

## **ATTENDANCE**

Your learning is greater when you attend class every day. When you're absent you miss valuable information. Here are facts on attendance and how it affects grades, credits and your future:

- You must be in class at least 93% of the days (that's the law in HISD). If you have more than 3 absences in a semester you cannot receive credit even if you have a passing grade.
- If you have more than 3 unexcused absences in a semester, you will not receive credit.
- Keep track of your attendance. Ask your advocate, teacher or administrator when you have a question about your attendance or absence notes. Don't wait until it's too late.

### ***What can you do to earn the credits you need?***

- Be in class every day and on time.
- If you must be absent, bring a note signed by your parent explaining your absence. Turn in your note to your assistant principal's office or the attendance office the day you come back to school. Notes turned in after 3 days will not be considered.
- You are expected to arrive to school and class on time. Tardiness is a sign of disrespect to your teacher and your classmates.



## **PROCEDURES FOR EXCUSING ABSENCES**

Upon returning after an absence, the student will report to their assistant principal's office with a note from the parent or guardian stating the reason for the absence **WITHIN 3 DAYS**

### **Excused Absences**

In accordance with the Texas Education Code, the only acceptable excuse for absences and tardiness are:

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous; subsequent participation in school activities with permission of the principal or
- Emergencies or unusual circumstances recognized by the principal or person designated.

The administrator will determine if the absence is excused or unexcused and write the appropriate permit for the student to have signed by all of his teachers. The assistant principal will file all absentee notes for each semester. If a student has been absent for five consecutive days, a doctor's excuse must be presented to the nurse.

## **ATTENDANCE APPEALS COMMITTEE**

Northside High School has a School Attendance Committee, the composition of which shall be named by the principal. The committee shall review petitions for class credit for students who have excessive unexcused absences. The committee may grant class credit in those cases where absences are due to extenuating circumstances and the Committee may stipulate additional requirements which a student must meet to regain credit in a class; but the classroom teacher may not be held responsible for additional assignments or class work.

The following requirements shall be considered by the School Attendance Committee as alternative ways for a student to regain course credit:

- a. Completion of additional work
- b. Attendance in tutorials
- c. Saturday classes
- d. Before or after school responsibilities
- e. Attendance/tardiness rule compliance
- f. Other appropriate requirements

Students who have been absent or tardy must present a written excuse to the teacher from the parent or guardian no later than three school days after the date of the absence or tardy. Teachers may accommodate exceptional circumstances.

## **PARKING**

All students must have a Northside High School parking sticker displayed on the vehicle's windshield. The cost of the permit is \$15.00. To purchase a permit a student must have a valid driver's license, vehicle registration and insurance. Vehicles that are parked in the parking lot without an approved parking sticker are subject to being ticketed or towed. Parking stickers can be acquired in Mr. Okoli's office.

## **STUDENT IDENTIFICATION CARDS**

Student Identification cards have multiple uses here at Northside High School campus. Students must display their ID cards always for security reasons and use it to receive services from the technology office and the cafeteria.

It is required that all students display their student identification cards at all times. Students will be issued an ID card free of charge at the beginning of the year. If a student loses his/her ID card he/she will have to pay \$5.00 for a replacement. If a student does not have his/her ID card then a temporary replacement for the day will be issued at a cost of \$1.00. Starting February 5<sup>th</sup> during the 2018 Spring Semester.

## **WHOLE COURSE CREDIT (COMPOSITE GRADING)**

The TEKS for many courses include objectives covered throughout both semesters in which the course is offered. Thus, one whole credit can be awarded upon completion of the "B" part of a

two-semester course with a grade of 70 or above under the following conditions: Whole course credit applies to all HISD two-semester courses (designated “A” and “B”). Whole course credit does not apply to any one-semester course. Students whose semester grade for any semester is less than 70 and whose total points for both semesters is 139 or above are eligible to receive one credit upon successful completion of the second semester. **A student may fail the first or second semester and still be eligible to receive credit under this rule.** Credit Recovery programs may not be utilized for whole course credit. Students moved from a Pre AP or AP course into a corresponding regular course for the second semester will not receive quality points for either semester.

## **CREDIT RECOVERY**

If you have failed one or more classes and are in danger of not graduating with your cohort, see your counselor to see if you are eligible for online/computer-based credit recovery courses. These courses can be completed on your own time or, depending on your course completion needs, you may be eligible for placement in the Grad Lab.

