

Needville Junior High School



Student Handbook

2020-2021 School Year

NEEDVILLE JUNIOR HIGH SCHOOL

STUDENT/PARENT HANDBOOK

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Needville Independent School District

2020-2021 School Calendar

August 2020						
Su	M	Tu	W	Th	F	Sa
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September 2020						
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31						

February 2021						
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28						




March 2021						
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


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	School Closed
	Early Release Day
	Staff Comp Day (no school for students)

	SD Staff Development (no school for students)
	Beginning/End of Six Weeks
	Report Cards

	First and Last Day of School
	Progress Reports
	Graduation

Aug 10-21	Staff Development - No school for students
Aug 24	First Day of School for students
Sep 7	Labor Day Holiday - No school
Sep 25	Fort Bend County Fair Holiday - No school
Oct 12	Staff Development - No school for students
Nov 23-27	Thanksgiving Break
Dec 18	Early Release - 1:00 p.m.
Dec 21- Jan 1	Christmas Break
Jan 4	Staff Development - No school for students
Jan 18	Staff Development - No school for students

Feb 15	Staff Comp Day - No school for students
Mar 15-19	Spring Break
Apr 2	Good Friday - No School
Apr 22	Early Release - 1:00 p.m.
Apr 23	Youth Fair Holiday - Staff Comp Day
May 21	Graduation
May 26	Early Release - 1:00 p.m.
May 27	Early Release - 1:00 p.m. - Last Day of School for students
May 28	Staff Development - No school for students
May 31	Memorial Day

PURPOSE OF STUDENT/PARENT HANDBOOK

The purpose of this handbook is to acquaint the student and parent with some of the policies necessary for managing the Needville Junior High School. Our purpose as teachers is to provide your children with the best education possible, but we need your cooperation in certain areas. This handbook lists a few of these areas. We invite you to read these policies and procedures. If there are any questions about policies, personnel, or programs offered at Needville Junior High School, please feel free to call or e-mail for clarification.

Contact: NJHS - Principal Brett Pohler pohlerb@needvilleisd.com	793-4308 extension 1400
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NJHS - Assistant Principal Clint Watts wattsc@needvilleisd.com	793-4308 extension 1403
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NJHS - School Counselor Jayne Shafer shaferj@needvilleisd.com	793-4308 extension 1410
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NOTE: Parent(s)/Guardian. Throughout the Student/Parent handbook reference is made to "parents". Parents include single parents, legal guardians, or any person having lawful control of the child. (FNC Local)

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.

MISSION

Needville ISD strives to create an environment where students reach their full potential and become productive, successful citizens.

CAMPUS MISSION STATEMENT

The commitment of Needville Junior High is to create a community of lifelong learners who are independent creative thinkers, with a strong sense of patriotism, and well developed social and life skills. We will strive to inspire, challenge, and provide structure and support to students during this transitional period in their education development.

Needville Junior High School has set goals for the 2020-2021 school year. These goals are student oriented and designed to assist each student in becoming a more productive person:

1. Students will develop or maintain pride in himself/herself and in the school.
2. At least 90% of all students/student groups will surpass state averages on the State of Texas Assessment of Academic Readiness, STAAR test.
3. Special population programs will be reviewed annually to ensure their effectiveness.
4. Students will continue to receive information on sex education and the dangers of AIDS and teen pregnancy, as well as the dangers associated with crime, drugs, tobacco, and alcohol abuse.

NEEDVILLE JUNIOR HIGH SCHOOL CODE OF ETHICS

IN OUR CONDUCT, WE SHALL ENDEAVOR TO REMEMBER:

To regard our school as a training camp for character.
To emphasize character as the sum of all habits.
To cultivate the habits of honesty, industry, kindliness,
To give no room for cheating, lying, or laziness.
To lend a helping hand when it is needed.
To welcome a stranger to our school.
To regard courtesy as "Common Sense" in action.
To become loyal worthwhile citizens of our school, and so of our city, our state, our country and world.

These are the Guiding Principles of the Needville Junior High School Student Body.

2020-2021 Needville ISD Board Members

Position 1- John West	2016
Position 2- Scott Valchar	2016
Position 3- Jim Kocian	1988
Position 4- Glenn Vecera	2015
Position 5- Tim Sbrusch	2014
Position 6- Kim Janke	2005
Position 7- Chris Janicek	2008

Board President – Chris Janicek

Vice President – Jim Kocian

Secretary – Scott Valchar

Assistant Secretary – Tim Sbrusch

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

School Procedures

ARRIVAL AT SCHOOL

Should a student arrive at school before the 1st Bell at 7:50 a.m., he or she will follow the rules listed below:

- A. Students are to dress at home. They are to be properly dressed and within the dress code when they enter the building. This includes having the shirt tucked into the waistband of the pants. A student who exits the bus and enters the building out of dress code will be assigned to AM/PM detention hall for the infraction. No warnings will be given.
- B. If the student desires to eat breakfast or place money in their account, this will be done before he/she goes to the gym. They must have their ID card to purchase a meal.
- C. 8th-grade students will report directly to the white gym. 7th-grade students will report directly to the blue gym and will remain there until the 1st bell rings at 7:50 a.m.
- D. Several tables near the serving line exit will be designated as breakfast dining tables. As soon as the student has picked up his or her breakfast meal, he or she will move directly to the dining area, take a seat, and eat the meal. Students will be given limited time to eat breakfast, this is not a place to gather and visit. Upon finishing eating, the student will place trash in the trash cans, and depart the dining area. 8th-graders will report to the blue gym, and 7th-graders will move to the white gym.
- E. Teachers will be assigned to supervise the cafeteria and the gyms from 7:30 a.m. until 1st bell.
- F. No student will be allowed in the halls before 7:30 a.m. for tutorials.

DEPARTURE FROM SCHOOL (END OF THE SCHOOL DAY)

- 1. If a student of Needville Junior High School wishes to ride home with an older brother, sister, or relative who attends Needville High School, the student should be picked up in the car rider line at the Junior High School. No students should ride a bus to the high school or walk to the high school to catch a ride home. Students are not allowed to walk to any event at another campus.
- 2. Parents/guardians wishing to pick up their child from Needville Junior High School campus will follow these procedures:
 - a. A note should be sent to the Needville Junior High School office. This note should contain the date, name of the student, name of person the student will be riding home with, and be signed by the student's parent or guardian.
 - b. If a student will be picked up after school for a long period of time or for the entire school year, a note stating the parent's intention must be on file in the office.
- 3. Bus departure of students from Needville Junior High School:
 - a. Buses will leave at 3:35 (approximately) to take students home. The time an individual student departs the campus will depend upon which bus the student rides.
 - b. If a student normally rides a bus home, but will depart from school by another means, the following procedure will be observed:
 - 1. A signed note from the student's parent/guardian must be turned in to the school office stating how the student will be transported.
 - 2. No student who is normally a bus rider will be allowed to leave school by other means without a note. No exceptions will be made.
 - 3. The note will be brought to the office for signing in the morning before 7:55am.
 - c. If a student is to ride a different bus home, the following procedure will be followed:
A signed note from the student's parent/guardian documenting the parent's permission for the student to ride a different bus or to go home with another student must be brought to the office. The note will be signed by the office. The note will also be shown to the bus driver. The student will not be allowed to board the bus without this note.

4. All of the before mentioned notes shall be brought to the office between 7:30 and 7:50. If a note is brought, this should be done the first thing upon arrival at school. Notes will not be signed or honored after 7:55 a.m.
5. At the 3:35 bell, all bus riders will report to the cafeteria and be seated at the table assigned to the student's bus. Students will remain seated until called to go to the appropriate bus by the teacher on duty.

LEAVING CAMPUS DURING THE SCHOOL DAY

If a pupil desires to leave the Needville Junior High School campus, he/she will need to have a parent- or guardian-signed excuse. The student should present the excuse to the principal and to the teacher for dismissal from school. In emergencies, pupils may be picked up by the parent. (See the visitation policy of this handbook for instructions). Students must sign out in the office upon departure from school. If a student misses more than 10% of the class period (6 minutes) they are counted absent.

Regular Bell Schedule	
1st Bell	7:50
1st Period	7:55-8:48
2nd Period	
(Homeroom)	8:52-9:44
XLT	9:48-10:23
3rd Period	10:27-11:19
8th Grade Lunch	11:19-11:49
8th Grade 4th Period	11:53-12:45
7th Grade 4th Period	11:23-12:15
7th Grade Lunch	12:15-12:45
5th Period	12:49-1:41
6th Period	1:45-2:37
7th Period	2:41-3:35

Pep Rally Schedule	
First Bell	7:50
First Period	7:55-8:48
Second Period	8:52-9:48
Third Period	9:52-10:45
Fifth Period	10:49-11:42
8th Grade Lunch	11:42-12:17
8th Grade 4th Period	12:21-1:14
7th Grade 4th Period	11:46-12:39
7th Grade Lunch	12:39-1:14
Sixth Period	1:18-2:11
Seventh Period	2:15-3:07
Move to gym for Pep Rally	3:07

Early Release Schedule

First Period	7:55-8:30
Second Period	8:34-9:09
Third Period	9:13-9:48
Fourth Period	9:52-10:27
Fifth Period	10:31-11:06
8th Grade Lunch	11:06-11:41
8th Grade 6th Period	11:45-12:25
7th Grade 6th Period	11:10-11:50
7th Grade Lunch	11:50-12:25
Seventh Period	12:29-1:00

CODE OF CONDUCT / NJHS RULES

Students at Needville Junior High School are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity.

Student Responsibilities:

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

1. Students shall be in their classroom, seated, with material, and ready to learn when the tardy bell rings.
2. Being properly dressed.
3. Showing respect toward others.
4. Behaving in a responsible manner.
5. Paying required fees and fines, unless they are waived.
6. Refraining from violations of the student code of conduct.
7. Obeying all school rules, including safety rules.
8. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
9. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.

Rules for Student Conduct:

Students at school and school-related activities are prohibited from:

1. Cheat or copying the work of another student.
2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage property.
3. Leaving school grounds or events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward school staff or others on school grounds.
5. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.
6. Committing arson.
7. Committing robbery or theft.
8. Damaging, defacing, or vandalizing property owned by the district, students, or

- District employees.
9. Engaging in misconduct, as defined by District policies and regulations, on school buses.
 10. Fighting.
 11. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
 12. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate substantial disruption of the school program or incite violence.
 13. Engaging in inappropriate physical contact disruptive to other students or the school environment.
 14. Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance, a dangerous drug, abusable glue or aerosol paint or volatile chemical, or an alcoholic beverage.
 15. Possessing a firearm, including a knife, i.e., a pocketknife.
 16. Possessing, smoking, or using tobacco products. Students shall not possess, smoke, or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property, as provided by law.
 17. Hazing.
 18. Needville I.S.D. does not allow students to possess pagers unless they have notified the campus principal of their need to carry an emergency organization's pager as a volunteer firefighter or medical attendance. If a student is found to be in possession of a pager, without approval from the campus administration, the pager will be confiscated by the school district, and held until the student graduates or withdraws from the district. The pager will be released only to the parents/guardians, and the district will charge a fee of \$15 for returning a pager.
 19. Behaving in any way that disrupts the school environment or educational process.
 20. Students may not possess aerosol cans at school unless approved by school personnel.
 21. Membership or participation in any secret society, fraternity, sorority, or gang.
 22. No running, pushing, shoving, or disruptive conduct in halls or classrooms.
 23. No loud talking in halls. All students must walk on the right side of the hall.
 24. No sitting on tops of tables or desks.
 25. No gum chewing.
 26. Students will be in their classroom, seated, and ready to learn when the tardy bell rings.
 27. No students in the halls during class without a hall pass.
 28. No food or drinks (i.e., water bottles, etc.) in any part of the building other than the cafeteria-unless approved by the nurse or administrator.
 29. No students, regardless of age, shall drive an automobile to school. Students will not be issued parking stickers.
 30. Students should not bring the following items to school:
 - a. Medications or drugs of any kind (unless prescribed by a doctor and proper procedures have been followed concerning turning them over to the school nurse).
 - b. Stink bombs, fireworks, or any device or chemical intended to create disruptive or unpleasant odors.
 - c. Novelty items intended to disrupt by making noise, flashing light, laser pointers, causing electrical shock, or otherwise create a disturbance on a the campus.

Each teacher will have his/her set of classroom rules. These will be in accordance with rules of the Needville Independent School District.

All violators of the rules of Needville Junior High School will be subject to punishment.

Possession of a firearm, illegal knife, or any other weapon or possession, distribution, or use without prescription from a medical doctor of any controlled substance or dangerous drug while on school grounds are serious violations of the Texas Penal Code and the Texas Education Code. Any student found in possession of a weapon or drugs and/or alcohol will be charged with the criminal offense as well as receiving school discipline.

Any student found in possession of any tobacco product on school grounds will receive a ticket issued by the Needville ISD police Department as well as receiving school discipline. The above rules apply to all school sponsored activities.

Damage to School Property

Everyone should be taught respect for public property. One of the best ways to teach this is to let anyone who damaged any property pay for the damage done. Therefore, any student that purposefully destroys any school property will be required to pay for the damage.

CELL PHONES/ELECTRONIC DEVICES

Students are allowed to bring cell phones to school to use to contact parents after extracurricular events. Cell phones are not to be used to make or receive personal phone calls or text messages during the school day. Phones are to be left in students' backpacks or purses during school hours (7:30 a.m. to 4:00 p.m.) and turned off. If phone is visible it will be confiscated. If the student's phone rings, or is out during school hours for any reason (this includes texting parents during the school day for any reason and even in car rider or bus lines), the phone will be confiscated and returned to the parent/guardian at the end of the next school day and the incident will be written up on a discipline referral slip. On the 2nd offense, the cellular phone will be confiscated, discipline issued and the phone will be returned to the parent/guardian at the end of the next school day plus a storage fee of \$15.00 cash. On each additional offense thereafter, the phone will be confiscated, discipline issued and the phone will be returned to the parent/guardian at the end of the next school day plus a storage fee of doubling the prior storage fee in cash. Any electronic device will be confiscated and treated in the same manner as cell phones unless prior approval/consent by the teacher or principal (except for use as class presentation material or at a Christmas Party). This includes, but is not limited to laptop computers, pagers, gaming devices, iPods, MP3's, CD players, radios, etc. All confiscated items are subject to search by NISD administration or their designees.

