

JOHN C. HOLMGREEN CENTER

CAMPUS POLICY

JOHN C. HOLMGREEN CENTER ADMINISTRATION

Sharon Spencer	Principal
Yolanda Carlson	Vice Principal
Vacant	Licensed Specialist School Psychologist
Vacant	Counselor
Linda Jackson	Facilitator for Special Education

Section A Campus Policy

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INTRODUCTION

To Students

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Northside Independent School District. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook.

To Parents

The home is the greatest influence upon the child during the formative years; from these influences the child develops his first habits and obtains most of his ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your child.

The purpose of this handbook is to supply you and your child with information about John C. Holmgreen Center. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with the teachers, counselors, and the administration when you deem it necessary.

The cooperation of school patrons, based on knowledge of the functions of the schools, will result in a more efficient and successful school program.

To Parents and Students

Questions regarding interpretations of rules and regulations in this handbook should be directed to the Holmgreen Center administration at 397-5460.

John C. Holmgreen

John C. Holmgreen, a native of San Antonio, began his career with Alamo Iron Works in 1942 after graduating from Southern Methodist University. He was elected to the Alamo Iron Works Board of Directors in 1958, became president in 1969, and advanced to Chairman of the Board and Chief Executive Officer in 1977, a post he held until his retirement in 1987.

Mr. Holmgreen served on the Board of Directors of Texas Employers Insurance, Employers Casualty, American Industries Trust, Valero Energy Corp., McCall Industries and San Antonio Medical Foundation. In 1980, forty years after earning his first college diploma, John Holmgreen completed Trinity University's graduate degree program. He taught business courses at U.T. Austin, Trinity, UTSA and Texas A&M.

In 1982, John Holmgreen led the San Antonio Medical Foundation's outreach to the education community, which culminated in the donation of the land in the Medical Center to Northside ISD and seed money for creation of a health magnet school. On the site NISD now operates Northside Health Careers High School, Nellie Reddix Center, and John C. Holmgreen Center.

After many years serving as a mentor to Holmgreen students, Mr. Holmgreen passed away on March 9, 2003. He is missed, but we are proud to continue his work.

John C. Holmgreen Center:

Holmgreen Center is an alternative school for students who qualify for special educational services. The school has served the district since 1987. The success of the school and the commitment by the Board of Trustees culminated in the building of a new school facility which opened in September, 1987.

John C Holmgreen Center serves students from elementary, middle, and high school in Northside District. Students may attend Holmgreen Center only through the recommendation of an Admission, Review, and Dismissal (ARD) committee. The student must be receiving Special Education services. The student must also show a need for a more structured environment where maximum learning both academically and behaviorally. Upon entry transition goals are developed in order for the student to return to a less restrictive environment. Once the student meets the transition goals an ARD meeting will be held to consider placement at home campus.

Students typically attend Holmgreen from a minimum of 30 days to a semester or more. The goal of Holmgreen Center is to provide a successful educational program for each student in a safe environment where maximum learning can take place, both academically and behaviorally our campus also serves Elementary Alternative Program.

Elementary Alternative School

The mission of the Northside Elementary Discipline Alternative Education Program (AEP) is to provide a positive and disciplined alternative educational setting to meet the needs of the elementary students whose disruptive and/or unacceptable behavior requires removal from their home campus. The Northside AEP offers a supervised, highly structured, positive but disciplined educational.

DAEP @ Holmgreen Center

The mission of the Holmgreen DAEP is to provide a positive and disciplined alternative educational setting and program to meet the needs of Northside middle and high school special education students whose unacceptable behavior at other Northside ISD educational settings has warranted removal, under the provisions of The Texas Education Code, Section 37.007, from any less restrictive setting within the District. This DAEP is dedicated to the dual purpose of training minds to acquire the academic and behavioral skills and knowledge necessary for future success in less restrictive educational settings as well as instilling attitudes and decision making practices consistent with healthy life choice.

To achieve a learning structure appropriate to these purposes, the Holmgreen DAEP enforces policies which clearly:

- establish appropriate student behaviors, limits, boundaries, and expectations
- link rewarding or unrewarding student outcomes to compliance or noncompliance with established rules

Criteria for student behavior have been set to demonstrate successful participation in this learning process on a daily basis.

