

# North Forest High School

Home of the BULLDOGS!



## 2022-2023 Parent and Student Handbook

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# North Forest High School

## Home of the Bulldogs

### **Policies for Students and Parents**

**SCHOOL MASCOT:** Bulldog

**SCHOOL COLORS:** Black and Gold

### **NFHS VISION STATEMENT**

Beware Bulldogs! **Be Willing And Ready to learning Every day!**

### **NFHS MISSION STATEMENT**

At North Forest High School, our mission is to provide academic excellence and post-secondary readiness in order to rise above all challenges in an ever-changing global society.

### **Student Expectations:**

1. Focus on the speaker in the classroom and respect teachers, peers, and yourself.
2. Arrive between 8:00 am, and 8:25 am.
3. Follow dress code policies every day.
4. Bring all required materials to class and keep a novel with you at all times.
5. Ask for help when in need and offer support when appropriate.
6. Report behavior unbecoming of a Bulldog to an administrator or any NFHS staff member.
7. Show appreciation for the campus and community by keeping it clean.
8. Leave any place you enter better than you found it
9. Keep your integrity intact, no matter the consequences

### **Parent Expectations:**

1. Respect your child and the school by dressing and using appropriate language at all times

2. Make sure your child arrives at school between 8:00 am – 8:25 am and pick them up between 4:10 pm – 4:25 pm
3. Update contact information (phone #, address, etc....) within 24 hours of a change
4. Make an appointment to meet with the counselor or registrar once per semester to check your child's academic credits
5. Schedule a classroom visit
6. Treat teachers as partners in your child's education even when you disagree
7. Follow all arrival, dismissal, and check-out procedures
8. Model the behavior that you expect your child to have at school

### **Parent Communication**

All school personnel can be reached at 713-636-4300. Please allow a 48-hour window for a returned call. Email is an alternate form of teacher contact. For safety reasons, the school will not deliver messages to students, nor will we pull students from class to speak with anyone calling the school. Please ensure that your child knows how to get home before leaving the house.

If parents want to arrange a conference, they may email the teacher/administrator directly or call the school office to **make an appointment** and/or request a return call. Due to various duties and commitments of school personnel during the school day, **teachers and other school officials may not meet with parents who arrive at school without an appointment.** Parents can leave their names and phone numbers with the main office and request a return phone call.

Teachers are unable to meet parents during their instructional time, but they should be available for parent-student-teacher conferences when arranged in advance. Please keep in mind that staff members' days are very full. Advanced notice is necessary

for staff members to adequately prepare to assist you when you arrive for your conference. Parents must report to the NFHS main office upon arrival to sign in, present a state-issued I.D. and receive a visitor's pass. Parents must refrain from calling students during their instructional time.

### **Sign In and Out**

All visitors must enter and exit through the front doors and report to the main office to sign in. Visitors must have a picture I.D. to visit any part of the campus and be issued a campus tag indicating their destination. Campus tags are to be returned to the main office before visitors exit the building.

### **School Hours of Operation**

Building Hours            8:00 am to 4:30 pm  
Instructional Hours:    8:30 am to 4:10 pm  
Early Dismissal:        12:45 pm

### **Early Pick Up**

If it is necessary to pick up your child early, please plan to do so before 3:00 pm. We will not release students for early pick up after this time. Anyone picking up students early must be listed in the student information system or on the ***Student Authorization Pick Up*** form submitted at the beginning of the school year. You can update this list at any time. We will not accept letters or phone calls from anyone to release a student to someone not on the ***Student Authorization Pick Up*** form. The parent/legal guardian must report to the Main Office and present a legal I.D. or proof of guardianship before being permitted to pick up a student. If a parent calls to request an early release of a student, the parent/guardian must:

- Fax a letter with the reason for the release, time, phone number, parent signature and copy of state-issued I.D.;
- OR
- Come by the Main Office to show proper state-issued identification.

### **Closed Campus Policy**

Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students may not leave school for any reason (other than for an approved school-sponsored activity) without checking out through the attendance office. These check-out procedures must be followed even if the parents know the student is leaving. Students who leave campus without following the guidelines will receive consequences. Also, students are not allowed to leave campus during lunch periods.

### **Off-Campus Permits**

Seniors who have met their credit requirements for graduation may have "off-campus" privileges with parent approval. Early release permits must be carried by "off-campus" students at all times and must be available for review by police officers and administrators.

Students who have off-campus permits are expected to leave school grounds as soon as the tardy bell rings. If transportation is delayed, students must wait inside the common area on the Senior hall and notify Mrs. Peters as quickly as possible. Repeated offenses by students who linger on campus may result in the loss of off-campus privileges.

