An honor roll will be selected each six weeks and each semester. To be on the honor roll a student must maintain all A's & B's in each subject area, using the A to F system and have no grade less than S with subjects graded with the E to U system. To be a member of the Jammin' Jays, a student must make all A's and E's **including music and PE**. Conduct and handwriting grades are not evaluated.

At the end of each six weeks, students will be recognized for making all A's or all A's and B's. They will also receive a Lil'Jay certificate at the end of the year if these grades are maintained throughout the entire year.

J. SPECIAL PROGRAMS

Special programs for eligible students at NES include Pre-Kindergarten, Speech, Special Education, Title, 504, Gifted & Talented, and English as a Second Language (ESL). Parents with questions about these programs should contact the elementary 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-school-day timeline.

RESPONSE TO INTERVENTION (RtI) SPECIAL EDUCATION

The Response to the Intervention (RtI) 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 on page 40 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. Consideration for Speech, 504, Special Ed, etc. will be determined by RTI committee. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation within 45 school 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*.

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, and the Renzulle-Hartman Parent Inventory. 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.

TITLE I PROGRAM

Title I Programs are offered to students who qualify at NES if they are below expected grade level in reading and math, on the ITBS test. Kinder-K.7, First Grade-1.7, and Second Grade-2.7 would be qualifying scores for the Title I Program.

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' classroom.

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) is reviewed annually and changes are made based on educational progress.

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.

The designated persons to contact regarding options for a child experiencing learning difficulties, a referral for evaluation for special education, or other special programs are:

G/T and 504 –Karen Gless/Laura Baranowski
Speech – Amy Young
RtI – Teresa Bosse
SPED – Jenny Fajkus
ESL – Deborah Morton

The contact number is 979-793-4241.

K. CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

With Board approval, the District shall develop or purchase examinations for acceleration that thoroughly test the essential knowledge and skills for each primary school grade level.

The District shall develop procedures for kindergarten acceleration that are approved by the Board.

The District shall accelerate a student in grades K-3 one grade level if the student meets the following requirements: (Needville Elementary School will provide four windows to earn credit by exam without prior instruction for the 2017-2018 school year. The dates of the windows are August 7-9, 2018, October 3-5, 2018, January 8-10, 2019 and April 9-11, 2019.). The student scores 95 percent or above on a criterion-referenced test for the grade level to be skipped in each of the following area: language arts, mathematics, science, and social studies.

- 1. A District representative recommends that the student be accelerated.
- 2. The student's parent or guardian gives written approval of the acceleration.

COUNSELING SERVICES

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 obtained a master's degree in counseling or psychology. Such programs prepare counselors to work with children of all ages and grade levels.

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

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

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

It is impossible for a counselor to guarantee specific results in working with any child. Our counselors are dedicated professionals, who will work diligently with children and significant others in the children's lives in an attempt to help the children achieve important developmental goals. Our counselors follow accepted standards of practices for the profession. Their services are available to any child unless specifically prohibited by written request from the parent or guardian, or unless they are currently being treated by a licensed professional counselor, a psychologist, a psychiatrist, or other certified/licensed mental health professional outside the school setting.

If a parent/guardian has any questions regarding the counselor or counseling services, they are asked to call the school counselor or one of the school administrators in the building the child (ren) attends. We are happy to talk with them by phone or in person.

PERSONAL COUNSELING

School counselors are able to help students with a wide range of personal concerns. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should make an appointment with the counselor.

PHYSICAL EDUCATION

A. Physical Education (PE) is a regularly scheduled class.

- B. Pupils will not be kept from PE for the following reasons:
1. Discipline
 2. To make up missed work or tests
 3. To complete work
- C. PHYSICAL EDUCATION EXCUSES: There is a need to set classroom guidelines due to the excessive number of PE notes that are received daily. Each student will be expected to participate to the best of his/her ability. A written excuse from home is required if parents feel their child should not participate that day. A written excuse from the parents will be accepted for **two days** per six weeks, **after** that a doctor's excuse will be required. All decisions regarding excessive parental excuses will be left up to the discretion of the principal and PE teachers.
- D. A student who is excused from PE will not be allowed to participate in recess or any other physical activity, including field trips.
- E. FITNESS GRAM – Physical Education pupils are required by state law (Senate Bill 530) to participate in the Fitness Gram health-related fitness and activity assessment,
1. 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 personal fitness for health rather than goals based on performance. These standards are age and gender specific and are established based on how fit children need to be for good health.