From time to time, students may be allowed to use phones during class as a technology tool in the classroom. It is the student's responsibility to restore the phone in its appropriate place before leaving the classroom.

CAFETERIA RULES

Proper student conduct during lunch time is very important to maintaining a successful lunch program. Disciplinary problems at this time hinder the effectiveness of the cafeteria. To insure an atmosphere where students can enjoy their lunch, the following rules are enforced:

1. Students are not allowed to run in the cafeteria.
2. Students are not allowed to cut in the lunch line.
3. Students are not allowed to leave the cafeteria without permission from the cafeteria supervisors. No more than two students at a time will be allowed out of the cafeteria to a single location.
4. Students are not assigned seats in the cafeteria (unless for disciplinary reasons).
5. Students are allowed to talk in the cafeteria. Talking has to be carried on in a sensible manner and tone. When students are asked for silence they are expected to do so when asked. Disciplinary actions may be taken if students do not follow these rules.
6. Students are not permitted to throw food.
7. No glass containers or screw top soft drinks.
8. All drinks brought in lunches must be disposed of in the cafeteria before leaving lunch room.

TARDINESS

Passing periods at Needville Junior High School are four minutes long. Given the size and compact layout of the junior high campus, this is more than sufficient time to take care of urgent personal business and still get to class on time. Tardiness will only be excused in exceptional cases. The teacher and/or the principal will decide whether the case of a particular student is exceptional enough to warrant excuse.

Students are required to be in the classroom ready for class when the tardy bell rings. Students will be reported tardy who are not in their seats in the classroom when the bell rings. For the 2020-2021 school year, student attendance will be reported each period by computer via the campus computer network. Tardies will be reported to the office along with absences. Teachers will verbally inform students that they have been marked tardy for that class. If a student is tardy because he or she was detained by a teacher or administrator, the student must get a hall pass from the releasing teacher. Students have four minutes between classes. Students need to manage this time properly.

Some suggestions to avoid tardies are:

1. Do not visit excessively.
2. Only go to the bathroom when necessary. Do not use it as a social gathering place. If you have to use the bathroom, do so as soon as class is over with.
3. Do not waste time at the water fountain. Getting a drink between each class may not be necessary.

Excessive tardiness will be considered as a discipline problem and will be dealt with as such. Each teacher will track their tardies for the semester and discipline them as the following:

1. Tardy 1: The first tardy in a semester is "free." The teacher will give the student a verbal warning when he or she has been reported.
2. Tardies 2 and 3: The student will be assigned AM/PM detention for each tardy.
3. Tardies 4 and up: Saturday Level 2 discipline and sent to the office for Saturday detention or ISS. For each tardy an ISS assignment will be made that will count as one of the 3 ISS steps.

ASSEMBLIES

Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by the NJHS Student Code of Conduct and school rules during an assembly shall be subject to disciplinary action.

DRILLS – FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

Students, teachers, and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the directions of teachers or marshals quickly, quietly, and in an orderly manner.

The fire alarm system is meant to be activated only for fire drills and actual emergencies. Students who falsely activate the fire alarm system will be seriously punished which may include prosecution.

LOCKERS/LOCKS

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. **Academic hallway lockers will not be issued at Needville Junior High.** The school reserves the right to inspect all lockers, and students do not have a reasonable expectation of privacy where lockers are concerned. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not students are present. Students have full responsibility for the security of lockers and will make certain they are locked and that the combination is not given to others. **Students are required to keep their lockers locked at all times to protect their possessions in physical education.** All Students are issued a lock for P.E. lockers. No personal locks can be used. It is the student's responsibility to maintain possession of these. Lost locks will cost a student \$5.00 for a replacement lock.

TEACHER-PARENT CONFERENCE PERIODS

The teacher work day is from 7:30 a.m. to 4:00 p.m. Included in this work day is a 52 minute period scheduled for teaching preparation and conferences.

If a problem should arise and a parent-teacher conference becomes necessary, it should be scheduled at a time coinciding with the teacher conference period. The teacher will maintain a record of the substance of the conference, and upon request, parents will be provided a copy of the "Conference Report" form after a conference.

Each teacher will include information concerning which period he or she will be available for teacher-parent conferences in the information sent home at the beginning of the school year.

VISITS BY PARENTS

Parents and other residents of the District are invited to visit the school voluntarily. Parents are encouraged to visit the schools to confer with teachers and principals. All visits shall be arranged so as not to interfere with the school schedule or classroom instruction. Classroom visits, while instruction is being presented, shall have prior campus Administrator approval.

The following procedure is to be used by parents, guardians, or visitors in visiting the Needville Junior High School Campus after the initial day of registration:

1. All visitors must enter through the front entrance.
2. Go by the school office and present purpose or reason for the campus visit.
3. Sign the Visitor's Log and pick up a visitor ID badge from scanning your Driver License.
4. Under no circumstances should a parent, guardian, or visitor go directly to a classroom, teacher or pupil without first checking in through the school office.
5. If eating lunch with your child, you will be allowed to bring only your child a meal to eat, no table parties or sharing.
6. Only adults are allowed to eat with students in the cafeteria.

FUND RAISING

The sale of raffle tickets and other fundraising projects at school is limited to school related organizations: Honor Society, Band, 4-H, Scouts, Youth Fair, etc. Permission to have a fundraiser must first be granted by the principal.

POLICIES

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

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is: P.O. Box 412, Needville, Texas, 77461. The address of the NJHS

principal's office is: 16413 Fritzella Road, Needville, Texas, 77461.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member or of facilities with which the District contracts for placement of handicapped students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

The parent's or student's right of access to and copies of student records does not extend to all records. Material such as, but not limited to, teachers' personal notes on a student that are shared only with a substitute teacher and records on former students 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 his right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of .10 cents per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay 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. This information will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about his child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The District's complete policy regarding student records is available from the principal's, Superintendent's office and online.

THE INFORMATION IN THIS NOTICE WILL BE TRANSLATED FOR, OR EXPLAINED TO, THE PARENTS OF STUDENTS WHOSE PRIMARY OR HOME LANGUAGE IS NOT ENGLISH.

ACADEMIC DISHONESTY

Academic dishonesty involves cheating or plagiarism while involved in school-related academic activities. Cheating is defined as giving, receiving, or knowingly allowing someone else to receive unauthorized assistance on an assignment, project, or test. Plagiarism consists of using another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating. Both plagiarism and cheating are Level II disciplinary infractions, and any student found to have cheated shall be subject to both disciplinary consequences and academic consequences, such as a zero for the work in question.

Cheating, plagiarism, or any other forms of academic dishonesty are incompatible with the goals and ideals of the National Junior Honor Society. Academic dishonesty at any point in a student's Needville Junior High School career will disqualify that student from becoming a member of the NJHS. Any student who is currently a member of the Honor Society who is found to have been guilty of academic dishonesty will be immediately dismissed from the group.

ATTENDANCE POLICY

Parents/guardians will receive an automated phone call after second period if their child has been marked absent.

1. STATE ATTENDANCE LAWS AND RULES

Students between the ages of six (6) and seventeen (17) are required 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. A student will be marked as absent if they miss more than 10 minutes of a class period. 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.

2. DEFINITIONS

- A. EXTENUATING: excused
- B. NON-EXTENUATING: unexcused
- C. RE-ENTRY PERMIT: form completed at the campus administration office when a child returns to school after an absence(s).
- D. ATTENDANCE DOCUMENTATION: note written and signed by parent, guardian, medical person or administrator denoting dates and reason for absence.
- E. PARENT/ GUARDIAN NOTE: attendance documentation generated, written, dated, and signed by parent/ guardian.
- F. MEDICAL NOTE: Days of absences supported by a proper medical note may count in the required 90% days of attendance assuming the MEDICAL NOTE documents and supports all the days of the absence. MEDICAL NOTES may include MD Live notes for the FIRST excused absence however, second visits and any visits following must be in person at the doctor's office. At the discretion of the medical staff, MD Live notes **will not** be accepted for any **orthopedic** visits. All absences below 90% will be reviewed by the CARC committee.
- G. SATURDAY STUDY HALL: scheduled Saturday study hall at the Needville High School cafeteria from 8:00 a.m. to noon as a technique to make up time and work to

regain credit caused by excessive absences.

H. CARC: Campus Attendance Review Committee. This committee reviews attendance documentation when a student will not be able to complete the 90% attendance rule.

I. GRADE ADJUSTMENTS: caused by each non-extenuating absences. A maximum grade of seventy (70) shall be entered for completed make up work.

J. CREDIT DENIED: failure of a subject caused by less than 90% of attendance, failure to complete CARC decisions/assignment, or a grade of less than seventy (70) in subject.

3. BOARD APPROVED EXTENUATING CIRCUMSTANCES

A. Circumstances described in the Texas Education Code:

1. personal illness
2. sickness or death in immediate family
3. quarantine
4. weather or road conditions making travel dangerous

B. Suspension

C. Medical and dental appointments (See Exception #1 below)

D. Participation in substance abuse rehabilitation program

E. Active participation in national holiday ceremonies

F. Legal or court appearances

G. Other unusual circumstances acceptable to the campus administrator. (Pre-arranged with the principal) (TAC21.035)

EXCEPTIONS: A student not actually on campus at 9:30 AM will not be counted absent for ADA accounting purpose if:

A. The student has an appointment with a healthcare professional 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 holidays, including traveling for that purpose. Before the absence, the parent/guardian must submit a written request from the religious 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 prearranged with proper eligibility forms.

In exceptions #B and #C, the student must notify his/her teachers in advance and obtain any work that will be missed.

4. NON-EXTENUATING ABSENCE

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

- A. Expulsion
- B. Shopping
- C. Starting school late
- D. Working
- E. Vacation
- F. Any other reason which does not fulfill the Board of Trustees list of "Approved Extenuating Circumstances".

5. DOCUMENTATION

Documenting absences is a very important tool used by the CARC in denying or approving credit when a student has excessive or 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 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.

APPROPRIATE DOCUMENTATION should include the dates of absence, reason for absence, and signature by parent, guardian, medical person or campus administrator. Documentation includes:

- A. Parent/ guardian generated notes
- B. Medical/administrator generated note

PARENT/GUARDIAN GENERATED NOTES:

We do understand that there are instances where students must be absent and the district will follow the below guidelines in classifying those absences. The district will grant an excused absence for any parent signed excuse for up to five days of absences in each semester. To receive the excused absence a parent signed note must be turned in to the school office. Failure to turn in a parent signed note will result in an unexcused absence. 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. The school will send out warning letters to parents when their student has used all five days of parent notes or when they receive two unexcused absences.

MEDICAL/ADMINISTRATOR GENERATED NOTES:

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

RETURNING TO SCHOOL CAMPUS

Upon return to the school campus, a student who has been absent any portion of the school day must submit a medical note (see page 16 letter F) or a written note from the parent/ guardian and it shall contain the following information:

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

One of these forms of documentation must be submitted (email, fax, or physical) for the absence to be considered excused. All notes must be turned in within 24 hours of the students return to campus.

6. CAMPUS ATTENDANCE REVIEW COMMITTEES (CARC)

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

- A. Review student attendance records and make decisions about credit on that basis.
- B. Award or deny credit.
- C. Determine how a student may regain credit for excessive absences.
 - 1. Additional Assignments
 - 2. Time on task requirement (before or after school)
 - 3. Attend tutorials
 - 4. Attend Saturday class
 - 5. Maintain attendance standards
 - 6. Other – i.e., custodial and M&O tasks, etc.
- D. When the CARC committee is not satisfied with the evidence or if no evidence presented, it may impose conditions on award of credit or deny credit altogether.

7. NOTICES

- A. A warning letter (Five Day Notice) will be issued to the parent/guardian/student when the student reaches five absences, whether extenuating or non-extenuating.
- B. When a student reaches 5 absences generated by notes a letter notifying the parents that all future absences require documentation from a healthcare professional or court proceeding.
- C. A Delinquent Attendance Notice will be issued to the parent/student at any time the student's attendance is such that he/she has fallen below the mandatory 90% of a semester rule.

8. APPEAL TO THE BOARD

CARC decisions may be appealed to the Board of Trustees by using the following steps:

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

9. MAKE UP WORK

- A. All missed work, including tests, can be made up, regardless of reasons for absence, but the student is responsible for obtaining the assignments and completing them within the allotted time. (One day for each day missed).
- B. If the absence is unexcused (non-extenuating), a grade adjustment is imposed. No grade higher than 70 will be given for make-up work done due to an unexcused (non-extenuating) absence.
- C. Regardless of the reason for absence, if the student does not make up work within the allotted time (one day for each day missed), a zero for the assignment or test is given.

- D. Make-up homework/tests may be scheduled before, after or during the school day. The teacher shall determine the best time to complete homework/test.
- E. After returning to school, they have one (1) day per day missed to complete any make-up work, however the teacher may extend the rule for long absences.
- F. 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.

COLLECTION OF HOMEWORK, ASSIGNMENTS, BOOKS AND MATERIALS FOR HOME STUDY BY PRINCIPAL'S OFFICE

Homework, assignments, books, and materials will only be collected and issued for home study for students who have absences for more than one (1) day. Requests must be made prior to 8:00 a.m.