When an Admissions, Review and Dismissal (ARD) Committee convenes in connection with a disciplinary hearing conducted by a Hearing Officer of the Office of Pupil Personnel under the provisions of The Texas Education Code, Section 37.007, and determines that the appropriate placement for a special education student is at the Holmgreen DAEP, that student is placed in the Holmgreen DAEP until the criteria of the program have been successfully met for a specified time period. Please be aware that your child will be subject to searches (minimum of once daily) while at the DAEP @ Holmgreen Center.

Once the assigned student has successfully met program criteria for the specified time he/she will return to their home campus. The placement of a student not successfully meeting the program criteria may continue until criteria has been met for the specified time.

SCHOOL STAFF

Safety-Care

Each staff member at John C. Holmgreen Center, AEP, and DAEP @ Holmgreen has been trained in the techniques of Safety-Care, and they are re-certified each school year.

This program addresses many factors associated with behavioral incidents and crisis management. All staff assigned to the Holmgreen Center campus are trained in this program, and all program components are implanted. These components include:

- Creating a safe environment
- Appropriate attire
- Managing staff reactions
- Use of Differential reinforcement
- Debriefing

Post-Incident debriefings are a critical component of the Safety-Care program. Debriefings are mandatory in the following instances:

- Use of physical management procedures
- Elopement
- Staff or student injury
- Any other time staff or administration deems appropriate
- Debriefing may occur at any time and should include all staff involved in the incident as well as either the LSSP or campus administrator.

Principal

The Principal is responsible to the Superintendent of Schools for the proper administration of Holmgreen Center, AEP and DAEP @ Holmgreen. It is his/her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He/She will be glad to help you with any of your problems.

Vice Principal

The Vice Principal works directly with the Principal in the administration and organization of the school. He/She assumes the responsibility of the Principal in his absence. The Vice Principal works to coordinate and supervise the everyday activities of the student body. He/She handles the student problems with regard to attendance and student discipline. The Vice Principal also works on the area of teacher in-service and assists the Principal in the development of the school curriculum and the evaluation of the school instructional program.

Counselor

The professional school counselor at Holmgreen Center provides a Comprehensive Guidance Program to meet the needs of all students. Counselors assist students in their educational, career, personal, social and emotional development. Counselors provide services to students through classroom guidance lessons, individual and small group counseling, crisis counseling and individual planning. Counselors assist the campus staff through consultation, coordination of services, and training. The function of the counselor is advisory, not disciplinary.

Licensed Specialist in School Psychology

The Licensed/Specialist School Psychologist (LSSP) on campus provides a variety of services for the students, parents and staff. Any child who is in need of a Full and Individual Evaluation will be referred to the LSSP for an evaluation or re-evaluation. Counseling support with a focus on problem solving will be available to students if appropriate. The LSSP may also be involved in crisis intervention, coordination of services with agencies, formulation of behavior management plans, staff support, and other activities.

Nurse

The school nurse gives first aid only. The nurse is responsible for all medications given to students while at school. The school must have doctor's orders to provide the medication or to change the dosage or the time of administration of the medication. (See Section D under STUDENT HEALTH)

Teachers

Your teachers are specialists in the field in which they teach and are eager for you to get the most out of your classes. They are the classroom leaders and are charged to follow all policies and procedures established by the Board of Trustees and the administration.

Each teacher is assigned a conference period as part of their teaching assignment. This period is set aside to give the teacher the opportunity for carrying out plans for both classroom work and individual guidance with students. Another purpose of this period is to provide a teacher with a scheduled time to confer with parents. To make an appointment to see a teacher, parents are requested to telephone the office and make their request.

Secretaries

The secretarial staff is available to help administrators, teachers, and patrons with situations that deal with day-to-day operation of the school.

Instructional Assistants (IA's)

The primary responsibility of IA's is to assist teachers in the necessary clerical and record keeping tasks in order to assure data is accurate and current on each student in specific classes/courses. IA's support the teacher by helping in the directing of students in the pursuit of their education.