PLAYGROUND & BUILDING SAFETY RULES

A. PLAYGROUND SAFETY RULES

The following activities are prohibited on the playground:

1. Riding bicycles on campus except to or from the bicycle rack
2. Standing up in the swings
3. Climbing on backstops
4. Playing tackle football (Touch and flag football are permissible.)
5. Playing on adjoining streets or bus loading area
6. Toy guns or pistols (including water pistols) are not to be brought to school.
7. Carrying a knife or other dangerous weapons
8. Shooting of fireworks
9. Baseballs (Softballs or inflated balls are fine.)
10. Skateboards should not be brought to school.

NOON RECESS

1. No gymnastics (cartwheels, flips, etc)
2. No tackle games
3. No playing with equipment after whistle blows
4. When whistle is blown, stop to listen for instructions
5. No playground equipment is to be brought to school from home
6. No “twisting”, “double-swinging”, “bumper cars”, or “swinging on stomach” is allowed on swings
7. No jumping off swings

8. No saving of swings for friends
9. No playing in ditch at back of play area
10. No wrestling or karate
11. No “going up” slides – Slide only one at a time on the slide
12. No profanity
13. No climbing trees or pulling leaves or branches off of trees
14. NO THROWING ROCKS, SAND, STICKS, PINE CONES, ETC.
15. No lifting other students to reach bars

B. SAFETY RULES OF BUILDING

1. No running in the halls or the cafeteria
2. No yelling or screaming in halls
3. No shoving or pushing in halls
4. Follow all classroom and school rules and procedures

CAFETERIA

A. BREAKFAST/LUNCH ACCOUNT

1. Each student has been issued a lunch account which money can be deposited for lunch and breakfast only. Ice cream money must be brought separately.
2. Any amount can be deposited into the account whether it be cash or check.
3. The cost of one week of lunch is \$12.75 and the cost of one week of breakfast is \$6.25
4. All students will give their money to the teacher to be deposited.
5. A slip is placed in your child’s folder for accounts that fall below \$2.50.
6. Student lunch accounts can be accessed through the Lunch Money Now link located on the NISD homepage: www.needvilleisd.com

B. FREE & REDUCED BREAKFAST/LUNCH

1. Free and reduced priced breakfasts and lunches are available for qualified students.
2. Application forms will be sent home with pupils or an application may be made in person at the principal’s office.
3. The cost of reduced breakfast and lunch will be set in accordance with federal guidelines, which the applicant will receive upon approval of an application.

C. FOOD PRICES

Breakfast Prices

Student----- \$1.25
 Adult----- \$2.25
 Milk/Juice----- \$.35

Lunch Prices

Student-----\$2.55
 Adult----- \$3.25
 Milk-----\$.35

STUDENT TRANSPORTATION

A. NISD 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.
 - 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:

1. A conference involving the principal, the student passenger, the transportation director, and parents may be required.
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.
4. Your child will be **SUSPENDED** from the bus on their **third bus discipline**.

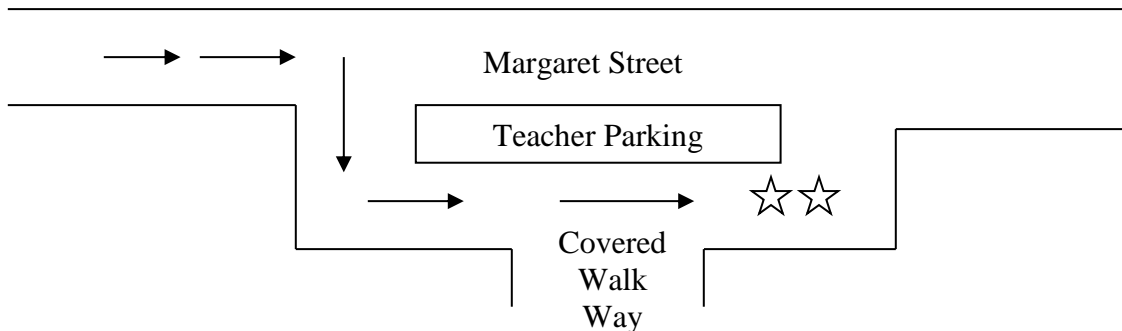
Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