CLASS AND TEACHER ASSIGNMENTS

We have an excellent faculty at the Needville Junior High School. The results of our yearly achievement tests tend to prove this point. Pupils are assigned to specific teachers and class sections based on the needs of the individual student and the campus as a whole. Students are assigned to a particular class and/or teacher because of (1) the educational needs of the student, (2) the availability of a required educational assistance program, and/or (3) a pupil's desire to be in the band, athletics, and/or elective programs. Every attempt is made to balance each section by class size and ethnic and gender make-up. The result of all of these factors is that there is little flexibility possible in the scheduling process. Often, the desire of the student to take a particular class or to participate in a specific activity will dictate that student's entire schedule. For example, a student wishes to take Algebra I. If there is only one Algebra I teacher and the class is only offered 5th period. The student is also in Honor band and it too is only offered one period, as an example 6th period. The necessity to schedule these two classes at these two times, coupled with the small number sections available for other academic subjects means that there is likely only one possible schedule that will provide all of the classes the student is required to take. Changing one class or one teacher will often require a complete revision of the student's schedule, impacting virtually every class the student takes. For these reasons, changing a student's schedule after the first week of school is strongly discouraged, and it will only be done with the prior approval of the campus principal.

SPECIAL PROGRAMS

Special programs for eligible students at NJH include Speech, Special Education, Gifted & Talented, and English as a Second Language (ESL). Parents with questions about these programs should contact the junior high school counselor or principal, who will answer questions about eligibility requirements, programs, and services offered in the District or by other organizations.

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 below to learn about the district's overall general education referral or screening system for support services.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

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

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

Special Education Referrals:

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

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

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

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

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

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

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties

or regarding a referral for evaluation for special education services is:

Contact Person: Sarah Wilkins, NJHS Counselor

Phone Number: 979-793-4250 ext. 1410

Section 504 Referrals:

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

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Sarah Wilkins, NJHS Counselor

Phone Number: 979-793-4250 ext. 1410

Additional Information:

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

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

CREDIT BY EXAMINATION

Credit by Examination Without Prior Instruction-

Students in all grades may use advanced placement examinations to advance one grade level or gain credit for a subject. Students or parents who have questions about advanced placement examinations may discuss them with the principal or counselor.

All students in grades 7-8 are eligible to attempt an examination for acceleration in their curriculum. Students will be given credit for a course that they have not received prior instruction in by scoring at least a 90 percent on an approved exam. Tests will be secured from Texas Technological University or the University of Texas. The test will evaluate student knowledge of the essential elements for each subject tested.

Credit by Examination With Prior Instruction:

Students in grades 7-8 may use credit by examination with prior instruction to demonstrate mastery in any subject to earn credit in any academic course at the secondary level, with the prior approval of the appropriate administrator. Examinations used to earn credit under this policy shall assess the student's mastery of the essential knowledge and skills.

The minimum eligibility requirement is that the student has had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. In addition to the required prior instruction, a student shall have received a course grade of at least 60 in order to use credit by examination to make up a failing course grade. To receive credit, students shall score a grade of 70 or above on the examination.

A student who has excessive absences may not be permitted to earn or regain course credit through credit by examination.

Credit by examination with prior instruction shall not be used to gain eligibility for participation in extracurricular activities.

Tests shall be administered within 30 days of the end of the school year. Within 5 days of the end of school, parents should contact the counselor to register their child for a test or tests. Testing dates will be August 4-6, October 6-8, January 5-7, and April 6-8. Parents will be required to pay for any and all tests taken.

NEEDVILLE JUNIOR HIGH SCHOOL CURRICULUM

The school day at Needville Junior High School consists of seven (7) instructional periods with 2nd period being designated as a homeroom/instructional period for the purpose of handing out information and doing announcements, pledges and moment of silence. Listed below are the class offerings for the 2020-2021 school year:

Grade 7:

All 7th-graders will take the following classes:

- | | |
|---------------|------------------------------------|
| 1. English | 4. Texas History |
| 2. Literature | 5. Science I |
| 3. Math | 6. Physical Education or Athletics |

In addition, 7th-graders will select one period of elective courses as follows:

1. Band
2. Introduction to Industrial Arts
3. Life Management Skills
4. Art

5. Choir
6. Teen Leadership
7. Theatre

Grade 8:

All 8th-graders will take the following classes:

- | | |
|--------------------------------|---|
| 1. ELA (English Language Arts) | 5. Touch System Data Entry (1 semester) / Career Connections (1 semester) |
| 2. Math or Algebra I | 6. Physical Education/ Athletics |
| 3. American History | |
| 4. Science II | |

In addition, 8th-graders will select one period of elective courses as follows:

1. Band
2. Industrial Technology
3. Choir
4. Art
5. Graphic Communication
6. Spanish for high school credit
7. Teen Leadership
8. Theatre

Due to Student Success Initiative, SSI, 8th grade students struggling in math who are endanger of failing STAAR math will be placed in the Processes and Strategies class. This class will serve as the student's elective selection.

Course Selection Criteria:

Some courses require that a student meet certain criteria and obtain principal and/or teacher approval prior to enrolling. These courses include:

Algebra I (8th grade):

Parents may request their child to be placed in Algebra I. This must be done at the end of the 7th grade school year. Students will only be allowed to request out before the school year start and at semester break.

Algebra I in the eighth grade does count as one credit in mathematics to meet the four credit requirement in high school. The grade that the student makes in algebra in the eighth grade will count toward that student's overall grade point average for class ranking in high school.

Algebra I may not be repeated for high school credit if the course is passed with any grade - 70 or above - and credit is given. All students must pass the Algebra I EOC for high school graduation.

PHYSICAL EDUCATION

Physical Education pupils are required by state law (Senate Bill 530) to participate in the Fitness Gram health-related fitness and activity assessment. The Fitness Gram is a comprehensive health-related fitness and activity assessment and computerized reporting system. One of the unique features of the program is that it allows teachers to produce individualized reports for each student in a class. The reports provide feedback based on whether the child achieved the criterion-referenced standards for physical activity or fitness. The use of health-related criteria helps 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.

GRADES AND GRADING

The grading scale for Needville Junior High School is a percentage system. Student's grades will be recorded on report cards as a percentage of the 100 total possible points that can be earned in a class. When evaluating a student's academic performance compared to a traditional Letter Grade system, use the following table:

Number Grade Converted to Letter Grade:

90-100	=	A
89- 80	=	B
79- 75	=	C
74- 70	=	D
69/below	=	Failing

Incomplete Work:

A student may receive an "I" on a report card. The "I" signifies that the student has not finished his assigned work due to excused absences. A reasonable amount of time will be given to complete the assigned work. If the work is not finished in the allotted time a "0" will be given for all unfinished work. A grade will be placed on the report card the following six-weeks for all "I's".

Semester Test

At the end of each semester, a semester exam is given. Semester exams are given during the last days of each semester.

The following is the grading procedures for NJHS:

1. Six-weeks average determined by:
 - 60% major tests or projects
 - 40% homework/class work
2. Semester average is determined by:
 - 10% semester exam
 - 30% 1st six week's average
 - 30% 2nd six week's average
 - 30% 3rd six week's average

3. All core subjects and high school courses will take semester exams.
4. To determine a six weeks grade, a minimum of 10 daily grades & 2 major test/project grades will be taken during each six weeks.
5. A maximum of 3 points can be taken off for incomplete heading.

Final grades are determined by averaging the two semester average grades.

Tutorial/Advisory Services:

Tutorial service will be provided each day from 7:30-7:55 a.m. or 3:35-4:00 p.m. Tutorial services will be available to any student failing or needing assistance in any subject. Tutorials for all core subjects will meet in the library where one teacher from each subject will be assigned to morning tutorials. Afternoon tutorials will need to be arranged with the student's teacher ahead of time.

Late Homework/Daily Work

Students receiving a "0" for homework or daily work will receive a Missed Homework Ticket and they will be assigned to complete the assignment on stage during lunch. This assignment grade will be placed in the gradebook with a 30 point grade deduction. We choose for all students to complete all assignments and to show understanding of the content learning. Any major grade/project will be accepted late with a 20 point deduction per day for up to 2 days. On the 3rd day late an office discipline will be written and handled by the administration. If major projects are not turned in by the end of the extended period, the student will receive Saturday Detention to complete the assignment.

Re-teaching and Re-testing:

Re-teaching must be done for all students who make below 70% on any major grade or test. Re-teaching requires presenting materials in a modified or different way whenever possible. Correcting tests and discussing the answers could be a part of re-teaching, but not the only way. The majority of the re-teaching should be done during the regular class period because many students will not be attending tutorials. When re-teaching to some students, enrichment activities would be excellent for the other students.

At the department's discretion, students who make below 70% on any major grade or test may have the opportunity to retest. After re-teaching, teachers can re-test during class time, tutorial period, or assign the student to take the test before or after school. The re-test will be a different test than the original exam. The precise nature of the re-test is up to the teacher. It may be appropriate to give an oral test or to test in some other format. If a student elects not to take a re-test, then the teacher will communicate the likely consequence of that decision to the student and to his or her parent.

If a teacher offers the opportunity to improve a test grade a score no higher than 70 will be recorded for a re-test grade. If a student does not improve the original grade with a retest, the original grade will be used for averaging purposes. If a student fails to show up for a re-test, the original grade will be used for averaging purposes. Only one re-test is permitted per six weeks.

REPORT CARDS & PROGRESS REPORTS

Written reports of students' grades and absences shall be issued to parents at least once every six weeks. At the end of the first three weeks of each grading period, parents will receive a Progress Report detailing the student's current class average and documenting any information the teacher feels should be shared with the parent. If a student receives a six-week grade of less than 70 in any class or subject, the parent may be requested to schedule a conference with the teacher of that class or subject.

Report cards and progress reports must be signed by the parent and returned to the school within 2 days.

Report Cards:

Report cards will be issued on the following dates: Oct. 5, Nov. 9, Jan. 5, Feb. 17, April 7, and June 3. A signed report card is the school's documentation that the parent has been made aware of the student's academic status and progress. Report cards will be returned no later than the following dates Oct. 7, Nov. 11, Jan. 7, Feb 19, and April 9. Students will be subject to disciplinary action set by the principal for failing to return the report card or progress report signed by the parent. Consequences for failure to return the signed report card will include lunch-time stage detention, Saturday detention or ISS until the documents are returned.

At the end of the school year, students will bring a self-addressed stamped envelope. Report Cards will be mailed home in these envelopes. Students who do not bring envelopes will have to come to the school to pick up their report cards. Lost progress/report cards will be recopied/replaced for a \$1.00 replacement fee.

Progress Reports:

Progress reports will be given to all students at the end of the third week of each six-weeks grading period. All students will receive a one-page report card-style overall progress report, which will show the student's average in each of his or her classes as of the end of the three-week progress reporting period. Students with an average below 75 in a specific class will also receive a detailed progress report for that class. Teachers may choose to send, or a parent may request a progress report from a specific class even if the student's average is above 74 if either the teacher or parent feels that this information is important. Progress reports will be issued on the following dates: Sept. 14, Oct. 19, Nov. 30, Jan. 25, March 8, and April 26. A signed progress report is the school's documentation that the parent has been made aware of the student's academic status and progress. Progress reports will be returned no later than the following dates: Sept. 16, Oct. 21, Dec. 2, Jan. 27, March 10, and April 28. Students will be subject to disciplinary action set by the principal for failing to return the report card or progress report signed by the parent. Consequences for failure to return the signed progress report will include after school detention, Saturday detention or ISS until the documents are returned.

Parents sometime want progress information more often than every three weeks. These requests will be honored on an exception basis. If a parent desires additional interim progress reports, he or she must contact the teacher directly each time an updated progress report is desired. The parent can contact the teacher during his or her conference period by telephone or e-mail and request an update. Due to the overwhelming administrative burden it imposes, on-going exceptional requests for interim progress reports (e.g.: Please e-mail me every Thursday and let me know how my student is doing or Call me any time my student doesn't turn in an assignment.) cannot be honored. Parents are, however, free to make one-time requests for status updates as often as they feel them to be necessary. All parents have access to student grades on Parent Portal. Please, pick up the sign in paperwork from the front office.

PROMOTION/RETENTION OF STUDENTS

The promotion/retention policy of the Needville Independent School District has been written in accordance with the State Board of Education's policy.

Grade 7:

To be promoted from the seventh grade to the eighth grade, a student must attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects: English Language Arts (average of the literature and English averages), mathematics, social studies, and science.

Students not promoted from the seventh grade will repeat all seventh grade subjects.

Grade 8: Passing STAAR Reading and Math

To be promoted from the eighth to the ninth grade, a student must attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects: English Language Arts (ELA), mathematics, social studies, and science.

Students not promoted from grade eight to grade nine will be required to repeat all eighth grade subjects.

Any student that meets the criteria for promotion and is promoted to the next grade level having failed one or more subject(s), will not be required to repeat that/those subject(s) in the next grade level.

Students who fail two or three academic courses are subject to be retained. These students will be offered an opportunity to remediate and be advanced to the next higher grade by attending summer school. Summer school may be offered by Needville ISD, depending on demand and the availability of funds to pay or support a local program. If the District cannot offer summer school, students failing two or three academic classes will be referred to a nearby district (normally Lamar Consolidated ISD) that does offer an appropriate summer school program. If the student successfully completes the summer school program, he or she will be promoted to the next higher grade. If the student fails to attend or to successfully complete the summer program, he or she will be retained in the current grade placement.

Any student who fails all four academic subject areas will be retained.

Parents should be aware that, effective in the school year set out below, a student's satisfactory performance on state exams, called the State of Texas Assessment of Academic Readiness (STAAR) will be required for promotion. This requirement will be effective for the following students:

- * Third graders in the 2002-2003 school year,
- * Fifth graders in the 2004-2005 school year, and
- * Eighth graders in the 2007-2008 school year.

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test.

If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained. The parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

Pledges of Allegiance and a Minute of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents must submit a written request to the principal to excuse their child from reciting a pledge. All students will stand at attention and show proper respect to the American Flag and Texas Flag.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any silent activity so long as the silent activity does not interfere with or distract others. [See policy EC]

TEXTBOOKS

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

TEXTBOOKS/BOOK COVERS

The students, after assignment is responsible for their textbooks. Any textbook which is lost or damaged will be paid for in full.