Custodians

The custodial staff is charged with the responsibility of maintaining and cleaning the entire school grounds and facilities. They also have the duty of keeping all systems and equipment operational and safe for the

POLICIES AND PROCEDURES

Attendance

Holmgreen, AEP, and DAEP @ Holmgreen

Elementary (7:45 a.m.) and Secondary (8:30 a.m.) students arriving after the start of the school day or who was present the day before must turn in a note to the appropriate person in order to return to class. Students should bring a note from their parents indicating why they were late or absent. The attendance secretary will follow the absence policy (section D). If a student fails to bring a note within five (5) days regarding the absence, it will be considered truancy and the maximum make-up grade will be 70. Doctor's notes will excuse the absence if received during the current grading period of the absence. Parents should notify the office (397-5460) and Special Ed. Transportation (397-0870) on any day that the student will miss school.

Acceptable Absences

The only acceptable absences are as stated elsewhere in this handbook (Section D). Absences are acceptable only to the extent that make-up work will be allowed through arrangements with the teacher. It is the student's responsibility to contact the teacher for missed assignments upon their return to school.

Unacceptable Absences

Absences and tardies such as the following but not limited to, are considered unexcused:

- a. Trips with Parents
- b. Driving examinations
- c. Babysitting
- d. Missed bus
- e. Car trouble
- f. Overslept
- g. Students leaving classroom or assigned area without permission will be considered truant.
- h. If the student leaves the campus during the school day without permission, the student is considered **truant**. The parent will be notified of the departure. If the student returns to the campus during the day, the parent will be contacted.

On certain occasions, students may be allowed an acceptable absence with provision to make up work prior to the time of absence. This request must be made in writing in ample time to notify the teachers. This request must be cleared through the Vice Principal's office.

Tardies

Holmgreen Center, AEP, and DAEP @ Holmgreen strongly believe in learning responsibility of time. Students are given sufficient time (one minute) to go from one class to another. If the tardy bell rings and the student is not in his/her assigned place, the teacher may consider that a tardy.

Confidentiality

As an adult, it is your responsibility to maintain the confidentiality of the learning centers; do not share information which can be detrimental to any individual or group. Confidentiality is mandatory. Discussions about other students with staff is not appropriate.

Visitors

All visitors must go to the main office of Holmgreen Center. Students will be notified and brought to the front office. Visitors are not allowed to go to the classroom without administration approval or without a designated escort.

Hours of Operation

Holmgreen, AEP, and DAEP @ Holmgreen

Holmgreen Elementary and AEP begin their day at 7:45 a.m. until 3:00 p.m.

There is no staff supervision provided prior to 7:45 a.m. Parents are encouraged to pick up their children as prompt as possible (if they are not riding the buses) since we do not have any extended hours or staff supervision after the school day ends.

Holmgreen Secondary and DAEP@ Holmgreen begin their day at 8:30 a.m. until 3:45 p.m.

Other Forms of Transportation

Students not riding buses or driving to school must have written permission with a parent signature on file in the office. Because of our special school status, the campus is closed to visitors with the exception of parents and guardians. Private vehicles are not permitted in the bus loop when a bus or buses are present and may never be left unattended by the driver in the bus loop or fire lanes. Parking spaces marked as reserved for visitors are provided at the parking lot curbs closest to the Holmgreen Center main entry doors. If any exceptions to this are necessary, please contact the Principal.

Student Records

Holmgreen Center, AEP, and DAEP @ Holmgreen students must have the following records on file for each student attending our school. Your help and cooperation is necessary in receiving and maintaining the accuracy of this information.

AGR CARD - This is filled out each year showing parents' name(s), -addresses of home and work and telephone numbers.

EMERGENCY HEALTH CARD - Name, address and telephone of parent or guardian and alternative adult that can make emergency health decisions for the student.

Lunch Application HOLMGREEN ONLY (Optional) - Each year parents may apply for free or reduced cafeteria meals. After the application has been filed, you will receive notification of approval or non-approval from the cafeteria service.

ACADEMIC FILES - This will be obtained from the student's previous school.

Free/Reduced Meal Application Forms - Documentation for free/reduced cafeteria meals should be transferred from the student's home school, but in the event of changed circumstances, this documentation may be provided at the time of enrollment.

Visitor Guidelines

Please avoid criticism of teachers, principal or any other school personnel. If you have any questions about a particular situation, feel free to review it with the administration. If a student is misbehaving, do not attempt to interfere. Holmgreen Center has trained staff prepared to handle the situation.

