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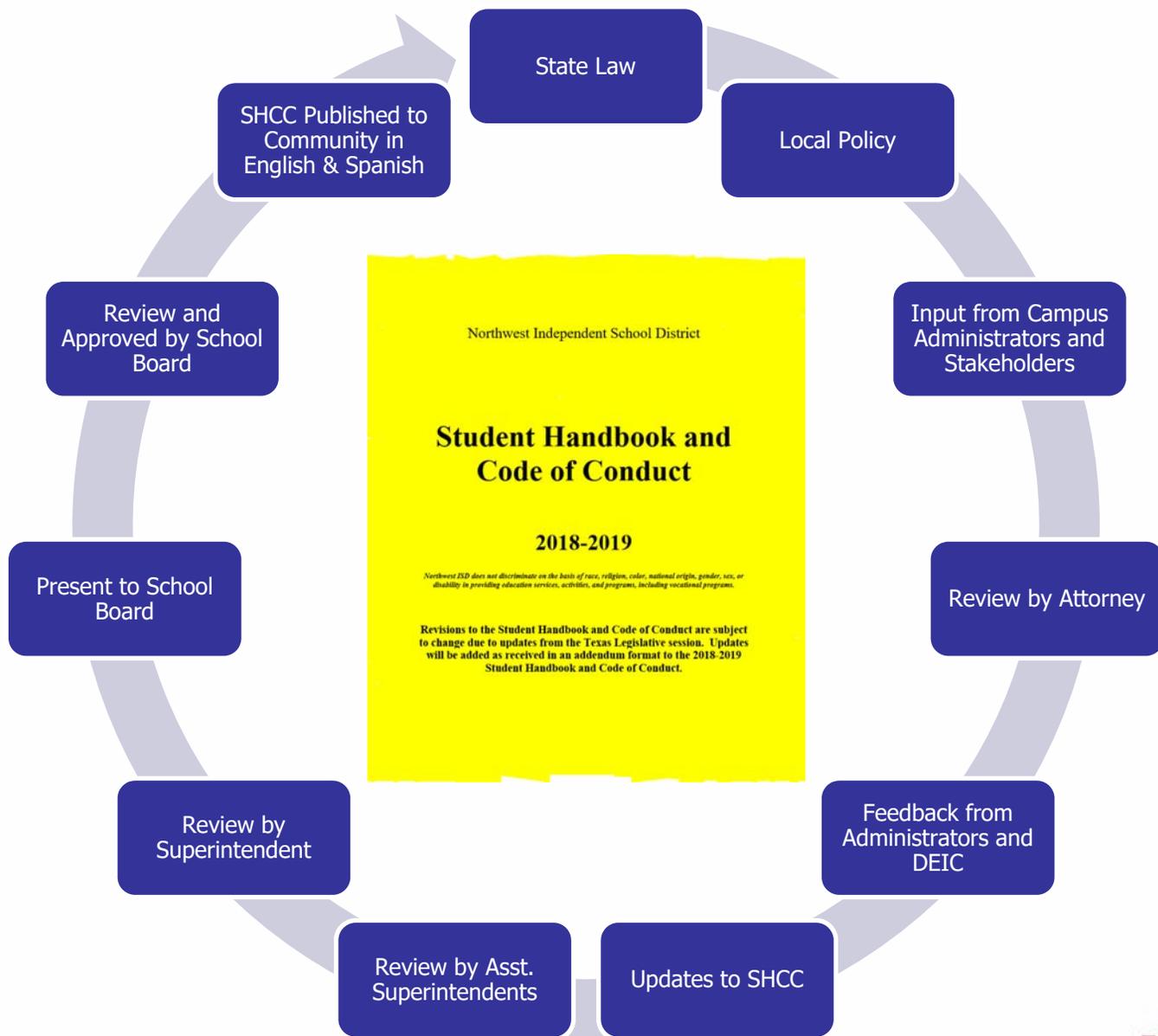
# **Student Handbook and Code of Conduct 2018-2019**

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*Every Student Future Ready.*

# Purpose of SHCC

- NISD's response to requirements of Chapter 37 of the Texas Education Code
- To provide the ***best learning environment*** for students
- Promote ***safety*** and an ***atmosphere conducive to learning***
- Teaches students ***self-discipline*** through making decisions and understanding consequences
- Addresses school-related issues
- Reviews student related Board ***policies*** and administrative ***procedures***
- Serve as a ***resource for basic information*** that is needed by parents and students during the school year



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# Student Handbook and Code of Conduct Availability

The Northwest ISD *Student Handbook and Code of Conduct* is available **online and printed copies are available by request**. Please be aware that the handbook is updated yearly while policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing e-newsletters and other communications explaining changes in policy and other rules that affect Student Handbook provisions.