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

TEXTBOOK LIST 2020-2021

<u>Grade</u>	<u>Title</u>	<u>Subject</u>	<u>Price</u>
7	Houghton Mifflin into Literature Texas	Literature	72.74
7	Scott Foresman ESL	ESL	35.00
7	Houghton Mifflin Texas Science Fusion	Science	12.95
7	Texas History: McGraw Hill	Texas History	73.98
7	Houghton Mifflin Go Math	Math	14.50
7	Teen Health 2	Health	43.98
<u>Grade</u>	<u>Title</u>	<u>Subject</u>	<u>Price</u>
8	Houghton Mifflin into Literature Texas	Literature	72.74
8	Houghton Mifflin Texas Science Fusion	Science	12.95
8	United States History to 1877 McGraw Hill	Am. History	55.50
8	Houghton Mifflin Go Math	Math	14.50

8	Algebra I McGraw Hill	Algebra	75.00
8	Teen Health 3	Health	45.20
7/8	Art: A Personal Journey	Art	44.95
7/8	The Singing Musician and A Good Start	Choir	40.00

LIBRARY

The number of books checked out at one time is 2 (books may go home with the students). .
The checkout period is 2 weeks; after the two week period, a fine of 5 cents per school day will be assessed.

Students are responsible for the cost of lost library books plus one dollar for processing. If a student has not cleared their library obligations before the issuance of report cards, then the child will be assigned after school detention or Saturday detention until cleared.

Charges will be assessed for damaged library books according to the amount for damage done to the book.

To go to library at any time, student must have a pass.

EXTRACURRICULAR ACTIVITIES

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions.

1. During the initial six-week period of the school year, students must have been promoted into the next grade level.(See the PROMOTION section in this handbook or the principal for further information on promotion).
2. In order to be eligible to participate in an extra-curricular activity event during the 2nd through 6th six-weeks grading periods, a student must not have a recorded grade average lower than 70 on a scale of 1 to 100 in any course for the preceding six-weeks period. A student enrolled in a school district in this state or who participates in a University Interscholastic League competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League during the grade reporting period after a grade reporting period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. After the first three weeks of a suspension under this subsection, the principal shall remove the suspension if the student has not received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class in that three-week period. A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance. A student may not be suspended under this section during the period in which school is recessed for the summer or during the initial reporting period of a regular school term on the basis of grades received in the final grade reporting period of the preceding school term. Suspension of a student with a disability that significantly interferes with the student's ability to meet regular academic standards must be based on the student's failure to meet the requirements of the student's individualized education program (IEP). The determination of whether a disability significantly interferes with a student's ability to meet regular academic standards must be made by the student's admission, review, and dismissal (ARD) committee. For purposes of this subsection, "student with a disability" means a student who is eligible for a district's special education program under Section 29.003(b).
3. Students are allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities come under this provision as do other organizations and other activities that appear on the State approved list of organizations and activities.

4. Students will be allowed to complete/make-up all worked missed.
5. On the day of an extracurricular activity, a student must be present at least half a day to attend and/or compete.

Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused.

All students are allowed to stay and watch the games as spectators. They will need to be picked up within 30 minutes of the conclusion of the games. If the student is not picked up in a timely manner, they will be asked to not attend future events.

DISCIPLINE AND EXTRACURRICULAR ACTIVITIES

Misconduct, and especially misconduct associated with participation in extracurricular activities, can have negative repercussions for the student beyond those listed above. Students who violate the Student Code of Conduct and/or NJHS school rules may forfeit for a time their right to participate in any or all extracurricular activities. This can be the result of a specific suspension from participation imposed by the principal as a consequence of the misconduct, or it may be due to the rules and /or policies of the activity or organization. For example, if a student was caught cheating on an exam, he or she would be placed in ISS for the misconduct. If that student was a member of the National Junior Honor Society, he or she would also be dismissed from that organization because that is what the by-laws of the Society require for members guilty of academic dishonesty. If a student skipped school and also missed football practice, the coach could suspend the student from playing in a game, remove that player from the team, or impose a physical punishment (miles, steps, snakes, etc.) in addition to the school penalty imposed by the principal. This is not double jeopardy, and the student is not being punished twice. When a student chooses to participate in an activity or organization, he/she chooses to take on the additional responsibilities and behavioral requirements associated with that activity or organization. Students who voluntarily make that choice are held to a higher standard.

Students who are assigned to In-School Suspension or who are suspended out-of-school are not permitted to participate or attend any school-related activity during the period of ISS or suspension. This includes practice for these activities. The ISS or suspension day runs from 12:01 a.m. until 11:59 p.m. of each day assigned. A student who is released from ISS at 3:45 p.m. on the last day of an ISS assignment will not become eligible to participate until midnight of that day. If a multiple-day ISS assignment or suspension extends across a weekend (Thursday, Friday, Monday), the student will not be eligible to participate on Saturday or Sunday. However, if a student completes an assignment on a Friday, he or she would be eligible to participate in activities on Saturday.

FIELD TRIPS

Whenever a field trip is scheduled, a parent/guardian permission slip shall be secured by the teacher. Parents are not allowed to attend field trips unless they are part of the supervisory team organized by the school. In order to become part of a supervisory team, each adult volunteer must have an approved criminal background check on file in the District office. No child who is not a student at Needville Junior High School will be allowed to go on field trips.

DISCIPLINE AND DISRUPTIONS

The goal of Needville Junior High School is to provide a safe and controlled environment that will facilitate instruction and allow teachers to teach and students to learn. To achieve this goal, it is necessary to establish and maintain a disciplined environment on our campus. The educational purpose of discipline is to reinforce desired behaviors and to change or eliminate those behaviors that undermine the educational mission of our school. The purpose of this Discipline Management Plan is to outline in some detail the behavioral expectations of the junior high staff and to ensure consistency in applying disciplinary consequences.

Negative behaviors at NJHS will be considered as falling into one of three levels depending on the seriousness of the infraction. These levels are identified as:

Level I: Minor infractions

Level II: Major infractions

Level III: Criminal misconduct

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

Level I (Minor infraction/Violation of classroom rules)

<u>Infraction</u>	
1. Tardies	11. Chewing gum
2. Minor classroom disruption (Talking out w/o permission, making noises, throwing objects, etc).	12. Food/drink in the hallway or classroom
3. Dishonesty (Copying from another student; lying; taking another student's property without permission)	13. Displaying/using cell phone during school hours
4. Dress code violations*	14. Horseplay in the hallway or cafeteria
5. Inappropriate physical contact	15. Discourteous conduct to teachers, staff, or other Students
6. Obscene gestures**	16. Student in off-limits area (out-of-bounds)
7. Inappropriate/abusive language**	17. Failure to bring required materials to class
8. Possession of a prohibited item (electronic device, laser pointer, etc.)	18. Failure to follow posted classroom rules
9. Name-calling/teasing	19. Any other act that causes a minor disruption of the educational process
10. Possession of matches or a lighter	20. Public Display of Affection other than kissing. Ex holding hands, hugging, etc
<u>Consequence(s)</u>	
1. Verbal correction	student after school)
2. Seating change within classroom	8. Confiscation of items that disrupted the educational process
3. Student/teacher conference	9. After-school detention (3:38-5:00, Tues-Wed)
4. Parent/teacher conference	10. Corporal punishment (within NISD policy guidelines)
5. Grade reductions as permitted by NISD policy	11. Student sent to principal/asst.
6. Withdrawal of classroom privileges	
7. Classroom detention (keeping	

principal for discipline

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

** Unless directed at a teacher or other staff member

NOTE: Consequences 1-7 are classroom business. Teachers should keep records of minor infractions, but infractions for which consequences 1-7 are imposed need not be reported to the office. Infractions for which consequences 8-12 are imposed will be reported to the office for scheduling and inclusion in the discipline database using the EDClick program. Parents will be notified of detention assigned through EDClick email system, and phone call through School Messenger a minimum of 24 hours in advance.

NOTE: Confiscated prohibited items will be turned in to the office. Certain items, such as pocket knives, laser pointers, stink bombs, and any other item deemed by the principal to be either dangerous or grossly disruptive, will be permanently confiscated and destroyed. For return of other prohibited items such as cell phones, electronic devices etc. see page 11 of handbook. For return of inappropriate dress code items see page 41 of handbook.

Teachers and administrators may impose Level I consequences for Level I misconduct. A fourth Level I infraction in a one week period in a class will be considered a Level II infraction (Multiple Level I Infractions) and will be referred to the office for action.

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, disruption, riot, sit-in, walk-out, blocking of entrances, etc. Written materials, hand bills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the principal. Violators shall be subject to disciplinary action.

Level II (Major infraction)

VIOLATION OF STUDENT CONDUCT

- | | |
|---|---|
| 1. Multiple Level I infractions (>3 Level I infractions in 1 school week) | tobacco products, e-cigarettes |
| 2. Insubordination | 13. Excessive physical horseplay, taunts, pushing, scuffling |
| 3. Bullying | 14. Gambling, hazing, extortion, coercion, blackmail |
| 4. Rude, disrespectful language or demeanor toward school employees (written or verbal) | 15. Requesting Corporal Punishment in place of AS detention |
| 5. Profanity or obscene gestures, writings, drawings | 16. Inappropriate or abusive language likely to create disruption or start fights. |
| 6. Truancy (skipping) or leaving campus or classroom | 17. Use of racial, ethnic, or gender related slur. |
| 7. Cheating or plagiarism | 18. Damaging or vandalizing school or personal property less than \$1500.00 in value. |
| 8. Throwing objects that can cause injury or damage | 19. PDA (public display of affection) ex kissing, etc |
| 9. Fighting | 20. Deliberate discharge of a fire extinguisher or fire alarm |
| 10. Academic Non Performance (>3/six weeks) #_____ | |
| 11. Stealing | |
| 12. Possession/distribution/use of | |

- | | |
|--|--|
| <ul style="list-style-type: none"> 21. Possession of a razor, box cutter, pocket knife, chain, or other object that can be used as a weapon, or of look-alike weapon, air/BB gun, stinging chemical. 22. Possession or discharge of fireworks, pyrotechnics, stink bombs 23. Disruption of a classroom, bus, assembly, or school function | <ul style="list-style-type: none"> 24. Failure to attend or complete after school or Saturday detention 25. Inappropriate use of technology including cellular devices 26. Threatening another student or inciting violence. 27. Any behavior deemed disruptive to the educational process |
|--|--|

Consequence(s)

Saturday detention	Citation by NISD Police Dept. officer
In-School Suspension (ISS)	Out-of-school suspension
Corporal punishment (in lieu of ASD)	Assignment to the Needville ISD Disciplinary
Removal from class	Alternative Education Program (DAEP)
Suspension from extracurricular activities	campus

*** Any Level II infraction, if severe enough, can rise to the level of Disorderly Conduct under the Texas Penal Code or Disruption of Education 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 administrator 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.

FIGHTS AND FIGHTING: Conflicts at NJHS will be considered to have occurred at one of three levels: verbal, scuffle, and fight.

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

2. A scuffle (Item 11) is a conflict that gets physical (pushing or shoving) and/or includes taunts or challenges but does not escalate to punches. Scuffles are a serious infraction and will result in a minimum of a 3-day assignment to ISS. As such, it will count as one of the three steps allowed before the student is assigned to the NISD Disciplinary Alternative Education Program (DAEP) campus.

Fighting (item 10) is a conflict in which the participants come to blows. **If punches are thrown, it is a fight.** In all cases of fighting, the combatants will be suspended out-of-school for a period of three school days and a 3 day ISS placement. The suspension will count as a step toward DAEP placement. ISS and OSS assignment times vary upon the number of fights a student is involved in. Each student will receive the discipline listed for fighting at school: 1st fight 3 days OSS + 3 days ISS, 2nd fight 3 days OSS + 3 days ISS, 3rd fight 45 days of AEP, 4th fight 90 days of AEP, 5th fight 120 days of AEP.

Additional notes on fighting:

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. NJHS 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 him/herself or be injured. If the student could have walked away or asked a teacher for help but chooses 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.

DISPOSITION OF CLASS II INFRACTIONS

At the discretion of the NJHS principal/assistant principal, very minor Class II infractions may be handled with Saturday detention. In most cases, however, Class II infractions will warrant In-School Suspension (ISS) or some more serious consequence. In most cases, the rule at NJHS will be "Three strikes and you're out." It is the policy of NISD to place students on the NISD DAEP campus for a minimum of 45 days upon receiving a fourth in-school or out-of-school assignment during a school year. Generally, there will be a four-step sequence for dealing with Level II offenses at Needville Junior High School. These steps are:

Step 1 (1st Level II infraction): Two-day assignment to ISS.

Step 2 (2nd Level II infraction): Three-day assignment to ISS.

Step 3 (3rd Level II infraction): Four-day assignment to ISS

Step 4 (4th Level II infraction): Out-of-school suspension (up to 3 school days) pending entry into NISD

DAEP after hearing with School Principal/Assistant Principal to review discipline file.

Please note that the consequence for any offense may be greater than those listed above depending on the severity of the offense. For example, if the first Level II offense is a fight, the consequence will be a 3-day ISS assignment. A second Level II infraction during that school year would still be handled as a Step 2.