## **FINAL EXAM EXEMPTIONS**

The purpose of allowing students to be exempt final exams is to reward seniors in the final semester who have an 85% average, have not been absent more than 3 days, and who have good conduct grades of Satisfactory or better. Students who meet these requirements will be notified by their teachers. Parents will also be notified. The expectation is that this will promote higher attendance rates for Seniors during the academic year.

## **CLOSED CAMPUS**

Northside High School is a closed campus. Students are not permitted to leave the school grounds at any time, including lunch hours, without an approved dismissal pass from the attendance secretary.

Leaving school during the lunch hours for the sole purpose of eating lunch at home or at restaurants is not permitted. If a parent/guardian wishes to take his/her student to lunch on a special occasion, the parent/guardian must phone the attendance office before 9:00 a.m. on the day the student is to be dismissed. The parent/guardian must come in to the building to sign his/her student out to verify the dismissal.

Leaving the building because of illness requires permission from a parent/guardian. Other reasons for an early dismissal require a prior phone call from a parent/guardian.

A student leaving the building because of a modified schedule will receive a special pass through an administrator.

Students leaving the building during school hours without permission place themselves, their parents, and the school in jeopardy and will be recorded truant.

Students leaving the building will be subject to disciplinary action.

## **MAKE-UP WORK GUIDELINES**

The following are the guidelines regarding make-up work for excused and unexcused absences. When a student returns to school after being absent, the student assumes the responsibility for making up all work missed. A student shall report to his/her teacher on the day he/she returns to receive make-up assignments.

A student will be given one day to make up the work for each day absent. For example, if a student is absent on Monday and returns to class on Tuesday, the make-up work missed is due by Wednesday, class time. Work missed during extended excused absences may require a longer time to complete. Students must make arrangements with the teacher. A student should consult with the teacher immediately if he/she feels that after an extended excused absence, homework make-up deadlines cannot be met. A mutual agreement with the teacher on acceptable, alternate timelines for homework completion should be arrived at. The responsibility of getting assignments, making up tests, completing laboratory exercises, and doing other necessary make-up work is the student's. This includes absences as a result of field trips, participation in school athletic programs, concerts, and any other school-related activities.

## **PLAGIARISM**

Honesty in school work means taking credit for your own work and giving credit to the various sources you may use in your work.

A lack of honesty in identifying your own work and that of others is called plagiarism.

Plagiarism involves:

- Presenting written work or projects without documenting the sources used
- Presenting written work or projects which were created by someone else
- Using written work or projects in two or more classes without prior approval from the instructors involved
- Cheating is also a form of plagiarism. This involves:
  - ✓ Possessing or using unauthorized notes or aids during test-taking or class presentations
  - ✓ Copying or attempting to copy other students' answers, written work, or projects
  - ✓ Exchanging answers by verbal or nonverbal means when individual work is required
  - ✓ Obtaining or attempting to obtain questions or answers to in-class work, including quizzes and tests, prior to class use
  - ✓ Obtaining or attempting to obtain a written quiz, test, or exam copy prior to its use in class

Students who violate the code of honesty by engaging in plagiarism and/or cheating will face the following consequences:

### **FIRST OFFENSE**

- Teacher and student conference
- Grade to zero on assignment

- Parent notification, via one subject report, or phone call at teacher's discretion

### **SECOND OFFENSE**

- Teacher, student, and administrator conference
- Grade to zero on assignment
- Parent notification, via disciplinary referral

### **THIRD OFFENSE**

- Student, parent, and administrator conference
- Administrative removal from course
- Final grade of "F" recorded

### **EXCESSIVE PUBLIC DISPLAY OF AFFECTION**

Display of affection, beyond hand holding, is not appropriate behavior in a school. Please comply when approached by a staff member. Referral to an administrator may become necessary.

### **VISITORS**

All visitors must report to the main entrance and secure a visitor's pass. Students are not to bring friends to school with them without previous approval from the administration.

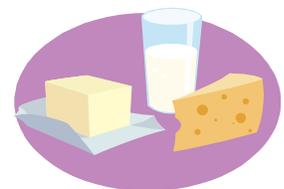
Parents wishing to discuss problems with teachers should make an appointment with the teacher through the school secretary for the teacher's conference period. Teachers cannot take time away from their classes to conference with parents during their assigned class periods.

### **LUNCH**

Northside High School is a closed campus. Students are not allowed to leave campus for lunch without an off-campus permit.