In the event of a conflict between this handbook and Board Policy, the most recent adoptions of Board Policy are to be followed. The *Northwest ISD Board Policy Manual* may be found at the District's administration offices and/or on the District's website at [www.nisdtx.org/Policy-online](http://www.nisdtx.org/Policy-online). Changes in policy that affect the student handbook will be made available through e-newsletters and other communication sources.

# Beliefs, Vision, Mission & Goals

## Core Beliefs:

- Kids come first.
- Continuous learning is essential to prepare for college and career opportunities.
- Each student's success is the shared responsibility of students, families, schools, and communities.
- Learning is influenced by environment.

## Vision:

- Northwest ISD empowers learners and leaders to positively impact the world.

## Mission:

- Northwest ISD, in collaboration with students, families, communities, and global partners, will engage in a culture of learning that prepares all students to confidently navigate their future.

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# Strategic Goals

1. Students will achieve success through meaningful learning experiences, innovative pathways, and personalized opportunities.
2. Northwest ISD will recruit, value, and retain an exceptional staff to create a rewarding learning environment.
3. Northwest ISD will create and foster an environment where all stakeholders are engaged in the transformational work of the NISD family.

# Open Records Requests

Texas Public Information Act (Texas Government Code Chapter 552) gives the public the right to access and receive copies of government records. Under NISD School Board Policy, the Officer for Public Information will make public information available for inspection and copying as governed by Texas Government Code Chapter 552 and 20 U.S.C. 1232 CFR Part 99 (the Family Education Rights and Privacy Act, known as FERPA). Additional information and useful forms may be obtained from the links below. **Questions about Open Records or submitting a Public Information Request (PIR) may be directed to the Northwest ISD General Counsel's Office**, at 817-215-0138 or by writing to one of the following addresses:

- By mail to: Public Information Requests
- P. O. Box 77070, Fort Worth, Texas 76177
- By email to: [publicinforequest@nisdtx.org](mailto:publicinforequest@nisdtx.org)
- By fax to: 817-215-0170
- In person at: Northwest ISD Administration Offices, Public Information Office, 2001 Texan Drive, Justin, Texas 76247

*Board Policy GBA (LEGAL)*

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# Every school day counts in a child's academic life...



The primary rationale for high-quality attendance data is the relationship between student attendance and student achievement

Teacher effectiveness is the strongest school-related determinant of student success, but chronic student absence reduces even the best teacher's ability to provide learning opportunities. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance.

(National Center for Education Statistics)

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# ATTENDANCE GUIDELINES FOR ILLNESS

There may be mornings when it is difficult to tell whether or not your child is too ill to go to school. Taking your child's temperature is a good starting point. Some guidelines to help you make that decision are outlined below.

Frequent, vague complaints of not feeling well are common when children are anxious or even when they realize staying at home brings a little extra attention. It is wise to discuss this with your doctor and your child's teacher. **Good attendance is important for student success!** If you decide to send your child to school when they are on the "borderline" of being sick, it is a good idea to contact the school nurse and/or teacher. Be sure to update your contact information with phone numbers you may be reached at during the day if your child's condition worsens.

# THE **MINIMUM** CRITERIA FOR RETURNING TO SCHOOL

- FEVER (Temp of 100 or greater) – Fever-free for 24 hours without the use of Tylenol or other fever-reducing medicine
- Pink Eye (Red, Inflamed or matting/discharge from eyes) – Permission issued by physician or symptom free
- Chicken Pox – Either lesions are dry or lesions are not blister-like and 24 hours have passed with no new lesions
- Diarrhea (3 or more loose stools in 24 hour period) – Diarrhea-free for 24 hours without the use of diarrhea suppressing medicine.
- Impetigo – Blisters and drainage must be contained and maintained in a clean dry bandage
- Influenza (Flu) – Symptom-free and Fever-free for 24 hours without the use of Tylenol or other fever-reducing medicine
- Ringworm – Infected area must be completely covered by clothing or bandage or treatment has begun
- Strep / Scarlet Fever – Effective antibiotic treatment for 24 hours and fever-free for 24 hours without the use of Tylenol or fever-reducing medicine.

# THE **MINIMUM** CRITERIA FOR RETURNING TO SCHOOL

(This is not an all-inclusive list – Check with your school nurse for additional information)

Remember, these are the minimum requirements for returning to school, not only to help prevent the spread of illnesses, but to give your child time to recuperate. If your child has been sick and the fever has been gone for over 24 hours, yet they are still vomiting, have a persistent cough or are lethargic, another day of rest at home, combined with lots of fluids may speed recovery.