Level III (Criminal Misconduct)

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

Following is a chart showing those offenses that fall under Level III and the state-directed disposition of those students:

Chart for Determining Mandatory Placement and Expulsion Codes for 425 Record

Disciplinary Action Reason Codes (C165)		Disciplinary Action Codes	
Code and Translation		Mandatory DAEP Placement	Mandatory Expulsion
01	Permanent removal by a teacher from class (Teacher has removed the student from classroom and denied the student the right to return. TEC §37.003 has been invoked.) – TEC §37.002(b)		
02	Conduct punishable as a felony-TEC §37.006(a)(2)(A)	X	
04	Possessed, sold, or used marihuana or other controlled substance-TEC §37.006(a)(2)(C) and 37.007(b) for under the influence	X	
05	Possessed, sold, used, or was under the influence of an alcoholic beverage-TEC §37.006(a)(2)(D) and 37.007(b)	X	
06	Abuse of a volatile chemical- TEC §37.006(a)(2)(E)	X	
07	Public lewdness or indecent exposure-TEC §37.006(a)(2)(F)	X	
08	Retaliation against school employee-TEC §37.006(b) and 37.007(d)	X	X*
09	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses in Title 5, Penal Code-TEC §37.006(c) and TEC §37.007(b)(4)	X	
10	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5, Penal Code-TEC §37.006(d) and TEC §37.007(b)(4)		
11	Used, exhibited, or possessed a firearm-TEC §37.007(a)(1)(A) and/or 37.007(e) brings a firearm to school.		X
12	Used exhibited, or possessed an illegal knife-TEC §37.007(a)(1)(B)		X
13	Used exhibited, or possessed an illegal club-TEC §37.007(a)(1)(C)		X
14	Used exhibited, or possessed a prohibited weapon under Penal Code Section 46.05-TEC §37.007(a)(1)(D)		X
16	Arson-TEC §37.007(a)(2)(B)		X
17	Murder, capital murder, criminal attempt to commit murder, or capital murder-TEC §37.007(a)(2)(C)		X
18	Indecency with a child-TEC §37.007(a)(2)(D)		X
19	Aggravated kidnapping-TEC §37.007(a)(2)(E)		X
20	Serious or persistent misconduct violating the student code of conduct while placed in alternative education program-TEC §37.007(c)		
21	Violation of student code of conduct not included under TEC §37.006, 37.007, or 37.002(b)		
22	Criminal mischief-TEC §37.007(f)		
23	Emergency Placement/Expulsion-TEC §37.019		
26	Terroristic threat-TEC §37.006(a)(1) or 37.007(b)	X	
27	Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer-TEC §37.007(b)(2)(C)	X	
28	Assault under Penal Code Section 22.01(a)(1) against someone other than a school district employee or volunteer-TEC §37.006(a)(2)(B)	X	
29	Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer-TEC §37.007(d)		X
30	Aggravated assault under Penal Code Section 22.02 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)		X
31	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer-TEC §37.007(d)		X
32	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)		X
33	Possessed, purchased, used or accepted a cigarette or tobacco product as defined in the Health and Safety Code, Section 3.01, Chapter 161.252		
34	School-related gang violence		
35	False alarm/false report-TEC §37.006(a)(1) and 37.007(b)	X	
36	Felony controlled substance violation-TEC §37.007(a)(3)		X
37	Felony alcohol violation-TEC §37.007(a)(3)		X
41	Fighting/Mutual Combat-Excludes all offenses under Penal Code §22.01		
42	Truancy (failure to attend school) – Parent contributing to truancy - TEC §25.093(a)		
43	Truancy (failure to attend school) – Student with at least 3 unexcused absences - TEC §25.094		
44	Truancy (failure to attend school) – Student with 10 unexcused absences - TEC §25.094		
45	Truancy (failure to attend school) – Student failure to enroll in school - TEC §25.085		
46	Aggravated robbery - TEC §37.007(a)(2)(F)		X
47	Manslaughter - TEC §37.007(a)(2)(G)		X
48	Criminally negligent homicide - TEC §37.007(a)(2)(H)		X
49	Engages in deadly conduct - TEC §37.007(b)(3)		
50	Used, exhibited, or possessed a non-illegal knife as defined by the district's student code of conduct and as allowed under TEC 37.007. (Knife length equal to or less than 5.5 inches.)		

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

Shaded areas indicate that the disciplinary action reason code has more than one corresponding disciplinary action code.

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

Zero Tolerance for Disorderly Conduct:

The Needville Independent School District strongly believes that all children deserve a safe and peaceful learning environment in which to learn. To accomplish this belief, students in grades 4-12 (ages 11 and up) are working in a zero tolerance atmosphere toward persistent fighting, excessive violence, and weapons on Needville ISD property or at school-sponsored events. Measures currently used for such violations are forfeiture of the privilege to attend or participate in extra-curricular activities, parent conference, suspension, in-school suspension, and possible expulsion.

Detention:

A student may be assigned to before/after school (PM) detention on Tuesday & Wednesday from 7:00-7:50am, 3:40 -4:30 pm, or 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 parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. Parents will be notified through EDClick email program and School Messenger a minimum of 24 hours in advance. Students who fail to turn in homework, violate the dress and grooming code, or commit other minor violations of school rules may be assigned to after-school detention. **Parents are responsible for student transportation after their detention.** Failure to attend after-school, Saturday detention and other disciplinary action is a Level II infraction, and normally In-School Suspension (ISS), will be the consequence. After-school and Saturday detentions can be rescheduled one time with a note from parent however, missing a rescheduled detention or not bringing a note for a missed detention will result with In-School Suspension (ISS) being assigned.

Corporal Punishment:

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

1. The student is told of the reason corporal punishment is being given.
2. Corporal punishment may be issued by the principal, assistant principal, or a teacher.
3. The instrument to be used shall be approved by the 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. Parents may request that their student not receive corporal punishment. A Letter of Request to have a student placed on the "No Corporal Punishment" list must be submitted in writing to the school office each school year.

In-School Suspension (ISS):

The Board of Trustees of the Needville Independent School District has approved the development and use of an Alternative Education Program for the students in grades 1-12, who are experiencing disciplinary problems. In-School suspension classes are held at the Junior High School for students in grades 7-8.

Students are assigned to this supervised alternative education class by a 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 will be required to complete all assigned work.

Students assigned to ISS are required to report to the ISS room immediately upon arrival to school. ISS hours are 7:30 a.m. to 3:35 p.m. Bus riders and car riders will be released at 3:35. Students assigned to ISS will eat lunch between lunch periods.

Students are required to report with all necessary textbooks, related materials, and supplies which may be required during the assignment period. All assigned work will be turned in to the ISS supervisor and returned to the appropriate teacher at the end of each day. All school rules will apply while in ISS. Failure to follow the rules of conduct while in ISS will result in further disciplinary actions.

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.

Out-of-School Suspension:

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

Needville Alternative School (NAS):

Assignment to the Needville Alternative School, a disciplinary alternative education program, is automatic after the fourth assignments to In-School Suspension in a single school year and a hearing with the Principal of the student's school to review the student's discipline file. Students will also be placed at NAS for certain serious violations of the Student Code of Conduct. See appendix "D" of the "Student Code of Conduct".

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's Discipline Management Plan and the Texas Education Code. Students expelled from Needville ISD schools are expelled to the Fort Bend County Juvenile Justice Alternative Education Program or other juvenile justice facilities at the discretion of the county judge.

Needville I.S.D. Dress Code For Grades 7-12

XIV. Needville I.S.D. Dress Code for Grades 7-12

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

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

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

Students shall come to school looking clean and neat, wearing clothing and exhibiting grooming that will not be a health or safety hazard to the student or others. The District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene or that depicts or advertise tobacco products, alcoholic beverages of any kind, drugs, imply profanity, or any other substance prohibited under policy FNCF (L); further, it prohibits any dress or grooming that, in the Principal's judgment, may reasonably be expected to interfere with normal school operations.

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

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

MODESTY WILL BE THE DOMINANT FEATURE

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

Hair

- Hair shall be clean, well-groomed, and out of the eyes.
- Boys' hair shall **NOT** cover any part of the ears, beyond the eyebrows, or over the top of a standard collar in the back when combed down (even when not wearing a standard collar).
- One straight line for parting purposes is allowed.
- Sideburns will be neatly trimmed and shall **NOT** extend below the middle of the ear, and may **NOT** be wider than 1 inch from top to bottom.
- Boys must be clean shaven daily with **NO** facial hair visible.
- Tufts, tails, cornrows or designs are **NOT** permitted.
- Hair must be a natural color.
- Added hair color for girls cannot be distracting. Hair Chunking is **NOT** allowed.
- Highlights/Lowlights as well as hair accessories are NOT allowed for boys.
- Hair height above the head cannot extend beyond 4".
- Extreme hair-dos of any nature as determined by the principal or his designee are **NOT** allowed.

Shirts

- ALL shirts will be completely tucked in at all times. Girl's dress blouses may be worn untucked around the waist as designed as long as flesh is not showing when sitting, standing, bending or raising the arms.
- **ALL** Shirts must extend beyond the waistband of the jeans, pants, or skirt and be long enough to remain tucked when sitting, standing, bending, or raising the arms.
- **ALL** writing will be school appropriate and is subject to the discretion of the campus administration.
- **ALL** Clothing - shirts, blouses, dresses - must be long or short sleeved. Sleeveless clothing is **NOT** allowed.
- Cap/crop sleeves are **NOT** allowed. **ALL** sleeves must have at least 1" of material beyond the bottom seam.
- **ALL** collars – front, side, and rear – must fall within 3" of the neck.

- Cleavage is **NOT** allowed.
- Shirts must be worn under all sweaters/sweatshirts and meet **ALL** of the above requirements.
- Long sleeved shirts are **NOT** considered sweaters or sweatshirts and will be worn tucked in, buttoned, and meet the above requirements.
- If sheer shirts are worn, the undershirt must meet the requirements of all other shirts.

Sweaters/Sweatshirts/Jackets/Coats

- Sweatshirts, sweaters, jackets, and coats will **NOT** be tied around the waist. Flannel or long sleeve shirts worn as a jacket can be untucked but must be unbuttoned. The shirt underneath must be tucked in and fulfill dress code requirements.
- Hoods on hoodies are **NEVER** to be worn.
- Writing on sweaters, jackets, coat, or sweatshirts are at the discretion of the campus administration.
- Jackets, sweaters, and/or coats do not circumvent the dress code in any shape or form. The clothing underneath the jacket, sweater, or coat must meet all dress code regulations.

Dresses/Skirts

- Dress length must be within 3 inches of the knee, which includes wearing tights or leggings.
- Excessively tight dresses will not be permitted and will be subject to the discretion of campus administration.
- **ALL** dresses and skirts will be free of any writing or images except for approved NISD Spirit Apparel
- **ALL** shirts, blouses, dresses - must be long or short sleeved. Sleeveless clothing is **NOT** allowed.
- Cap/crop sleeves are **NOT** allowed. **ALL** sleeves must have at least 1" of material beyond the bottom seam.
- **ALL** collars – front, side, and rear – must fall within 3" of the neck.
- Cleavage is **NOT** allowed.
- Boys are **NOT** allowed to wear dresses/skirts.

Pants

- Pants with belt loops must be worn with a belt.
- Pants must be worn at the waist, as defined at the top of the hip bones.
- **NO** yoga pants or leggings will be worn, all pants must have a zipper and pockets.
- Oversized pants are **NOT** allowed. Sagging or baggy pants are **NOT** allowed.
- Pajamas are **NOT** allowed.
- Athletic pants, sweatpants or joggers are permissible if they have pockets, a draw string.
- Girls may wear Capri pants that extend beyond the bottom of the knee in a sitting position.
- Frayed or un-hemmed pants will not be permitted. Pants with holes are not permitted.
- Boys are **NOT** allowed to wear Capri pants, Knickers, or the like.
- **No** shorts may be worn except during PE or Athletics.
- **ALL** pants will be free of any writing or images except for approved NISD Spirit Apparel
- Pants with more than one zipper, loops, or hoops are not permitted.

Shoes

- Shoes must be worn at all times.
- House slippers, rubber thongs, or shower shoes are **NOT** allowed.
- Boys are **NOT** allowed to wear sandals, unless socks are worn.

Miscellaneous

- The wearing of any type of pierced jewelry anywhere on the body is **NOT** allowed except for girls wearing earrings in their ears.
- Students are not permitted to wear other nontraditional piercing, for example, nose, lip, tongue, eyebrow, body rings, gauges or spikes.
- Oral jewelry is **NOT** allowed.
- Writing or pictures are not allowed on the body at any time.
- Makeup is not allowed for students in grades 5 and 6.
- Boys may not wear makeup, wear nail polish, or color their finger nails.
- All tattoos, regardless of the location, must be completely covered at all times.
- Caps, hats, bandanas, skull caps, dew rags, and sunshades, etc. are **NOT** allowed at any time on campus.
- Proper undergarments are to be worn.
- Jackets, sweaters, and/or coats do not circumvent the dress code in any shape or form. The clothing underneath the jacket, sweater, or coat must meet all dress code regulations.
- Medical Modifications to the student general 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:
 - Medical statements from a physician indicating a medical condition will be worsened by adhering to the student general code of conduct.
 - The modifications are not for mere comfort or ease, but truly medical in nature.
 - Pregnancy does not circumvent the dress code.

Face Coverings

Protocols for Face Coverings

The District will rely on guidance from the Department of State Health Services (DSHS), Fort Bend County Health Department, and/or executive orders or directives from Governor Greg Abbott or local county and city officials to determine the community transmission level and use of face coverings.

All face coverings shall be free of any images, words and political slogans. Facial coverings may display official district, campus, Texas or American Flag logos.

Failure to comply with this policy will result in the following actions:

- 1st offense- verbal/written warning; mask may be provided
- 2nd offense- student will be sent home for the rest of the school day
- 3rd offense- student placed on virtual online learning.

Back Packs

- **ONE** Manufacturer's Logo is permitted.
- Backpacks that have writing or drawings other than the manufacturer's logo, manufacturer's design, manufacturer's name, or owner's name **will not** be allowed at school.

Enforcement

- **If a student's apparel is considered inappropriate by the principal or his designee**, the inappropriate item will be confiscated, the student will be placed in a school issued corrective clothing garment to be worn for an amount of time deemed necessary by the principal or his designee, and the student will immediately be issued a dress code citation and must attend after school detention the following day. IF a student receives more than one (1) after school detention citations for dress code in a single day or more than four (4) in a one week period, each additional citation that week will constitute persistent misbehavior and be handled as a Level II Disciplinary Offense.