Procedures for Parents Visiting Campus

The following procedures are implemented for parents/visitors in order to provide safety, security and confidentiality for students at Holmgreen.

1. All Parents and Visitors are required to and be cleared by the Administration and indicate the reason for visiting the campus. Proper Identification is required. They are also required to sign out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass. Holmgreen is a closed campus and all visits must be scheduled. Visitors are required to give a 24-hour notice of their request.
2. All visitors must wear a name tag or identification provided by Northside ISD or Holmgreen. The name tag must be worn so that it is clearly visible to all staff.

Parents visiting classrooms are required to give a 24-hour notice of their request and receive administration approval.

Parent Tours must be scheduled by the administration.

Parent Conferences need to be scheduled with a 24-hour notice.

Classroom Observations must be scheduled and approved by the -administration.

Withdrawal from School

When it becomes necessary for a student to withdraw from school, parents/guardians/adult students need to report to the office and make the request with the registrar. The parent/guardian/adult student is required to come to the office and fill out the Withdrawal and Leaver forms. Student will remove all articles from the locker and return all textbooks and any other items belonging to Holmgreen Center, AEP, and DAEP @ Holmgreen. Failure to return textbooks will delay the student's transcript being sent to other schools.

SCHOOL SERVICES

Cafeteria

Our cafeteria services are provided through Health Careers. Students may order their breakfast tray the day prior to their breakfast, their lunch tray must be ordered by 9:00 a.m. in order for meals to be delivered. Students are responsible for disposing of their trays properly. They are expected to help keep the cafeteria clean by leaving their tables clean. All food and drink purchased in the cafeteria must be consumed in the cafeteria.

Parents of students on full and reduced lunches are encouraged to write checks to John C. Holmgreen Center for ten or more days' meals. Any funds remaining in the student's cafeteria account at the time of withdrawal or at the end of the year will be returned.

Career Preparation

The Career Prep program is provided to high school students that are preparing for competitive employment through vocational training in the classroom setting and/or community training sites such as retail, grocery, hospital settings, etc. The training will help prepare our students to become productive citizens.

Health Services

If a student becomes ill or is injured at school, a school nurse will be called. The nurse may only render first aid and parents will be notified. The nurse does not diagnose illnesses, but takes note of symptoms and notifies the parents of her observations. In an extreme emergency, EMS or an ambulance will be called. Students will be released only to adults listed on the emergency medical information card. Please assist the school in keeping the information on these cards updated and inform the school of any medications and/or other health concerns.

Library

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>.

In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them.

The library has a varied collection of books and other materials on many subjects and offers opportunities for research and enjoyment. Courtesy and cooperation in all library relations will assure all students the opportunity to use library materials in a quiet atmosphere. As the investment in the library is enormous, students are expected to show respect for and take care of library materials.

Lockers

Middle school is not assigned lockers. High school lockers will be assigned on a need basis. If assigned a locker students are responsible for taking care of their lockers, keeping their combination confidential, and reporting any problems to the Vice Principal. *Any misuse of the lockers may result in losing the privilege of having a locker. The school and the administration cannot be responsible for stolen items. Please do not bring valuable items to school (including electronics).*

In order to ensure a safe environment, lockers are frequently and randomly searched for contraband. All illegal items will be turned over to the NISD police officer on duty. All inappropriate items will be held in the Principal's office for a parent to pick up.

Lost and Found

If items of value are found in or around the building, please turn them in to the school secretary. The school will attempt to find the rightful owner. If you have lost items, please check with the secretary as soon as possible.

Open Containers

For safety purposes, no open containers are allowed on campus.

Telephones

The telephone in the office and classrooms are for school business and emergencies; they are not for general use by the students. Students will not be called from classes to answer telephone calls except in extreme emergencies. *All phone requests during the normal school day will be handled in the front office on an individual basis. Please refrain from calling or texting your child during school as this becomes an AUP violation and could result in disciplinary action for your child. The same applies to your child using their cell phone to contact you during the school day.