IN ADDITION TO THE CONDITIONS DESCRIBED ABOVE, THE FOLLOWING SYMPTOMS MIGHT INDICATE AN INFECTIOUS CONDITION, SO PLEASE CONSIDER KEEPING YOUR CHILD HOME FROM SCHOOL IF ANY OF THESE ARE PRESENT :

- Acute cold, sore throat, persistent cough, difficulty breathing
- Vomiting, nausea, abdominal pain
- Acute skin rashes, any skin lesions in the weeping stage
- Lethargic or unusually irritable behavior

# Attendance

- A student ages 6 through 18 incurs unexcused absences on **ten or more days or parts of days within a six-month** period in the same school year, the district, **may refer either/both the student and the parent to truancy court.**

FEA (R) Compulsory Attendance Notice

- The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. **Administrators and teachers value communication and encourage parents to notify the campus when a student is absent. However, in order to consider excusing the absence, a written note or email must be received from the parent. The campus may excuse up to six absences with parent notes, after which a doctor's note will be require to excuse the absence.** Please note that unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

# Unexcused Absences

Unexcused absences can be defined by, but not limited to, the following:

- Being absent without parental consent or knowledge;
- Leaving campus during class or lunch period without official permission;
- Being in an unauthorized area of the school or campus without permission;
- Willfully failing or refusing to attend school; and
- Being absent without written notification and by phone contact from a parent or legal guardian
- **Family/Individual vacations/visits**

# Dress Code

## Added:

Students are expected to be in compliance with the dress code at any school-related event or activity: school officials have the authority to ask students to leave if they are inappropriately dressed.

# DAEP

## Added:

Seniors who are assigned to DAEP on the last day of instruction for the school year **may not** participate in the graduation ceremony. Seniors whose assignments extend into the next school year may receive their diploma if graduation requirements are met at the end of the school year and are not obligated to continue their assignment in the fall; however, these students will not be allowed to participate at graduation.

Students assigned to a DAEP in which the period of placement extends into the next school year must have the approval of the appropriate principal(s) and a review committee in order to attend summer school in Northwest Independent School District.

# JJAEP

Senior students who complete their full assignment at the JJAEP and who meet all the requirements for graduation may receive a diploma from the District. Senior students who are assigned to the JJAEP on the last day of instruction for the school year **may not** participate in the NISD graduation ceremony.

For Senior students whose JJAEP assignment extends into the next school year, their JJAEP assignment ends when graduation requirements are met, even though the full assignment has not been served. While these students may not participate in the commencement ceremony, they will receive their diploma from the District.

# Special Education Referrals

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

If the district 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. 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 the district 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 30 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 must give the parent a copy of the evaluation report at no cost. Additional information regarding special education is available from the school district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

# District Contact for Referrals

## Contact Person for Special Education Referrals

Parents of students with learning difficulties or who may need special education services that qualify or may qualify for services under IDEA are encouraged to contact the campus counselor. The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Micah Gierkey, Director of Special Education at (817) 215-0985.

# Section 504 Referrals

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

# District 504 Contact

Parents of students with disabilities that qualify or may qualify for services under Section 504 are encouraged to contact the campus counselor. The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Suzie McNeese, Ed.D., Director of Student Services at (817) 215-0982.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

Texas Project First @ [www.texasprojectfirst.org](http://www.texasprojectfirst.org)

Partners Resource Network @ [www.partnerstx.org](http://www.partnerstx.org)

Special Education Information Center @ <http://www.spedtex.org/>

# Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

# Miscellaneous

- An “external lockdown” occurs if a threat occurs in the vicinity of the school. During an external lockdown, all exterior school doors are locked. **No entry or exit is allowed to the building(s) during an external lockdown.**
- State law requires the District to permit a student to be taken into legal custody under these conditions:
  - By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.**
  - By a law enforcement officer to obtain fingerprints or photographs to establish a student’s identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.**
- Changed wording from “cheating” to **“academic dishonesty.”**

# Transportation

- New transportation company will be Reliant Transportation
- Students will be placed in assigned seating after school has been in session for 2-3 weeks. The bus driver is authorized to change the seating as necessary to ensure a safe ride to and from school.
- All school buses are now equipped with 3 point harness seat belts and must be worn at all times. A student who does not wear a seat belt may lose transportation privileges for the remainder of the school year.

# Future of SHCC

- Additional changes may be required after legal updates from the state and/or additional changes at the district level.
- Any changes are approved by the NISD School Board.