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

Any attire deemed distracting, lewd, offensive, or otherwise inappropriate by school administrators will not be allowed. The school reserves the right to establish rules during the school year regarding new fashions in dress.

NISD HEALTH POLICY

IMMUNIZATION REQUIREMENTS for 2020-2021

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 4th dose was administered on or after the 4th birthday. Students 7 years or older must have 3 doses of any combination DTP/DTaP/Tdap vaccine with at least 1 dose on or after the 4th birthday. Td is acceptable in lieu of Tdap if a medical contraindication to pertussis exists (a Dr. note will be required). Students entering 7th grade will be required to have a booster dose of Tdap if it has been 5 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 10 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 3rd dose was administered on or after the 4th birthday.
3. Measles, Mumps, Rubella – The 1st dose of MMR must be received on or after the 1st birthday. Pre-K must have at least 1 dose. For K-12th grade, 2 doses of MMR are required. Students vaccinated prior to 2009 with 2 doses of measles and 1 dose each of rubella and mumps satisfy this requirement.
4. Hepatitis B – Grades Pre-K-12 must have 3 doses.
5. Varicella (Chicken Pox) – The 1st 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. If your child has had chicken pox, proof of illness must be provided to the school.
6. Hepatitis A – All students entering Pre-K-10th grade must have 2 doses with the 1st dose received on or after the 1st birthday.
7. Meningococcal: All students entering 7th-12th grade will be required to have 1 dose of meningococcal (MCV4) vaccine, on or after their 11th birthday.
8. HIB – Pre-K only - 1 dose required on or after 15 months of age or a completed series 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 least 24hrs (with or without fever)	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
Flu	NISD adheres to CDC Guidance for School Administrators regarding guidelines for the prevention of influenza. They recommend keeping your child home from school for at least 24 hours after their fever is gone. The fever should be gone without the use of a fever-reducing medicine. Visit cdc.gov for more information.
Impetigo and/or	May return to school when treatment has begun (topical

	oral antibiotic)
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 permitiéndole que la saliva o las gotitas respiratorias de un portador entren 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. Tensión severa del dolor de cabeza
3. Rigidez de cuello (al doblar el cuello para enfrente, la barbilla no toca el pecho).
4. Náusea y quizás vómito
5. Un pequeño sarpullido en la piel, color morado-rojo.

Las personas con meningitis pueden también estar confusas o muy somnolientas, 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 progresará 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 diagnóstico se hace 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 otros medicamentos, y se vigilan cuidadosamente.

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

A. Aproximadamente quince por ciento de gente con buena salud tienen los gérmenes meningococcal en su nariz y garganta, y permanecen bien. Pero alguna gente repentinamente se enferma 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 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 atended 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).

DRUG & ALCOHOL USE/ABUSE

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of 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 substance 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.

"Possession" means a student has in their 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 rule. 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 rule.

5. Any item used to inhale, ingest, or inject illegal or illicit drugs (substances). This would include, but not be limited to, pipes, vials, separation trays, razor blades, bongs, power hitters, injection needles, etc.

JURISDICTION OF NEEDVILLE ISD

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

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

Interrogations	Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.
By School Officials	
By Police or Other Authorities	For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA(LOCAL).

Desks and Lockers	Desks, lockers, and similar items are the property of the District and are provided for student use as a matter of convenience. Lockers and desks are subject to blanket searches or inspections by District administrators. Searches or inspections may be conducted at any time and without notice. Students shall be fully responsible for the security and contents of desks or lockers assigned to them. Students shall make certain that lockers are locked and that the keys or combinations are not given to others. Students shall not place or keep in a desk or locker any article or material prohibited by law, District policy, or the Student Code of Conduct. Students shall be held responsible for any prohibited items found in their desks or lockers.
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Use of Trained Dogs	<p>The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL), and alcohol. This program is implemented in response to drug- and alcohol-related problems in District schools, with the objective of maintaining a safe school environment conducive to education.</p> <p>Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.</p>
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Notice	<p>At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above, and shall specifically notify students that:</p> <ol style="list-style-type: none"> 1. Lockers may be sniffed by trained dogs at any time. 2. Vehicles parked on school property may be sniffed by trained dogs at any time. 3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present. 4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.
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Parent Notification	The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school
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property, or on the student's person, as a result of a search conducted in accordance with this policy.

DRUG TESTING POLICY

RATIONALE	<p>The District has determined that the use or misuse of illegal drugs, performance-enhancing drugs, and/or alcohol among students in grades 7-12 is a problem within the schools and communities throughout the United States. Information gathered from the student bodies and from other reliable sources within the communities indicate that such use is prevalent within all segments of the student population, including those who participate in competitive extracurricular activities and those who drive to school. The District has determined a need to implement a program of random testing of students in grades 7-12 as a condition of their participation in competitive extracurricular activities and/or as a condition of obtaining/maintaining a permit to park on campus. This provision becomes effective the first day of instruction for each school year.</p>
OBJECTIVE	<p>The drug-testing program is not intended to be a punitive measure. Rather, the following objectives shall serve as the foundation for the program:</p> <ol style="list-style-type: none">1. To promote the health and safety of all students;2. To undermine the effects of peer pressure by providing a legitimate reason for students involved in extracurricular activities to refuse to use illegal drugs;3. To encourage students who use drugs to participate in drug-treatment programs; and4. Eliminate the impact drug and alcohol use has on the learning centers of the brain so that students may achieve their full academic potential.
APPLICABILITY	<p>This policy shall apply to all District students ("participants") in grades 7-12 as a condition of participation in any competitive extracurricular activities and/or as a condition of obtaining/maintaining a permit to park on campus.</p>
STUDENT AND PARENT CONSENT	<p>Before a student may be allowed to become a participant, the student and the parent and/or person otherwise in lawful control of the participant must present written consent to the testing. Refusal to submit written consent to testing shall render the student ineligible for participation.</p>
TESTING	<p>All participants are subject to random drug testing at a frequency and rate to be determined by the administration.</p>
TESTING PROCEDURES AND PROTOCOL	<p>The District shall contract for drug-screening services through an independent laboratory that has met all standards for certification as established by the Substance Abuse and Mental Health Services Administration (SAMHSA), and all testing shall be conducted by qualified laboratory personnel in accordance with accepted practices and procedures established by the contracted laboratory. Testing shall be accomplished by urinalysis using accepted immunological screening procedures. Chain-of-custody documentation shall be maintained</p>

throughout the collection and testing procedures.

Any specimens with a positive test result shall be subject to a second test for confirmation utilizing the Gas Chromatography/Mass Spectrometry (GC/MS) testing methodology. All screening shall be performed at District expense.

The vendor with whom the District contracts for drug testing shall provide the services of a medical review officer (MRO) who is certified by the Medical Review Officer Certification Council or by the American Association of Medical Review Officers as having proven by examination to have the appropriate medical training to properly interpret and evaluate the results of any drug testing authorized by the District. The MRO shall, as well, agree to abide by the procedures established by the District for the evaluation and timely reporting of any positive test results.

In the case of a confirmed positive test result, the MRO or an authorized representative shall attempt to contact the parent or person otherwise in lawful control of the participant, within one day of having received the results. Should the MRO be unsuccessful in initial attempts to contact the parent within the time specified, the District shall provide assistance in locating the parent or person otherwise in lawful control of the participant. Upon verification of a positive test result, the MRO or representative shall report the result to the Superintendent or designee within one school day after contacting the parent or person otherwise responsible for the participant.

CONFIDENTIALITY

The collections and coding of specimen samples shall be executed in a manner that ensures proper identification and confidentiality. Test results shall be made known to the Superintendent or designee, the participant, and the parent or person otherwise in lawful control of the participant. Any other parties involved in the case of a confirmed positive test result shall be notified only with respect to the level of the offense.

Test results shall be released only upon written request of a parent or person otherwise in lawful control of the participant or of a participant who is of legal age. Test results shall be destroyed within 60 days of when the participant graduates or is no longer of school age.

The vendor, laboratory, and MRO shall be prohibited from releasing any statistical information relating to the nature or rate of any positive test results from the testing program to any person, organization, news publication, or the media without the expressed written consent of the District. The vendor shall, however, provide the District with a report, at least once per semester, that includes the number of tests performed during the specified period, the rate of both positive and negative results, and a list of the substances identified from any positive specimens.

SCREEN PARAMETERS

For the purpose of this policy, the term "drug" shall be defined as any substance considered illegal by either federal or Texas law or that is controlled by the United States Food and Drug Administration including, but not limited to the following:

Alcohol

Amphetamines/methamphetamines (speed, uppers, diet pills)

Anabolic steroids (performance-enhancing drugs)

Barbiturates (downers, sleeping pills)
Benzodiazepines (Valium, Librium)
Cannabinoid (marijuana)
Cocaine metabolites
Hallucinogens (LSD)
MDMA (ecstasy)
Methadone
Nicotine
Opiates (heroin, morphine, codeine)
Phencyclidine (PCP, angel dust)
Propoxyphene (Darvon)

The District shall reserve the right to test for any and all illegal or controlled substances as determined at the discretion of the District.

TESTING PROCEDURES

The following procedures shall be followed for a random drug test:

1. Pinnacle Medical Management shall submit the list of participants and alternates to be tested to the campus principal on the day of the random drug test. Pinnacle shall also notify the school of the time that they will arrive on campus to conduct the screening. The substance abuse monitoring specialist (SAMS) shall be notified so he or she will be available for the screening.
2. The following preparations shall be made prior to the arrival of the screening personnel:
 - a. Tables and chairs shall be set.
 - b. Bottled water shall be made available for participants.
 - c. The consent forms shall be verified for all individuals to be screened.
 - d. Call slips shall be generated in groups of five participants in accordance with the time of the screening.
3. Upon arrival, Pinnacle personnel shall be escorted to the designated test site area by the SAMS to set up for screening.
4. Office personnel and administrators shall retrieve participants from classrooms and escort the participants to the designated test site area.
5. As participants enter the designated test site area, they shall be identified and checked off the list. If a participant is not present, his or her absence shall be verified and an alternate summoned and escorted to the designated test site area.
6. Any participant wishing to decline the testing shall be required to sign the waiver form acknowledging that he or she refused the screening.
7. The administrator designated and the SAMS shall remain in the designated test site area to oversee the screening and to sign call slips to return participants to class after the screening.

SANCTIONS

FIRST OFFENSE

A participant testing positive through random drug testing shall be suspended from all competitive extracurricular practices, performances, competitions, activities, and/or driving privileges for 15 school days. The designated official shall arrange for a conference between the participant, parent/guardian, appropriate sponsors, and the participant's assistant principal to discuss the offense. The participant shall be required to show proof of attendance in a certified drug-abuse program or to show proof of private drug-abuse counseling. Any costs associated with private

counseling shall be the responsibility of the participant and/or parent/guardian.

During this period of suspension, the participant shall be required to continue to attend his or her related activity in the class period allotted and shall undergo drug testing at each testing date for the remainder of the school year. If the results of the subsequent tests are negative, the participant shall be eligible to practice and participate in performances, competitions, activities, and/or regain driving privileges at the end of the 15-school day suspension period. A positive result in the subsequent drug testing shall count as a second offense. Following the positive test result, the District designee shall direct the campus designee and the student assistance program coordinator to develop a new schedule regarding the frequency of subsequent drug testing and the time frame for the participant to regain his or her eligibility.

SECOND
OFFENSE

A participant testing positive for a second time shall be suspended from all competitive extracurricular practices, performances, competitions, and/or activities, and/or driving privileges for a period of 45 school days. The designated official shall arrange for a conference between the participant, parent/guardian, appropriate sponsors, and the assistant principal to discuss the second offense. The participant shall be required to participate in a certified drug-abuse program or to show proof of private drug-abuse counseling. Any costs associated with private drug-abuse counseling shall be the responsibility of the participant and/or parent/guardian.

During this period of suspension, the participant shall be required to continue to attend his or her related activity in the class period allotted and shall undergo drug testing at each testing date for the remainder of the school year. If the results of these tests are negative, the participant shall be eligible to practice and participate in performances, competitions, activities, and/or regain driving privileges following the end of the suspension period. A positive result in the subsequent drug testing shall count as a third offense. Following the positive test result, the District designee shall direct the campus designee and the student assistance program coordinator to develop a new schedule regarding the frequency of subsequent drug testing and the time frame for the participant to regain his or her eligibility.

THIRD
OFFENSE

A participant testing positive for the third time in a random drug testing shall be suspended from all competitive extracurricular activities and/or driving privileges for a period of one calendar year from the date of the confirmation of the third positive drug test result or alcohol test result. The designated official shall arrange for a conference between the participant, parent/guardian, appropriate sponsors, and the assistant principal. The participant shall be required to participate in a certified drug-abuse program or to show proof of private drug-abuse counseling. Any costs associated with private counseling shall be the responsibility of the participant and/or parent/guardian. The participant shall also be required to continue to attend his or her related activity in the class period allotted and shall consent to a drug test at the end of the year of suspension in order to regain eligibility.