The principals will receive the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

B. CAR RIDERS SAFETY PRECAUTIONS

1. Students may be dropped off either side of campus--Margaret St. or Banker St. before 8:00 A.M.
2. Cars parked/advancing on Margaret Street should be single file facing east, yielding to the bus exit. **Please do not block entrances into parking lots.**

3. Cars parked/advancing on Banker Street should be in single file.
4. Parents delivering students in the morning should be prepared to drop off children without holding up traffic. Students must exit right side of vehicle. **Children may not be dropped off in the teachers' parking lot.**
5. **Only cars in the car rider line can pick up students.** Students will not be allowed to cross flow of traffic or walk to the teachers' parking lot. Gates to the teachers' parking lot will be locked from 3:30-3:45 daily.
6. The following are designed to eliminate dangerous situations:
 - a. **PARKING ON MARGARET STREET:**
 - 1) **DO NOT PARK** cars (attended or unattended) on Margaret St. in front of NES between the parking lot entrance and kitchen exit. NO TRAFFIC will be allowed through the teacher parking area.
 - b. **STUDENT PICK UP AREA:**
 - 1) **Pick up area: Parents ARE NOT to enter the pick-up area in front of the school until 3:30 P.M.** Pupils will only be allowed to enter cars which are next to the curbing nearest the elementary school. The first car should advance to the end of the building. Each car that follows should park close to the preceding one. Students shall walk down the sidewalk and enter the cars from the curb side. Teachers will assist students to parked cars. Whether attended by a parent or another adult, students **WILL NOT** be allowed to walk between the cars or enter a car on the non-curb side. Beginning at 3:15 P.M., you **WILL NOT** be allowed to enter the building or walk up to take your child from the car rider line or enter the building to sign out your child.



- c. **PARKING AREA:** Do not park in the “No Parking Area” (**YELLOW CURBS**) or directly in front of the main entrance to the school.
 - d. **UNATTENDED CARS:**
Vehicles which have entered the student pick-up area should not be left unattended. Parked, unattended vehicles block the flow of traffic. Unattended vehicles may be towed at the expense of its owner.
 - e. **NINE RESERVED PARKING SPACES** in front are for school personnel.
2. Teachers will be assigned duties to regulate the above, but your help, courtesy and cooperation is requested. **Please put your child's name on the poster board that is provided and place it on the right front dash board. PLEASE USE ALL YEAR LONG.**

C. TRANSPORTATION CHANGES

Students will not be allowed to leave school as walkers, car riders or on another bus unless a **note** has been received by the office on the day the student is to change transportation.

All notes must include student's name, teacher's name, complete address of destination, dates this change is in effect and parent's/legal guardian's signature with phone number. All notes must be received by **2:30 P.M.** on applicable day. (**HANDWRITTEN or FAXED NOTES ONLY WITH PARENT'S/LEGAL GUARDIAN'S SIGNATURE – ABSOLUTELY NO EMAILS**). Phoning to change your child's transportation arrangements will be accepted only in emergency situations. In addition, if you want your child to be a car rider every week or one day each week, etc., write a note to that effect. It will be kept on file in the teacher's room.

D. BICYCLES

Students are allowed to ride their bicycles to school. They must be placed in the bicycle rack provided. The school is not responsible for theft or accidents. Bicycle riders are dismissed with walkers.

E. EXCUSE TO LEAVE CAMPUS

If a student desires to leave the Needville Elementary Campus, he will need to have a parent or guardian signed excuse. The student should present the excuse to the office for dismissal from school. In emergencies, students may be picked up by the parent. Parent/Guardian must sign the student out in the office as they leave and may be required to show a picture identification (i.e. driver's license).

Pre-K students will only be allowed to be picked up by persons whose names are on file in the office. Anyone other than the child's parent will be required to show a picture identification (i.e. driver's license) and sign out before leaving.

FIELD TRIPS

Each grade level at the Needville Elementary School may be allowed one field trip during the school year. The district provides transportation and supervision on all field trips.