### **Leaving School Early for Appointments**

On the day of the appointment, the student must take a note from a parent/guardian to the attendance office before school by 8:45 am. The note must contain the phone number of the student's parent or guardian.

Upon verification of the appointment, the student, between classes, will pick up the permit from the attendance office. Please be aware students will not be released from school without parental contact.

The student shows the official permit to his or her teacher at the beginning of the period

during which the student must leave for the appointment.

### **Leaving School Early Due to Illness**

When students become ill during the school day, they should get a permit from the classroom teacher and report to the clinic. If the nurse is absent, students are to report to their grade level office. Under no circumstances is a student to leave school without administrative authorization.

**Please Note:** *Students leaving early for any reason (other than a regular off-campus permit) must sign out in the attendance office and have the approval of an administrator (or his/her designee). Failure to follow this procedure will warrant disciplinary action.*

### **Absences & Course Credit**

#### *Absences and Denial of Course Credit*

The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). (A student loses credit **after five** absences. *Additionally, HISD states that students with three or more unexcused absences in any credit course will have their credit withheld and an asterisk (\* N.G.) will appear on the student's report card.*

This is a credit issue, not a pass/fail issue. A student may be passing the course, but also have three or more unexcused absences and a resulting asterisk indicating withholding of credit. A teacher should contact the parent and continue grading the student's performance without any regard to the absences. The asterisk will deny credit for the course marked.

### **Credit Appeals**

A student who has had credit denied for a class may appeal for the credit if:

1. The student earned a passing semester grade in the class;

### **AND**

2. Acceptable excuse(s) for the absences are provided in a timely manner by the student's parents or legal guardian and are determined to be valid by the credit appeal committee.

Students who desire to appeal for credit should secure appeal forms from their administrative office. Completed credit appeal forms must be submitted to the grade level office with proper documentation to support the absence before the deadline. The credit appeals committee will consider the appeal. To avoid appeals, all students are strongly encouraged to clear any unexcused absence before final exams begin.

### **U.I.L. and Extra-Curricular Absences**

A student is allowed five absences per semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in the teacher's attendance records as well as HISD Connect SMS. Sponsors of extra-curricular activities must ensure that lists of participating students reach the attendance office prior to the departure for those activities, so that the correct absence code is entered for each student's absence. Extra-curricular absences will not appear on the student's report card as absences.

### **Excused Absences**

Acceptable reasons for excused student absences include:

- Personal Illness
- Death of a Family Member
- Student Health Services;  
Family/Student Counseling Therapy  
Appointments
- Religious Holy Days and Major  
Activities (The student is counted  
present in school according to state  
statute and is not considered absent.)
- Authorized School-Sponsored  
Activities
- Suspension

- Required (Subpoenaed) Court Appearance

*Note:* Any other request for an excused absence must be submitted to the attendance clerk in the front office. These must be provided far enough in advanced that the request can be given proper consideration in light of state law and HISD Board Policy.

### **Notes for absences**

Students returning from absences(s) must submit the absence excuse to the attendance office by 9:45 am. The note from the parent/guardian must specify the exact reason for the absence. Although students have up to three school days after an absence to bring a note to school, it is helpful to all if students bring a note on their first day back to school. Parent/guardian notes should clearly include the following:

- Absent student's name
- Date(s) of the absence
- Exact reason(s) for absence
- Parent's name
- Parent's phone number(s)

Students are reminded that forgery of parent notes (or of any school documents) is a very serious offense and will be punished to the fullest extent permitted under the HISD Policy.

### **Unexcused Absences**

An absence for any reason other than those previously listed shall be classified as unexcused. Absences will not be excused if the parent does not send an excuse note *within three school days of the absence*. The principal may, on a case-by-case basis; review reasons for absences other than those listed above and determine that they, also, may be excused.

A student is denied credit for a class if the student accumulates five or more unexcused absences in a class during the semester.

Students are allowed to make up any work missed due to any absence.

### **Truancy**

Any unauthorized absence from school is considered truancy and will be unexcused. Disciplinary action will be taken and/or a police citation may be issued. This includes any class that is "skipped" during the course of the school day or leaving campus during lunch.

### **Make-up Work**

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his/her return to class from an absence, to request and complete any assignments or tests missed because of an absence. For extenuating circumstances or chronic illnesses this time may be extended upon agreement between the teacher, parent and student.