FAILURE OR
REFUSAL TO
SUBMIT TO DRUG

A participant identified for random testing on a given date who, because of illness or any other legitimate reason, leaves school before the test is performed shall be included in the next random screening. Refusal on the

TESTING	part of any participant to participate in a scheduled or random drug test shall be considered to have tested positive.
FAILURE OR REFUSAL TO SUBMIT TO DRUG COUNSELING RETESTING	<p>A participant testing positive who refuses to attend drug counseling and refuses to submit to future drug testing shall be suspended from all extracurricular activities and/or driving privileges for one calendar year from the date of the confirmation of the positive drug or alcohol test.</p> <p>In the event of a positive test result, a student or the student's parent or the person in lawful control of the student who wants a retest must submit a written request to the Superintendent or designee within three days of receipt of the notice. If the request for retest is filed, the second half of the student's specimen shall be tested by a laboratory mutually agreed upon by the student, parent, and District. The parent or person otherwise in lawful control of the student shall assume responsibility for payment of all fees related to the second test.</p>
APPEAL	<p>A suspension may be appealed by a student, parent, or person in lawful control of the student in accordance with FNG(LOCAL) beginning at LEVEL TWO.</p> <p>Pending the results of the appeal process, the student's suspension from extracurricular activities or driving privileges shall remain in effect.</p>

School Bus Conduct

Students are "at school" from the moment they step on a Needville ISD vehicle in the morning until they step off the vehicle when arriving home at the end of the day. Students being transported in school-owned vehicles shall comply with all aspects of the student code of conduct. Misconduct on the bus will be handled as misconduct at school. Any student who fails to comply with the student code of conduct or established rules of conduct while on any school vehicle may be denied transportation services and shall be subject to disciplinary action. Students suspended from any school vehicle are suspended from all Needville ISD vehicles for the duration of the suspension. This includes all regular morning and afternoon routes as well as any/all extracurricular activities.

For safety purposes, video/audio equipment will be used to monitor student behavior on all school buses. Students will not be told when the equipment is being used. The principal and transportation director will review the tapes as needed. According to Needville ISD district policy FL, viewing of videos by unauthorized individuals is not allowed unless their child can be isolated on the video and no other students may be seen.

The following rules shall apply to student conduct on school vehicles:

1. The bus driver and/or ECA sponsor are in charge. Their instructions are to be followed by all riders
2. Students should be at their designated bus stop at least five minutes before arrival of the school bus.
3. Stand back from edge of road or curb while waiting for bus.
4. Loading and unloading procedures:
 - a. Stand in line at least five feet back from bus stop
 - b. Permit younger students to board bus first
 - c. Watch your step. Step on and off bus quickly, quietly, and without pushing or shoving
 - d. Do not play at bus stop. Watch traffic at all times
 - e. Move away from bus as soon as you get off to avoid being hit or run over by bus as it pulls away from stop

Student conduct on school vehicles (cont.)

- f. While crossing a roadway:
 1. If driver instructs you to cross without escorting you, move at least 10 feet in front of bus on shoulder/curb of road and wait until driver signals you to cross.

2. If driver instructs that he will escort you across the roadway, wait for him to enter the roadway and signal you to let you know when it is safe to cross.
5. Be seated before the bus begins to move. Remain seated until the bus comes to a complete stop.
6. Keep all parts of your body inside the bus at all times
7. Never put anything or any part of your body in the aisle at any time.
8. Band instruments or school projects too large to be held in students lap or under the seat may not be transported on the bus.
9. Live animals, insects, or any dangerous objects may not be brought on buses by anyone.
10. Eating or drinking on buses is not permitted. Exception: extra-curricular trips when approved by sponsors.
11. Damage to interior of any school vehicle by a student must be paid for by student or students causing same.
12. Due to overcrowding, friends should not be invited to ride a bus home with regular student riders.
13. Only Needville ISD students are permitted to ride buses.
14. Never use the rear emergency door to enter or exit the bus except in an emergency.

The following procedure shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

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.

Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's individual education plan. (iep)
Bus-related consequences will be imposed as follows:

Punishment shall be set by each campus at discretion of administrative staff.

CHEERLEADER POLICY

Needville Junior High School cheerleaders are selected by means of a tryout before a panel of qualified judges. Tryouts are generally conducted in March for selection of cheerleaders for the next school year. The candidates must attend an information meeting, have a UIL athletic physical on file, and attend the one-week cheer clinic. The candidate will not be allowed to participate in the clinic if all paperwork is not turned in on time. The approximate cost for cheerleading is \$400-\$600 (uniforms, summer camp and camp clothes), and this cost is borne entirely by the student and/or parent. This is an up-front cost and parents must be prepared to pay for uniforms and camp at the first parents meeting after tryouts. Uniforms will be selected by the cheerleader sponsor and approved in advance of ordering by the Principal. There will be a summer camp for all cheerleaders to attend, along with summer practices and after school

practices. This information and additional rules and guidance is also provided in the NJHS Cheerleader constitution. Copies of the cheerleader constitution are available from the cheerleader sponsor.

NEEDVILLE JUNIOR HIGH SCHOOL TWIRLER POLICY

Needville Junior High School twirlers are selected by means of a tryout before qualified judge (s). Tryouts are generally conducted in April/May for selection of twirlers for the next school year. The candidates must attend an information meeting, have a UIL athletic physical on file, and attend the gym practice scheduled before tryouts. The candidate will not be allowed to participate in the clinic if all paperwork is not turned in on time. The approximate cost for twirling is \$400-\$600 (uniforms, equipment, summer camp and camp clothes), and this cost is borne entirely by the student and/or parent. This is an up-front cost and parents must be prepared to pay for uniforms, equipment, and camp at the parents meeting after tryouts. Uniforms will be selected by the twirling sponsor and approved in advance of ordering by the Band Director/ Principal. There will be a summer camp for all twirling to attend, along with summer practices and after school practices. This information and additional rules and guidance is also provided in the NJHS Twirling Constitution. Copies of the twirling constitution are available from the head band director.

EXTRAS

AWARDS AND HONORS

Needville Junior High School recognizes student achievement by giving awards for academic achievement as well as extra curricular achievement. Awards are given out throughout the year as well as at the "N-Day" awards assembly held at the end of the school year. Awards given to students are as follows:

1. Top student in each subject for each grade level (7-8): Criteria-students with the highest average in each subject.

2. Junior National Honor Society:

- The selection of members to the Needville Junior High School Chapter of the National Junior Honor Society, which is an eighth grade service organization, shall be supervised by a five-member faculty council.
- To be eligible for membership, the candidate must be a member of the 7th- or 8th- grade class. Candidates must have been in attendance at Needville Junior High School the equivalent of one year.
- Candidates must have a cumulative average of at least 95.0 at the end of the 5th six weeks of their seventh grade year as calculated by the grade management system used by the district and cannot be enrolled in any improvement classes. Averages will not be rounded up for purposes of NJHS eligibility.
- The candidate shall then complete a student activity information form. If the form is not returned by the due date, the candidate will not be considered for membership. The faculty council will use the information to assist in the selection process.
- A list of candidates shall be compiled. The names will be submitted to those faculty members who currently teach the candidates so that a Student Evaluation Form can be completed by the faculty members. Faculty members will use this form to evaluate the candidate's leadership, citizenship, service, and character. This evaluation will be completed in the spring of the student's Seventh grade year. The faculty council will use this information to assist in its selection process.
- Candidates for membership shall be notified in writing. They must respond to this notification by signing a statement which explains the obligations of a member of the National Junior Honor Society. This form also requires the signature of a parent.
- A formal initiation ceremony will be held in the evening so that parents and friends may attend. Candidates become members when they are formally initiated by the chapter officers.
- This information and additional rules and guidance concerning the National Junior Honor Society is also provided in the Needville Junior High School-chapter NJHS constitution and by-laws. Copies of the NJHS constitution are available from the Honor Society sponsor.

3. Extracurricular Activities: Includes but is not limited to the participation in 7th or 8th grade band, U.I.L. academic events grades 7-8, cheerleading, choir, twirling, and athletics in the 7th & 8th grades.

4. Most improved students: Criteria-students in grades 7-8 who display extreme improvement in courses throughout the year. Awardees are selected by the teachers in each academic subject area.

5. Honor Rolls: Needville Junior High School publishes a straight "A" honor roll and an "A & B" honor roll each six-weeks. Students with a grade no lower than "90" will qualify for the straight "A" honor roll. The "A & B" honor roll will consist of students who have a combination of A's and B's with no grade lower than "80".

CLUBS

Student clubs and performing groups such as the band and athletic teams may establish rules of conduct--and consequences for misbehavior--that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

COUNSELING

Academic Counseling:

Students are encouraged to talk with a school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the regular high school program and the advanced program. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they may take the high school courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

School Counseling Services:

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

Our 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 teachers and parents to promote the best interest of children and serve as a liaison to outside agencies that also serve the interests of children.

The counseling relationship is a professional relationship and counselors have a professional code of ethics. Our 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, however, 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.

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.

FOOD SERVICE / SCHOOL LUNCH PROGRAM

The District participates in the National School Lunch Program and offers free and reduced price lunches based on a student's financial need. Information can be obtained from the principal.

Student Prices are breakfast: \$1.25 Lunch \$2.60

Adult Prices are breakfast \$2.55 Lunch \$3.55

Lunch and breakfast may be purchased with or by:

1. Paying ahead and maintain a credit balance in the cafeteria's automated accounting system. This may be done from link on our school website. Students **MUST** have school ID to access account. No acceptations allowed.
2. Paying cash at the end of the serving line.

Each is described below:

Maintaining a credit balance:

1. A pupil can apply any amount of money to his or her account. A parent can send cash or check with the student to fill up the account.
2. When the student goes through the cafeteria serving line, he or she will hand the cash or check to the cashier and tell the cashier how much is to be applied to the account. The cashier will input the amount on the spot.
3. The entire amount does not have to be applied to the student's account. For example, a student could hand the cashier a \$20 bill for breakfast and tell the cashier that \$10 is to be applied to the account. The cashier would input the \$10, charge the student \$1 for the breakfast, and give the student \$10 change. The student would then have \$9 remaining in his or her account.
4. Students access the money in their accounts using their school issued ID at the cashier station.
5. Students are allowed to use the money in their accounts for additional ala carte serving line items and snacks such as ice cream. If the parent does not wish for the student to do so, it is the parent's responsibility to impress this upon the student and enforce the restriction. The cashier cannot be responsible for making certain that a student only purchases the items the parent wants the student to have.
6. The cashier will inform the student when the balance remaining in the account falls below \$2.00.

Cash:

Pupils who do not desire maintain a cafeteria account balance may pay cash (\$2.65 for lunch and \$1.25 for breakfast) when going through the serving line.

Borrowing and Lending Money:

The students will be allowed to overdraw their account by a maximum of \$5.00. If they have exceeded their maximum amount then the child will not be allowed to charge on the account until the balance is paid in full.

Free or Reduced Price Lunch:

Free and reduced price lunch and breakfast are available for qualified students. Application forms will be sent home with pupils or application may be made in person at the principal's office.

POSTERS AND OTHER PRINTED MATERIALS

Signs and posters that students wish to display must first be approved by the Principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

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 two weeks after enrollment.

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 material, science desk tops, certain wall material).

Needville Independent School District has only Priority III asbestos located on each campus. All full-time custodians, part-time maids and maintenance and operation personnel have received the required asbestos management training. Re-inspection will occur each January and July.

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

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 793-3636.

PESTICIDES

As part of our commitment to provide your child with a safe, pest-free learning environment, the Needville Ind. School District may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Needville ISD property are made only by trained and licensed technicians. Should you have questions about this district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator: Rodney Wieghat, 979-793-4308, ext. 1810, wieghatrw@needvilleisd.com

INSURANCE (STUDENT)

Student insurance will be available to the pupils of Needville Schools. The rates, type of policy, etc. will be posted on the school website.

WEATHER INFORMATION

Due to inclement weather, it may occasionally be necessary to cancel or delay the opening time of the school. This will be a District-wide decision, made by the Superintendent. Should it become necessary to cancel or delay school, the following radio stations will broadcast instructions for Needville ISD:

KILT - 100.3 FM

KTRH - 740 AM

Instructions will be broadcast between 6:00 a.m. and 6:30 a.m. If the bad weather sets in after school has already started, we will in virtually all cases hold students at school until the normal end of the school day. Only under the most extraordinary circumstances would students be sent home early, and if that should occur, students would not be sent home until we have communicated with the parent and made certain that the student can be safely delivered home. If students cannot be safely transported at the end of the normal school day, they will be held at school and supervised until either the parent can pick the student up or the situation improves to the point that the student can be delivered home safely.

SEXUAL HARASSMENT

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

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

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or Assistant Superintendent,

who serves as the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

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

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

STUDENT/PARENT COMPLAINTS

Exclusions:

Student complaints regarding instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are covered by separate policies. Students shall comply with those procedures before bringing a complaint to the Board under Level Three of this policy. (See legal and/or local provisions at EFA, FDD, FOA, FOD, and FMA, respectively)

Student or parent complaints regarding the special education program shall be handled in accordance with the procedures set out in the parents' rights handbook provided to the parents of all students referred to special education. Special education matters shall be heard by impartial special education hearing officers, not District employees or the Board. Student or parent complaints with respect to actions regarding the identification, evaluation, or educational placement of a handicapped student who is not eligible for special education shall be handled in accordance with the procedures in FB and FB (L).

Purpose:

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

Presentations:

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

Representation:

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

Level One:

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

Level Two:

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

Level Three:

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

The Superintendent shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

Executive Session:

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

Students and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact the principal. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be brought to the principal.

***Needville Independent School District
Student Acceptable Use Policy for Technology***

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

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

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

District Rights and Responsibilities

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

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

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Cyber bullying.
- Encouraging the use of or promoting the sale of controlled substances or drugs.
- Any attempt to destroy, damage, or dismantle any and all technology equipment¹.

¹ Technology equipment includes but not limited to pcs (mouse, keyboard, monitor, speakers, case, etc),

- 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.

laptops, calculators, projectors, cameras, multimedia projectors, printers, scanners, vcrrs, 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.

2020-2021

Needville Junior High School-Parent Compact



What is a School-Parent Compact?

Our annual school-parent is an agreement that parents, students, and teachers will work together to make sure all students reach grade-level standards. The parents, students, and staff worked together and shared ideas to develop the school-parent compact. Title 1 Committee meetings are held each year to review and revise the compact based on the Needville Junior High School academic achievement goals and students' needs.