STUDENT CONDUCT

The overall program is designed to support the behavior management system. Features of the program unique to our school are:

- Trained and certified faculty to work with a special student population.
- Low teacher-student ratio for maximum supervision, support and guidance.
- Experienced instructional assistants to support teachers and -students.
- Point System.
- Teachers assigned for personal monitoring of the student's progress during daily advisory periods.
- Social Skills curriculum

The school of today requires reasonable order and classroom decorum for a large number of teachers and students. Necessary steps are required to protect the best interests of students, staff and the educational climate of the Northside schools.

The conduct of students shall be that which contributes in a positive and constructive way to the improvement and development of the learning situation in which the school is involved. Students shall be held responsible for their conduct both at school and in transit to and from school, since such behavior directly affects school morale.

Northside students, while on the school campus or on school sponsored activities, will abide by the laws of the Federal Government, State of Texas, City of San Antonio, and policies and regulations of the Northside School -District.

Any student who comes upon the campus or to any school sponsored activity after having consumed alcohol, marijuana, hallucinogenic drugs or narcotics of any kind is subject to disciplinary action. (See Section C)

Abusive or vulgar language or actions are never appropriate and are subject to disciplinary action.

Disruption of the school process will not be tolerated. Any student who participates in a boycott, sit-in and stand-in, walk-out, or other related forms of disturbances will be subject to disciplinary action.

Possession of lighters and matches/cigarettes are also prohibited on the Holmgreen Center, AEP, and DAEP @ Holmgreen campuses. These items will be confiscated and destroyed. Citations will be issued for possession of tobacco products.

Any weapon or item that may be considered dangerous to students will be confiscated and the student in possession will be subject to severe disciplinary action.

Acceptable Use Policy

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy. Access to District's technology resources, including computers, the Internet, and other computer resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all policies and administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with these policies, regulations, and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Backpacks/Book Bags/Headgear - Holmgreen Center

The size of the campus, distance between classes and the door to door bus transportation service eliminate the need for the use of backpacks/book bags at John C Holmgreen Center. However, if a student decides to bring a backpack to campus arrangements will be made with your homeroom teacher. (this also includes such items as purses). Students are not permitted to wear headgear inside the building. Any confiscated item may be picked up by parent/adult student on the following Monday after school in the Vice Principal's office.

Backpacks/Book Bags/Binders/Lockers/Searches/Headgear - DAEP @ Holmgreen Students

Backpacks/Book Bags/Binders with closures and/or pockets/compartments are not permitted at the DAEP @ Holmgreen Center. Lockers are not provided to students at DAEP @ Holmgreen. These items all pose problematic issues and are unnecessary, given the small size of the DAEP area, its self-contained classroom areas, and the provision of door to door bus transportation for DAEP @ Holmgreen students. Students are not permitted to wear headgear inside the building.

Please be aware that your child will be subject to searches (minimum of once daily) while at the DAEP @ Holmgreen Center.

Classroom Behavior

Teachers are in charge of maintaining the academic atmosphere in their classroom. All of the above policies apply not only to the hallways and school grounds but also apply in each classroom. Students are

expected to behave in a manner conducive to learning.

Eating candy and other foods or consuming drinks will not be allowed in the classroom or hallways. Containers of liquid will also not be permitted in the classrooms or hallways.

Cell phones/ Personal Electronic Devices/BYOD

Personal Electronic Devices (PED's) must be turned off and not visible during the school day unless you are in a school designated 'electronic device zone' or using the device for 'teacher approved' instructional purposes. Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources. **Holmgreen Center is not responsible for lost or stolen items.**

Electronic Devices

Personal electronic devices are only allowed during breakfast and lunch. At all other times students having cellular phones must keep the devices turned off and not visible during the regular school day. See "Telecommunication Devices" in Section C for more information.

Financial Obligations

Debts and financial obligations could occur from any damage to school property caused by your child.

Food

Food brought to school may only be eaten during breakfast and lunch. Students bringing food may not share with any other student.

Graduation

The graduation ceremony is a school function, and being such is part of the school year. The school year for a senior ends with the completion of the graduation ceremony. Therefore, a graduating senior who violates the Student Code of Conduct, and as a result is assigned to an alternative placement for a period of time that extends through the date of graduation, will not be permitted to participate in the graduation ceremony.