The school cafeteria is maintained as a vital part of the health program of the school. There are two lunch periods. The 2<sup>nd</sup> and 3<sup>rd</sup> floor eats during A lunch. The rest of the building eats during B lunch. A well-balanced lunch is offered at a reasonable price. In the cafeteria, students are expected to practice good manners and common courtesy at all times. The following rules are in forced in the cafeteria:

1. Students are not to play in the cafeteria.
2. Deposit all lunch litter in the trash cans.
3. Leave the table and floor around you in a clean condition.
4. Do not cut in front of others in the lunch line.



## **HALL PASSES**

Students are not to be in halls during class periods and lunch periods without a pass. All students requested to show a pass to a staff member should do so. A student without a pass will be directed to his/her administrator.

## **SCHOLARSHIP OFFICE**

The scholarship office is available to assist each student in the following areas: Educational, Career/Vocational, Postsecondary career, college information. Various scholarships information is also readily available through a variety of resources. College and Military representatives visit Northside High School on a regular basis. Software on resume writing, ACT, SAT, and PSAT test preparation, and career exploration is also available in the scholarship office located in 100E, as is a variety of other career reference and postsecondary materials.

## **COUNSELING SERVICES**

The Guidance Department maintains a continuous program of guidance services in grades nine through twelve. The services are designed to help each student develop an understanding of his/her particular strengths and weaknesses and enable him/her to develop into a responsible citizen. Students will be assisted in planning educational and vocational goals.

A student is assigned to a counselor who will work with him/her throughout attendance at the senior high. One of the main tasks of the counselors is to help each student relate his/her interests, aptitudes and abilities to a meaningful program of studies and extracurricular activities.

The guidance counselors are available to work with students and parents on an individual basis during regular school hours and by special appointment before or after school. Conferences are also scheduled for all parents of any students who desire to make major changes in their course of study or students who are experiencing difficulty in adjusting to the high school program. Parents are encouraged to contact the high school administration, teachers or guidance counselors whenever a question arises concerning the progress or adjustment of their child in the high school program.

Counselors are available to assist students not only with career and educational decisions but also with personal/social concerns related to stress management, friendships, family relationships, alcohol/tobacco/other drug use, mental health issues, and other general concerns. Confidentiality between student and counselor is assured unless the issue indicates that there is an imminent danger to self or others. Under the law, situations of imminent danger, for example suicide threats, child abuse, or sexual abuse, require educators to report to an appropriate agency.

## AFTER SCHOOL TUTORIALS

Tutorials will be available for all content areas after school. Students can also arrange with their teachers to schedule tutoring.

## SATURDAY SCHOOL

Saturday School will be made available for all students who want to receive extra help on assignments given during the week and for EOC examination preparations. Some students will be assigned mandatory Saturday School based on their individual class performance. Saturday School can be assigned by the teacher and/or the administrator. Saturday School is open on designated Saturdays from 8am – 12pm.

## CLINIC

The nurse is here to provide immediate first aid, health screening, and health counseling. Before the student leaves the classroom to go to the clinic, the teacher **MUST** complete the referral form to include all requested information.

**TEACHERS ARE NOT TO GIVE ANY MEDICATION TO A STUDENT.** Students in need of taking medication during the school day are to leave the medication with the nurse and give the nurse a statement from the doctor listing the medication he/she is taking and when it is to be administered. The nurse will administer the medication in the clinic.



## COMMUNITIES IN SCHOOLS

The CIS program works in conjunction with the regular school staff to identify students with special needs and provides onsite counseling. CIS also provides referral services to community agencies and organizations which are prepared to meet students' needs. Unless it is an emergency students must have a referral and be sent for by the CIS staff.

## CLASS OFFICERS

In order to be eligible for school honors and student offices, it is a minimum requirement that the candidate must have **passing grades in all subjects, a general average of 75-79 or better, and a grade of at least an "S" in conduct or better currently and for the preceding semester.**



## FIRE DRILLS

Fire drills are required by state and local laws and will be conducted monthly. Please check the exit routes posted in each room. All occupants of the building must exit during a fire drill. Teachers are reminded and required to bring their grade books or class rosters with them during a fire drill.

## **SCHOOL SAFETY**

Northside High School believes in safety above all else. Northside High School has two full time Police officers on campus to assist in providing and maintaining order and safety in order for learning to occur. The police office is located in room 107. Students can report any concerns to their teachers, counselors, administrators and/or police officers.