Effective Compacts include:

- Link to academic achievement goals
- Focus on student learning
- Share strategies that staff, parents, and students can use
- *Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to observe, volunteer, and participate in the classroom

Parents are welcome to contribute comments at any time.

Building Partnerships

There are many opportunities at our school for parents to volunteer and play a role in their child's education. Please consider joining the faculty, staff, and fellow parents through some of the following events and programs

- Monthly PTA meetings
- Meet the Teacher/Open House
- Public School Week
- Parent/Student Nights
- Title 1/ESL Night

Needville Junior High is committed to frequent two-way communication with families about student's learning. Some of the ways you can expect us to reach you are:

- SAMS-Daily communication
- Parent Portal
- Parent-teacher conferences in Fall and Spring
- Progress reports-every 3 weeks, report cards- every 6 weeks
- Phone Announcements from School

"We are a No Excuse School-We produce results, not make excuses. But most of all, we reach for the stars and go beyond expectations!"

Brett Pohler, Principal

Clint Watts, Assistant Principal

www.needvilleisd.com-Needville Junior High School

979-793-4250



YOUR LOGO
HERE

Revised: 9/2020

Needville Independent School District

Parent Involvement Policy 2020-2021

Needville Independent School District/Needville Junior High School will implement the following statutory requirements:

- The school district and campus will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- The school district and campus will work with its schools to ensure that the required school-level parental involvement policies meet the Title I requirements, and include, as a component, a school parent compact.
- The school district and campus will incorporate this district-wide parental involvement policy into its district plan.
- In carrying out the Title I parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The school district and campus will involve the parents of children served in Title I schools in decisions about how the Title I funds reserved for parental involvement is spent.
- The school district and campus will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child*

Statement of Purpose

Needville Independent School District/Needville Junior High School is dedicated to providing a quality education for every student in our district. In support of the district/campus mission to enable today's students to thrive in a today's world, Needville

ISD/Needville Junior High School will develop and nurture partnerships with parents/caregivers, students, and community stakeholders. Furthermore, the district will involve parents/caregivers in all aspects of the various local, state and federal programs offered in any Needville ISD schools.

Parent Involvement in Developing the Policy

Needville Independent School District/Needville Junior High will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- A district and campus parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- A district and campus meeting of parents/caregivers, community members and campus personnel to provide feedback and input on campus plans, policies and budget allocations
- Appropriate roles for community-based organizations and businesses in parental involvement activities

Needville Independent School District/Needville Junior High School will take the following actions to involve parents in the joint development of its district/school parental involvement plan:

- Actively recruit parents/caregivers to participate in parent advisory capacity
- Schedule meetings at convenient times and locations to participate in a comprehensive review of policy, budget and programs for parent involvement
- Establish a task force to implement parent involvement activities and initiatives
- Offer a flexible number of meetings, such as meetings in the morning or evening.
- Facilitate communication between parents/caregivers and Title I campuses

Annual Meetings for Title I Parents

Needville Independent School District/Needville Junior High School will hold a meeting annually to review Title I guidelines and services offered at campus level. Copies of the district's current Parent Involvement Policy and campus designed Parent-Student Compact will be distributed at the meeting. Both documents will be provided in English and in Spanish. The meetings will be held at a convenient time and location; notice of the meeting will be provided through public announcements and school based information sources. Translators will be available to help with non-English speaking parents/caregivers.

Needville Independent School District/Needville Junior High School will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

The district will:

- Provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement
- Train parents to enhance the involvement of other parents
- Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school

Matching Parent Involvement Programs to the Needs of the Community

Needville Independent School District/Needville Junior High School will build the schools and parents' capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the schools involved, parents, and the community to improve student academic achievement, through the following activities:

The school/district will provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- the state's academic content standards
- the state's student academic achievement standards
- the state and local academic assessments including alternate assessments
- the requirements of Title I program
- how to monitor their child's progress
- how to work with educators

The Needville Independent School District will coordinate and integrate parental involvement strategies under Title I with the following other programs.

Staff/Parent Communications

With the assistance of its schools and parents, the district will educate its teachers, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

The school/district will take the following actions to ensure that Title I information

related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Translators provided at the campus level for Spanish speaking parents
- District phone call out system set up in English and Spanish based upon the primary language identified for the home
- Translations of all Title I information will be provided in both English and Spanish

In carrying out parental involvement communication, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language parents can understand.

Parent and Family Engagement Activities/Meetings

Needville Junior High will have 6 PFE activities/meetings every year.

ESL provides 2 PFE activities/meetings every year.

A Parent and Family Night is provided for all parents every year.

School-Parent Compacts

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This compact is provided by each Title I campus. The parent compact will be reviewed yearly for updates and revision.

Evaluation

Needville Independent School District/Needville Junior High School will take action to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities. The school district and campus will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary and with the involvement of parents its parental involvement policies.

Distrito Escolar Independiente de Needville

Política de Participación de los Padres 2020-2021

El Distrito Escolar Independiente de Needville/Needville Junior High School implementará los siguientes requisitos legales:

- El distrito escolar y el campus pondrán en operaciones programas, actividades y procedimientos para la participación de los padres en todas sus escuelas con programas de Título I. Esos programas, actividades y procedimientos serán planeados y operados con una consulta significativa con los padres de los niños participantes.
- El distrito escolar y el campus trabajarán con sus escuelas para asegurar que las políticas de participación parental requeridas a nivel escolar cumplan con los requisitos del Título I, e incluyan, como componente, un pacto de padres escolares.
- El distrito escolar y el campus incorporarán esta política de participación parental en todo el distrito en su plan de distrito.
- Al llevar a cabo los requisitos de participación de los padres del Título I, en la medida de lo posible, el distrito escolar y sus escuelas proporcionarán oportunidades completas para la participación de los padres con el dominio limitado del inglés, los padres con discapacidades y los padres de niños migratorios, incluyendo proporcionar información e informes escolares en un formato comprensible y uniforme y, incluyendo formatos alternativos a petición, y, en la medida de lo posible, en un idioma que los padres entiendan.
- El distrito escolar y el campus involucrarán a los padres de los niños que se sirven en las escuelas del Título I en las decisiones sobre cómo se gastan los fondos del Título I reservados para la participación de los padres.
- El distrito escolar y el campus se registrarán por la siguiente definición legal de participación de los padres, y espera que sus escuelas del Título I lleven a cabo programas, actividades y procedimientos de acuerdo con esta definición:

La participación de los padres significa la participación de los padres en una comunicación regular, bidireccional y significativa que implique el aprendizaje académico de los estudiantes y otras actividades escolares, incluyendo asegurar—
(A) que los padres desempeñen un papel integral en ayudar al aprendizaje de sus hijos;
(B) que se alienta a los padres a participar activamente en la educación de sus hijos en la escuela;

(C) que los padres sean socios plenos en la educación de sus hijos y se incluyan, según proceda, en la toma de decisiones y en los comités consultivos para ayudar en la educación de sus hijos

Declaración de propósito

Needville Independent School District/Needville Junior High School se dedica a proporcionar una educación de calidad para cada estudiante en nuestro distrito. En apoyo de la misión del distrito/campus para permitir que los estudiantes de hoy prosperen en un mundo de hoy, Needville ISD/Needville Junior High School desarrollará y fomentará asociaciones con padres/cuidadores, estudiantes y partes interesadas de la comunidad. Además, el distrito involucrará a los padres/cuidadores en todos los aspectos de los diversos programas locales, estatales y federales ofrecidos en cualquier escuela de Needville ISD.

Participación de los padres en el desarrollo de la política

El Distrito Escolar Independiente de Needville/Needville Junior High School proporcionará la siguiente coordinación necesaria, asistencia técnica y otro apoyo para ayudar a las escuelas del Título I en la planificación e implementación de actividades efectivas de participación de los padres para mejorar el rendimiento académico de los estudiantes y el rendimiento escolar:

- Un consejo asesor de padres del distrito y del campus para proporcionar asesoramiento sobre todos los asuntos relacionados con la participación de los padres en los programas de Título I, Parte A
- Una reunión de distrito y campus de padres/cuidadores, miembros de la comunidad y personal del campus para proporcionar comentarios y comentarios sobre los planes del campus, las políticas y las asignaciones presupuestarias
- Roles apropiados para las organizaciones y empresas basadas en la comunidad en las actividades de participación de los padres

El Distrito Escolar Independiente de Needville/Needville Junior High School tomará las siguientes acciones para involucrar a los padres en el desarrollo conjunto de su plan de participación de los padres del distrito/escuela:

- Reclutar activamente a los padres/cuidadores para que participen en la capacidad de asesoramiento de los padres
- Programar reuniones en momentos y lugares convenientes para

- participar en una revisión integral de la política, el presupuesto y los programas para la participación de los padres
- Establecer un grupo de trabajo para implementar las actividades e iniciativas de participación de los padres
- Ofrezca un número flexible de reuniones, como reuniones por la mañana o por la noche.
- Facilitar la comunicación entre los padres/cuidadores y los campus del Título I

Reuniones Anuales para Padres Título I

El Distrito Escolar Independiente de Needville/Needville Junior High School celebrará una reunión anual para revisar las pautas y servicios del Título I ofrecidos a nivel del campus. Copias de la Política de Participación de Los Padres actual del distrito y el Pacto para Padres y Estudiantes diseñado por el campus se distribuirán en la reunión. Ambos documentos se facilitarán en inglés y en español. Las reuniones se llevarán a cabo en un momento y lugar convenientes; notificación de la reunión se proporcionará a través de anuncios públicos y fuentes de información basadas en la escuela. Los traductores estarán disponibles para ayudar con los padres/cuidadores que no hablan inglés.

El Distrito Escolar Independiente de Needville/Needville Junior High School proporcionará a los padres de los niños participantes, si así lo solicitan los padres, oportunidades para reuniones regulares para formular sugerencias y participar, según corresponda, en las decisiones relacionadas con la educación de sus hijos, y responder a cualquier sugerencia tan pronto como sea posible. El distrito:

- Proporcionar materiales y capacitación para ayudar a los padres a trabajar con sus hijos para mejorar el rendimiento académico de sus hijos, como la capacitación en alfabetización y el uso de tecnología, según corresponda, para fomentar la participación de los padres
- Capacitar a los padres para mejorar la participación de otros padres
- Organizar reuniones escolares en una variedad de momentos, o llevar a cabo conferencias en el hogar entre maestros u otros educadores, que trabajan directamente con los niños participantes, con los padres que no pueden asistir a esas conferencias en la escuela

Coincidencia de los programas de participación de los padres con las necesidades de la comunidad

Needville Independent School District/Needville Junior High School construirá la capacidad de las escuelas y los padres para una fuerte participación de los padres con el fin de asegurar la participación efectiva de los padres y apoyar una asociación entre las escuelas involucradas, los padres y la comunidad para mejorar el rendimiento académico de los estudiantes, a través de las siguientes actividades:

La escuela/distrito proporcionará asistencia a los padres de los niños atendidos por el distrito escolar o la escuela, según corresponda, para entender temas como los siguientes:

- los estándares de contenido académico del estado
- los estándares de rendimiento académico estudiantil del estado
- las evaluaciones académicas estatales y locales, incluidas evaluaciones alternativas
- los requisitos del programa Título I
- cómo monitorear el progreso de su hijo
- cómo trabajar con educadores

El Distrito Escolar Independiente de Needville coordinará e integrará las estrategias de participación de los padres bajo el Título I con los siguientes otros programas.

Comunicaciones del personal/padres

Con la ayuda de sus escuelas y padres, el distrito educará a sus maestros, directores y otro personal, en cómo comunicarse, comunicarse y trabajar con los padres como socios iguales, en el valor y la utilidad de las contribuciones de los padres, y en cómo implementar y coordinar los programas de los padres y construir lazos entre los padres y las escuelas.

La escuela/distrito tomará las siguientes medidas para asegurar que la información del Título I relacionada con la escuela y los programas, reuniones y otras actividades de los padres, se envíe a los padres de los niños participantes en un formato comprensible y uniforme, incluyendo formatos alternativos a petición, y, en la medida de lo posible, en un idioma que los padres puedan entender:

- Traductores proporcionados a nivel de campus para padres de habla hispana
- Sistema de llamadas telefónicas del distrito establecido en inglés y

- español basado en el idioma principal identificado para el hogar
- Las traducciones o toda la información del Título I se proporcionarán en inglés y español

Al llevar a cabo la comunicación de participación de los padres, los distritos y las escuelas, en la medida de lo posible, proporcionarán oportunidades completas para la participación de los padres con hijos con dominio limitado del inglés, los padres con discapacidades y los padres de niños migratorios, incluyendo proporcionar información e informes escolares en un formato y, en la medida de lo posible, en un idioma que los padres puedan entender.

Actividades/Reuniones de Participación de Padres y Familias

Needville Junior High tendrá 6 actividades/reuniones de PFE cada año.

ESL ofrece 2 actividades/reuniones de PFE cada año.

Se proporciona una Noche de Padres y Familias para todos los padres cada año.

Pactos Escuela-Padres

Como componente de la política de participación parental a nivel escolar, cada escuela desarrollará conjuntamente con los padres para todos los niños atendidos bajo esta parte un pacto entre padres y escuelas que describe cómo los padres, todo el personal de la escuela y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes. Este compacto es proporcionado por cada campus del Título I. El pacto principal se revisará anualmente para actualizaciones y revisiones.

Evaluación

Needville Independent School District/Needville Junior High School tomará medidas para llevar a cabo, con la participación de los padres, una evaluación anual del contenido y la eficacia de esta política de participación de los padres en la mejora de la calidad de las escuelas del Título I. La evaluación incluirá la identificación de barreras para una mayor participación de los padres en las actividades de participación de los padres. El distrito escolar y el campus utilizarán los resultados de la evaluación sobre su política y actividades de participación de los padres para diseñar estrategias para una participación parental más efectiva, y para revisar, si es necesario y con la participación de los padres sus políticas de participación parental.