Graduation is a solemn and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Facial piercing (other than earrings) will not be tolerated. Students are expected to observe proper etiquette during the entire graduation ceremony. While they are on the stage and receiving diplomas, students must keep their hands at their sides at all times. The only time hands may be lifted is when students are receiving diplomas from school board members and shaking hands with the superintendent. Students who raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands may be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony. All students are expected to demonstrate a high degree of maturity and behave appropriately. Don't cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.

Harassment

Harassment can be anything from excessive teasing to physically pushing someone around and trying to frighten him/her. Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The staff will handle harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students.

Headwear

Students are not permitted to wear headwear (hats, caps, hoodies, scarfs, etc.) inside the building.

In-School Suspension (ISS)

In-School Suspension (ISS) will be used as a disciplinary measure by the staff to help students assume more responsibility for their actions. Students will be expected to successfully complete assigned ISS work, class work, participate in responsibility counseling, and demonstrate their ability to follow rules. Students will be released from ISS when the facilitator can document that the student has demonstrated a significant increase in personal responsibility.

Nuisance Items

Any item not school related can be considered a nuisance and is not to be brought on campus. Examples are tape recorders, CD players, IPODS, MP3 players, PSP/video games, blankets, cameras, radios, toys, and stuffed animals. Any other items that are considered nuisances by the administration are also not permitted. The campus is not responsible for any lost or misplaced items.

For safety reasons, **WALLET CHAINS, WHITE OUT (LIQUID PAPER), PERMANENT MARKERS, PAINT PENS AND FOUNTAIN/CARTRIDGE PENS ARE NOT ALLOWED FOR STUDENT USE.**

These items will be confiscated and held in the Vice Principal's office for parents to pick up. Students bringing nuisance items on campus are subject to disciplinary action.

Social Behavior

Embracing or kissing is not an accepted practice on the school campus. There is a time and place for everything and this type of conduct is not condoned in the school environment. Lack of cooperation by students in this matter can result in a parent conference being held and/or disciplinary action being taken.

Transition at Holmgreen

The transition program component at Holmgreen Center outlines the necessary procedures to integrate students to their home campus. Students earn successful days based on their daily performance and IEP goals. Accumulation of their successful days as prescribed in the students individual criteria allows the student to begin transition to the formal placement of the student on his/her campus.

STUDENT STANDARDIZED DRESS CODE

Holmgreen Standardized Dress Code

The district's dress code is implemented (Section D page 7); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus.

In an effort to promote a safe and positive school environment which is conducive to learning the following will be enforced:

- Trench-style coats are not permitted.
- Camouflage or full fatigue type clothing are not permitted.
- Jackets and coats should not be worn tied at the waist.
- Undergarments are not to be worn as outer garments (for example: plain white T-Shirt, muscle shirts), including pajama tops or bottoms. All undershirts must be tucked inside trousers.
- Pants and skirts must be worn at the waist, no loose waistbands or oversized pants are permitted. No sagging allowed.
- Pants hems should be worn at or below the ankles and not drag the ground.
- Clothing with holes, rips, tears, purposely torn, frayed, or tear-away pants will not be allowed.
- No oversized clothing, sagging, bagging, dragging pants are permitted. Pant legs secured at the cuff with rubber bands or other devices will not be permitted.
- Shorts and skirts are prohibited for middle and high school students.
- Capri pants should be no less than four inches below the bottom of the kneecap
- Skirts must be no more than three inches above the knee (if the skirt has a slit, the slit length must meet the same requirement)
- Wallet chains, dog chains, dog collars, spike and leash type jewelry is prohibited. All lanyard type items, and ear buds are to be kept in pockets and should not be hanging from student clothing.
- Inappropriate, indecent, suggestive, low cut, excessively tight, or distracting clothing (some examples: sexual slogans, gangs, tobacco, alcohol products drugs or violence) will not be allowed. This includes patches, drawings, or writing on clothing.
- All Shirts/Tops must be worn appropriately – baggy & long shirts below the buttock area are not acceptable.
- No exposed midriffs, backs, or underpants.
- Tank tops, halter tops, spaghetti straps, strapless, tube top, camisole type, and tight fitting type shirts, skirts, or spandex pants, are not allowed.
- See through shirts that expose undergarments, or are indecent are not permitted.
- House shoes, slippers, and steel toe shoes are not permitted. Students are encouraged to wear closed toe shoes for safety reasons.
- Body piercing other than ears is not permitted. Earrings, like all jewelry, must be school appropriate. No other body piercing jewelry is allowed. Earrings that are considered to pose a safety issue, or are considered to be a distraction will not be allowed. Gauged type earrings must be plugged for safety reasons and the plug must be appropriate.
- Tattoos should be covered at all times.
- Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is prohibited.
- Hair must be neat and clean. Unconventional colored, multi-colored or spiked, Mohawk hairstyles are not permitted. Hair must not cover the eyes. Insignias or initials, lines, designs etched in the eyebrows, hair or any part of the scalp are not permitted.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive, indecent, or unusual as to detract from the classroom environment. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.