Parents are not allowed to attend field trips unless they are part of the supervisory team organized by the school and specific grade level; supervisory team members must have approval prior to the day of the field trip. In order to attend field trips an approved criminal background check must be on file with the district. Non-school age children are not allowed on field trips. No items may be purchased on a field trip. Students can lose the privilege of field trips. **You will receive a grade level notice regarding field trip cost and T-shirt. The notice must be signed, all requirements met (class T-shirt, lunch, fee, and notice returned) before your child will be allowed to go on the trip.**

FIELD TRIP DRESS CODE

Students who attend field trips must follow the district's dress code and wear their class T-shirt. **All parents who are asked to supervise the field trip must follow district dress code.**

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 the 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 on field trips, teacher workroom helpers, room parent, and helper at school sponsored events such as parties or field day). **Forms must be filled out within two weeks of the student's enrollment date.**

EMERGENCY DRILLS

Emergency fire drills are held at least once a month. The first drill is scheduled. The following bell schedule is used:

SOUNDED FIRE ALARM – March out of building in orderly manner

1 Bell – Halt

2 Bells – Return to room

Emergency tornado drills are held at least twice a year. The following bell schedule is used:

4 Bells – Students exit classroom to designated safe area

All rooms have the drill bell schedule and exit plans posted at the door.

WEATHER INFORMATION

Due to inclement weather, NISD 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 closings due to snow or weather on KILT 100.3 FM and KTRH 740 AM. **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 release early; school will dismiss as usual. On the extreme rare occasion that school would release early, your child will not be taken home unless there is communication and verification of supervision at home. The elementary staff will supervise the students on campus until parents can come to pick up child.

CANDY AND RAFFLE TICKET SALES

The sale of raffle tickets at school is limited to Youth Fair and PTA raffle tickets. **THE SALE OF CANDY, COOKIES, OR ANY FOOD ITEM OF ANY SORT, IS NOT PERMISSIBLE.**

PUBLIC SCHOOLS WEEK

Parents are invited to visit the school during Public Schools Week. A schedule will be forwarded prior to the event. **NO NON-SCHOOL AGED CHILDREN ARE ALLOWED TO ATTEND.**

INSURANCE (STUDENT)

Student insurance will be available to the students of Needville Schools. The rates, type of policy, etc. will be passed on to you through the homeroom teacher.

TEXTBOOKS

The student, after assignment, is responsible for his/her textbooks. Any textbook which is lost or damaged will need to be paid for in full with **cash only**.

Due to state law, all state issued textbooks are to be covered. Book covers are provided at school, so please see that your child keeps them neatly covered. Random book checks will be held throughout the year. Discipline notices will be given to those not in compliance.

COST OF LOST OR CONSIDERED DAMAGED BEYOND USE TEXTBOOKS:

KINDERGARTEN

TEXAS JOURNEYS - **\$88.30**

HOUGHTON MIFFLIN HARCOURT GO MATH –TX STUDENT BUNDLE - **\$13.00**

HOUGHTON MIFFLIN HARCOURT -TX SCIENCE FUSION STUDENT TEXT - **\$5.00**

BENSON SLANT HANDWRITING-**\$13.29**

FIRST GRADE

TEXAS JOURNEYS - **\$128.45**

BENSON SLANT HANDWRITING - **\$9.00**

HOUGHTON MIFFLIN HARCOURT GO MATH –TX STUDENT BUNDLE - **\$13.00**

HOUGHTON MIFFLIN HARCOURT -TX SCIENCE FUSION STUDENT TEXT - **\$8.50**

HOUGHTON MIFFLIN ENGLISH - **\$7.95**

SECOND GRADE

TEXAS JOURNEYS - **\$69.57**

BENSON SLANT HANDWRITING - **\$9.00**

HOUGHTON MIFFLIN ENGLISH - **\$28.23**

HOUGHTON MIFFLIN HARCOURT GO MATH –TX STUDENT BUNDLE - **\$13.00**

HOUGHTON MIFFLIN HARCOURT -TX SCIENCE FUSION STUDENT TEXT - **\$8.50**

THIRD GRADE

TEXAS JOURNEYS - **\$86.90**

JOURNEYS of WONDER - **\$25.50**

BENSON SLANT HANDWRITING - **\$9.00**

HARCOURT LANGUAGE - **\$34.50**

HOUGHTON MIFFLIN HARCOURT GO MATH –TX STUDENT BUNDLE - **\$13.00**

HOUGHTON MIFFLIN HARCOURT -TX SCIENCE FUSION STUDENT TEXT - **\$9.75**

SUPPLEMENTARY TEXTBOOKS COST - \$10.00

TORN OR WRITTEN ON PAGES WILL COST \$2.00 PER PAGE

TAPED INSIDE COVERS WILL COST \$2.00 PER COVER

HARCOURT TEXTBOOK PHONE # 1-800-291-2187

LIBRARY POLICIES

Library schedule: Classes meet weekly
Alternate between story time/skills and checkout