When security has been breached or is of concern, a LOCK DOWN will be announced via the PA (public announcement) system. When a lock down is announced, you must stay in your classroom and are not permitted to leave until notified. If you are in the hallway or restroom when the announcement is made, you must immediately enter the nearest classroom or office and wait until further notice.

## **LOITERING**

Students or any other individuals loitering in or about the school may be prosecuted under Houston Municipal Code. No person not in official attendance or on official business shall enter in, congregate, loiter, wander, stroll, stand or play in any school building and area adjacent thereto between 7:00 a.m. and 4:00 p.m. on official school days, provided; this sub-section shall not apply to one who is a guest or invitee of the school authorities. Loitering by students in restrooms, halls, or stairwells will not be permitted. Students on suspension or expulsion may not be on school premises or grounds and may be prosecuted under this ordinance.

Students are to enter the cafeteria upon arriving at school. They are not to remain in their cars or loiter in the parking lot or surrounding areas outside of campus such as Fiesta or McDonalds. When students are dropped off at school, they must stay in the school grounds. Students are not permitted to leave the campus once parents drop them off.

## **VANDALISM**

Students are responsible for the proper care of all school books, supplies, equipment, computers, furniture, lockers, and the building premises. A student shall not cause damage to any of the above. If damage occurs, school-administered discipline will result and expense for replacement or repair will be charged to the student. Referral to the police may also occur.

## **DISCIPLINE MANAGEMENT PLAN**

In order to provide an atmosphere that is conducive to both teaching and learning, rules of conduct and discipline have been established to achieve and maintain order in the school. The H.I.S.D. Student Code of Conduct is the basis for the rules and regulations for the Northside Discipline High School. Persistent or repeated violations of the rules of conduct will result in increasingly serious penalties. Parents will be informed of rules violations as they occur so that the school and the home may work together to ensure that the students are offered the assistance necessary to succeed. The Code of Conduct outlines types of behavior and the possible consequences for students who have been found guilty of the described misbehavior.

## AFTER SCHOOL DETENTION

Students who do not follow the school and classroom rules may be assigned after school detention. Students will be given a 24 hour notice and receive a legible copy of the detention slip.

Detention is held in the grade level assistant principals' office during the follow days and times:

Monday	3:15 pm - 4:15 pm
Tuesday	3:15 pm – 4:15 pm
Wednesday	3:30 pm – 4:30 pm
Thursday	3:15 pm – 4:15 pm
Friday	3:15 pm – 4:15 pm

## TARDY POLICY

Students are responsible for arriving to school on time and to each class throughout the day. Students have 6 minutes between classes to take care of their personal needs and report to class.

**A hall sweep will be conducted periodically by the administrators. Students late to school and/or late to class the following consequences will be issued as a result.**

- ♦ **1<sup>st</sup> Tardy – Warning**
- ♦ **2<sup>nd</sup> tardy – conference with grade level administrator and a phone call to the parents.**
- ♦ **3<sup>rd</sup> tardy – 1 day of detention and mandatory meeting with grade level counselor**
- ♦ **4<sup>th</sup> tardy - 1 day of SLC and mandatory meeting with grade level counselor**

## DRESS CODE

In order to provide a safe and professional environment, that is conducive to learning and one that will assist in preparing the Northside student for the future; we **are requiring** that all of our students comply with the following Dress Code.



The mode of dress for this school year is as follows:

### **ID Badges:**

- Students must wear their Northside issued ID badge at all times.
- A fee of \$1 will be charged for students who do not have their ID badge and need a temporary badge.
- A fee of \$5 will be charged for the replacement of a lost or damaged ID badge.

This code establishes the minimum standard of dress. To maintain the proper student attire and educational spirit, students must show proper attention to personal cleanliness, health, safety, neatness of appearance, and suitability of clothing for school activities. Clothing may not be inappropriately revealing or excessively tight, or excessively baggy. Students must dress in a presentable manner that is not distracting or disruptive to their classmates or to their instructors.