We acknowledge that students form close association/friendships. When those associations/friendships are expressed outwardly by the wearing of specific colors or displaying of jewelry items that stand out from the general student body disciplinary action may ensue.

Final determination of acceptable dress code and grooming rests with the Principal or his/her designee.

Parents will be contacted to provide proper dress should their child arrive at school and not be in compliance with the school's standardized dress code.

DAEP @ Holmgreen Standardized Dress Code

Any student who reports to campus out of compliance with the prescribed standardized dress code will not receive credit for meeting the criterion of being "In Dress Code" for the first monitoring period of the day. However, an opportunity will be given to come into compliance and uniform items will be provided for the day as needed.

Provided the student promptly complies with and remains in dress code compliance, credit can still be earned for this criterion for other monitoring periods that day by complying with all other school rules and staff instructions. Credit for this criterion can not be earned for any monitoring period during which the student is out of dress code compliance.

The standardized dress consists of:

1. Khaki pants to be full length (i.e. to the ankle) and worn at waist level (no jeans or jean-like fabric; no cargo style pants, no hip huggers). Slits in pants are a violation of the dress code.
2. White polo style shirt (without logo emblems) which must be tucked into pants.
3. Brown or black belt (must be confined within the loops of the waistband).
4. White socks.
5. Plain white tennis shoes with white laces tied.
6. In cold weather, students may wear a plain gray sweatshirt over the uniform shirt with the collar from the uniform showing outside the sweatshirt
7. Jackets may be worn to school during cold weather. Once in the school building, jackets must be removed and placed in a designated place provided for personal items.
8. White short sleeve undershirts may be worn under the uniform shirt and must be without graphics.

The student's standardized dress must be of proper fit (not to exceed one (1) size beyond the correct size) and proper appearance (not bagging, sagging, having modifications, etc.).

The outermost clothing must be the pants and shirt as noted above. The shirt must be tucked fully into the pants at all times.

No backpacks/book bags, hats, bandanas, or any other headgear are permitted. Violations of these provisions of the standardized dress will result in confiscation of prohibited item(s) for release to the parent or guardian. Items must be claimed within five (5) school days to ensure their safe return. Items left for an extended period of time will be considered abandoned and will be donated to charity.

The above information is subject to change as new trends in gang related activities or other societal clothing concerns need to be addressed. Final determination of acceptable dress and grooming rests with the Principal and cannot be appealed. The standardized dress code supplements the Northside Independent School's District's dress code for the duration of a student's assignment to DAEP @ Holmgreen Center. Northside dress code provisions not modified by this DAEP dress code remain in effect.

Parents will be notified should their child arrive at school and not be in compliance with the school's standardized dress code.

REPORTS TO LOCAL LAW ENFORCEMENT

The principal of a public or private primary or secondary school, or a person designated by the Principal, shall notify any school district police department and the police department of the municipality in which the school is located or, if the school is not in a municipality, the sheriff of the county in which the school is located if the Principal has reasonable grounds to believe that any of the following activities occur in school, on school property, or at a school-sponsored or school-related activity on or off school property, whether or not the activity is investigated by school police officers:

1. conduct that may constitute an offense listed under Section 8 (c), Article 42.18, Code of Criminal Procedure;
2. deadly conduct under Section 22.05, Texas Penal Code;
3. a terroristic threat under Section 22.07, Texas Penal Code;
4. the use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana under Chapter 481, Health and Safety Code;
5. the possession of any of the weapons or devices listed under Sections 46.01 (1)-(14) or Section 46.01 (16), Texas Penal Code;
6. conduct that may constitute a criminal offense under Section 71.02, Texas Penal Code.