Checkout period: 2 weeks

Backpack rule: All students must follow the backpack rule when taking books home. Marks will be given if the student does not have their books when their class comes to the library for book checkout.

Overdue: Students receive a mark if a book is overdue.

Library Card: All students are issued a library card and lanyard upon enrollment. These are school property and should remain at school. A lost or damaged card and lanyard must be replaced. Replacement cost is \$1.50(non-refundable). Students are also given a barcode sheet for their folder each year. The cost to replace a lost barcode sheet is \$.50.

Lost library books: Student is responsible for cost of the book plus one dollar for processing. If the book is found, the cost of the book is refunded.

Damaged library books: Charges are assessed according to the amount of damage done to the book.

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 (ie: flowing materials, science desk tops, certain wall materials).

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

A copy of the District's Asbestos Management Plan and exclusion statements are available in the central office and principal's office. It is available for inspection during normal working hours.

PESTICIDES

Pesticides are applied periodically at the elementary 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.

STUDENT COMPLAINT PROCEDURE

STUDENT RIGHTS AND RESPONSIBILITIES:

STUDENT COMPLAINTS

EXCLUSIONS

Student complaints regarding instructional materials, loss of credit on the basis of attendance, removal to alternative education program, expulsion, or prior distribution to students shall be addressed first by those procedures before addressing the Board at Level Three under this policy. (See EFA, FDD, FOA, FOD, and FMA respectively)

PURPOSE

The purpose of this policy is to secure at the first possible level 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 AND HEARINGS

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

REPRESENTATION

The student may be represented by an adult at any level of the complaint. If the complaint involves a problem with a teacher, the student shall in most circumstances, be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.

LEVEL ONE

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

LEVEL TWO

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

LEVEL THREE

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

EXECUTIVE SESSION

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

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 BYOD 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 agency. The district Technology Staff reserves the right to terminate network access to any student if deemed necessary.

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, key drives, mp3 players, hard drives, thumb drives, cds, dvds, floppy disks, zips, etc.

Needville Independent School District Acceptable Use Policy for Technology

Student's name _____ Grade _____
(please print)

I understand that my computer use is not private and that NISD will monitor my activity on the computer system. I have read NISD's Acceptable Use Policy for Technology and agree to abide by their provisions. I understand that the violation of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____

I have read NISD's Acceptable Use Policy for Technology. In consideration for the privilege of my child using NISD's technology, and in consideration for having access to the public networks, I hereby release NISD, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damages identified in NISD's policy .

Parent's signature _____ Date _____

_____ I do give permission for my child to use the Internet.

_____ I do **NOT** give permission for my child to use the Internet.

INDEX TO HANDBOOK

Absence Documentation.....	8
Administrators/Supervisors.....	3
Asbestos.....	50
Assembly Conduct	21
Asthma Action Plan.....	13
Attendance Policy.....	6-10
Bell Schedule.....	33
Bicycles.....	47
Building Safety Rules.....	43
Bus Safety Rules.....	44-45
Cafeteria.....	43
Calendar.....	4
Candy and Raffle Ticket Sales.....	48
CARC.....	7, 9
Car Riders/Riding A Different Bus.....	46-47
Computers and Networks.....	53-55
Communicable Diseases.....	13-20
Corporal Punishment.....	30
Counseling Services.....	41
Credit by Examination without Prior Instruction.....	40
Crime Stoppers.....	24
Criminal Misconduct.....	29
Detention.....	30
Discipline Management Plan.....	25-31
Drugs and Alcohol Use.....	23
Emergencies.....	15
Emergency Drills.....	48
Excuse to Leave Campus.....	47
Expulsion.....	31
Extenuating Circumstances Board Approved.....	7-8
Failing Grades.....	36
Field Trips.....	47
Fighting.....	28-29
Free and Reduced Lunch.....	43
General Student Conduct.....	21-31
Grades.....	35-37
Hair Code.....	32
Homework Collection.....	10
Honor Roll.....	37
Illness.....	15
Immunization.....	11-12
In-School Suspension.....	30
Insurance for Students.....	49
Introduction.....	1
Jurisdiction.....	24
Library Policies.....	50
Locks/Lockers.....	24