- Non-prescriptive sun glasses, hats, caps, bandanas, head coverings are not allowed to be worn on school grounds.
- The length of shorts, skirts, skirts and dresses must be toward the knee. Spandex or body hugging shorts and tights are restricted to the physical education or work out area, unless covered by outer clothing. Hosiery, spandex or leggings are not considered outer wear. Spandex or leggings must be opaque/non- see through.
- All clothing must cover entire mid-riff area when standing, walking, or sitting. Low cut revealing tops are not allowed. Tank tops, bandeau, camis, transparent clothing, and clothing designed to be worn as an undergarment are not permitted.
- All clothing, including socks and accessories, must be free of profane, suggestive or provocative language and/or symbols, advertisement or promotion of alcohol, tobacco, weapons, or drug use, and/or reference to or association with gang activity.
- Pants and shorts must be worn at the waist. Clothing must be size appropriate. All pajama tops and bottoms or clothing that is designed for beachwear are not appropriate.
- Suspenders or overall tops must be fastened and worn on the shoulders. A shirt with sleeves must be worn under suspenders or overall tops.
- Any clothing with holes above the knees is unacceptable.
- Students must wear shoes. Sandals are permissible. House/bedroom slippers and shower shoes are not permitted.
- Accessories/clothing which constitutes a safety hazard is unacceptable.
- Students are expected to be in dress code at all times, including testing, finals, and field trip days.

The administration reserves the right to make the final decision regarding the appropriateness of clothing and/or accessories. Students will be asked to change clothes to comply with dress code before returning to class. Failure to comply with the dress code will result in the following discipline measures:

- 1 1<sup>st</sup> offense: Parent contact
- 2 2<sup>nd</sup> offense: Detention
- 3 3<sup>rd</sup> offense: Detention
- 4 4<sup>th</sup> offense: ISS (In school suspension)

Repeated infractions may result in out of school suspension.

It is expected that teachers will dress in a professional manner appropriate for the classroom. Athletic wear, and shorts, should be reserved for PE athletic classes.

## CELL PHONE / MEDIA PLAYERS POLICY

Students may possess cell phones but they must be turned off and be hidden from view in a pocket, backpack or purse during school hours. If a student needs to contact a parent or guardian they must receive permission from a teacher or administrator to use a school phone located in one of the offices or in the classroom. Parents who need to contact their child can call the school and the message will be delivered.



Teachers and principals will confiscate cell phones if they ring are displayed, or used. **Only parents with proper identification** can claim the phone after paying a \$15 fee to the financial clerk located in Office 115 during school hours. STAFF IS NOT RESPONSIBLE FOR LOST ELECTRONIC DEVICES INCLUDING CELL PHONES WHICH ARE CONFISCATED.

Students may not listen to audio or use video players during school hours. Head phones will be confiscated and returned to a parent or guardian.

## SUSPENSION PROCEDURE

For violating the "Code of Student Conduct" a student may be either suspended or placed in an alternative education program. Placement in the alternative education program is governed by the regulations outlined in the "Code of Student Conduct" and Board Policy. A student may either be suspended or placed in an alternative education program for conduct while under the jurisdiction of the school, on school property or attending a school- related activity off school property. A student may be suspended for up to three days for an act of misconduct as specified in the "Code of Student Conduct".

When a student is suspended, parent(s) and/or legal guardian(s) are notified immediately and a letter is sent with the student detailing the reason for suspension, the dates in which the student is suspended and when the student is allowed to return to school. If the school is unable to notify a parent the student will be placed in ISS until parent is notified and/or the suspension date will be changed for the following school day.

A parent and/or guardian are highly encouraged to return with the student and conference with the administrator and/or teacher(s) involved to establish a corrective action plan in order to ensure that the behavior which caused the suspension is not repeated. Once the conference is held, the student will receive a reinstatement letter to show his/her teachers.

### **In-School Suspension Center (ISS) Procedures**

The ISS Center was created to provide alternative services to those students at risk of being suspended for violation of school and District rule and regulations. In addition to providing an alternative to suspension, it is the goal of this program to provide counseling and support to aide students in identifying problems which deter them from being successful and addressing these issues so they can be successful when they return to the regular program.

The ISS is located in room B306. The Center is staffed by a regular teacher. Students are assigned from 1-3 days at a time and in unusual circumstances for a period not to exceed one semester.

Assignment to the ISS can only be made by an administrator. While in the Center the student is expected to adhere to all the rules set out by the school. Students who continuously violate rules or do not successfully complete their assignments will have their days extended in the Center or face more serious disciplinary actions.

Assignments must be sent to the ISS by a students' teacher for the days of his/her assignment. It is the intent of the program that students assigned to the ISS return to the regular program having received assistance necessary to avoid future disciplinary problems. Every effort will be made to communicate with the family to ensure that this goal is achieved.