Lunch Account.....	43
Lunch Prices.....	43
Lunch Schedules.....	34
Major Infractions.....	27-28
Make-Up Work.....	10
Medication.....	12
Meningitis (Questions & Answers)	15-20
Minor Infractions.....	26-27
Mission Statement NISD.....	1-2
Non-Extenuating Absences.....	8
No Pass-No Play.....	36
Notice of Compliance.....	1
Parent/Teacher/Principal Conference Report.....	34
Pesticides.....	50
Physical Education.....	41-42
Playground Safety Rules.....	42-43
Progress Reports.....	36
Public Schools Week.....	48
Re-entry Permit.....	8-9
Report Cards.....	37
School Property Damage.....	22
Semester Grades.....	36
Special Programs.....	37-40
Student Complaint Procedure.....	51-52
Student Dress Code.....	32
Student Records.....	5-6
Student Responsibilities.....	21
Suspension.....	31
Tardiness.....	10
Teacher Conference Period.....	33
Textbook Prices.....	49
Textbooks.....	49
Tobacco Use.....	22
Transportation.....	44-47
Tutorial.....	36
Vandalism.....	22
Volunteers.....	47-48
Weapons.....	22
Weather Information.....	48

NEEDVILLE ISD GENERAL STUDENT INFORMATION – 2018-2019 (please print)

Student Last Name		Student First Name	
Homeroom Teacher		Grade/Section	
Mailing Address / City / Zip			
Street/Road Address / City / Zip			
Home Phone Number		Contact / E-mail address	
Mother's Name	Mother's Business Phone Number	Mother's Name of Employer	
Mother's Mailing /Physical Address / City / Zip			Mother's Cell Number
Father's Name	Father's Business Phone Number	Father's Name of Employer	
Father's Mailing /Physical Address / City / Zip			Father's Cell Number
Name of person whom student lives (if not both parents)		Relationship to student	Birthplace (High School only)

YES___ NO___ ABOVE ADDRESS & PHONE NUMBER SAME AS LAST YEAR
YES___ NO___ I understand the Student Handbook and the Code of Student Conduct Handbook are available on the campus website.
YES___ NO___ I give permission for the district to release the name, address, and phone number of my child.
YES___ NO___ I give permission for the district to publish the name and photographs of my child in the school yearbook, Fort Bend and Houston area newspapers, and NISD website.

EMERGENCY CARE INFORMATION

I hereby grant any authorized school personnel my permission to secure emergency medical services from any available physician for said child in case of injury or acute illness.

ASSURANCES AND CONFIRMATION FOR PARENT / STUDENT

This is to confirm that I have read and understand the policies as outlined in the STUDENT HANDBOOK and the CODE OF STUDENT CONDUCT HANDBOOK (located on the campus website) and confirm the EMERGENCY CARE AUTHORIZATION.

Student Signature	Parent/Guardian Signature
-------------------	---------------------------

HEALTH INFORMATION

Student Name (last, first) Gr./Homeroom Home Phone

Mother's Name Mother's Work Phone Number Mother's Cell Phone Number

Father's Name Father's Work Phone Number Father's Cell Phone Number

Person to contact other than parent/relationship Contact Phone Number

Please number boxes above for order of calling (1-6)

Special Medical Problems: _____

Food/Medication Allergy: _____

Daily Medication & Reason: _____

Other issue(s) nurse should be made aware of: _____

STUDENT TRANSPORTATION INFORMATION

Student Name (last, first) Gr./Homeroom

Parent/Guardian's Name Home Phone

Road/Street Address

Mother's Work Phone Number Mother's Cell Phone Number

Father's Work Phone Number Father's Cell Phone Number

Name of babysitter/day care and the physical address

In the morning, I ride bus # _____ from home _____ from babysitter/daycare _____
(check which applies)

In the afternoon, I ride bus # _____ to home _____ to babysitter _____
(check which applies)