Make-up work is the responsibility of the student. It is not the teacher's job to track down students to administer make-up tests and to collect homework. The teacher will schedule the make-up work, not the student.

If the student is going to be absent for four or more days in a row, a parent or guardian may contact the student's house office or individual teacher for assignments. The house clerk will contact the teachers for the specific work.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments before the class is missed.

### **Tardiness**

*When is a student tardy?*

Tardiness is defined as arriving late to class without an approved permit after the tardy bell has rang. Students arriving after the first 35 minutes of the class will be counted

absent, not tardy. During the A.D.A. period, students are absent at the A.D.A. time, whether or not 20 minutes of the period has passed. It is imperative that students be prompt and prepared to each class.

The following rules apply:

- Students who arrive late to class because they are taking care of individual responsibilities such as getting a drink of water, getting lunch money from a friend, obtaining permits etc... will be considered tardy.
- Students riding HISD school buses are **excused** if the late arrival of their bus makes them late for class. Permits will be provided in the Main Office. This rule does not apply to Metro buses.
- Missing more than 35 minutes of instructional time is equivalent to an absence. Students are marked absent at A.D.A. time whether or not 30 minutes of instructional time has passed.
- Hall Sweeps will be conducted regularly. The purpose is to hold students accountable to arrive to class on time. Students in the hallway after the final bell will receive a consequence.

### **Student Parking**

Junior and Senior students who wish to park their motor vehicles on campus must apply for a parking permit from the business manager in the Main Office (Mrs. Alvarez).

All students applying for a parking permit must show:

- A valid and current driver's license

- Proof of current insurance for the vehicle for which a permit is being requested

Parking permits cost \$25.00 (cash only) for the entire school year.

Parking permits must be displayed on the vehicle's rearview mirror. Students must pull into their parking space with the front end first. You may not back into a parking space.

The speed limit in NFHS parking lot is five (5) m.p.h.

Vehicles parked illegally will be towed at the owner's expense. Students are reminded that faculty parking areas, as well as the visitor parking areas are off limits before school and at all times during the school day. Any automobiles found parked illegally or in reserved spaces will be towed at the owner's expense.

While every reasonable attempt will be made to ensure parking lot security, the school cannot guarantee that no incidents will occur. NFHS, therefore, assumes no responsibility for accidents or the loss of property in the NFHS parking lots. All parking on campus is at the vehicle operator's risk.

Security demands that students leave their vehicles immediately upon arrival in the parking lot. Students must have a pass from an administrator to enter the student parking lot at any time during the school day. Students should not use their automobiles as lockers. Students found in the parking lot during the school day without authorization are subject to disciplinary action.

### **Parking Violations**

Failure to comply with any of the set rules and regulations can result in a number of actions including ticketing, towing and disciplinary action. In addition, violations of NFHS parking regulations can result in the

revocation of campus parking privileges with no refunds of the parking fee.

### **HISD Transportation**

School bus transportation is provided for eligible students. The time spent on the bus is considered an extension of the school day. All school rules apply. Any student who misbehaves on the bus or at HISD bus stops may lose bus riding privileges. Metro bus riders will be held to the same standards.

Students riding the bus should remember:

- Stand away from the road while waiting for the bus.
- Exhibit appropriate behavior at the bus stop. Behavior that is disruptive, destructive, or unsafe for traffic will not be tolerated.
- Be on time. Busses are not required to wait for students.
- Board the bus in an orderly manner. Do not stand. Fill seats in the rear first. If it is necessary for you to stand, hold on to the handrail. Do not change seats while the bus is in motion. If seats are assigned by the bus driver, students are expected to sit in their assigned seats at all times.
- Do not distract the driver by making unusual noises, shouting or creating a disturbance. Do not speak to the driver unless it is absolutely necessary.
- Keep belongings and legs out of the aisles.
- Do not throw objects out of the windows. Do not extend arms, legs or heads out of the windows.
- Smoking of any kind is prohibited in the bus.
- Keep the bus litter free.
- Ride only assigned bus and get off at assigned bus stop. No variations are allowed.
- Bus Drivers are HISD employees with responsibility for student safety. If drivers experience any disciplinary

problems, he/she will inform the NFHS administrator.

- Students should know their bus driver's name and bus route number.
- Students need to remain on campus once their bus arrives.
- If your HISD bus arrives late, after 8:30 am, immediately go to the Main Office to sign in for your late bus pass then to the café for breakfast.

### **Late Bus or No Bus**

Students must arrive at their stop 10-15 minutes early. HISD Transportation will not wait for students who are tardy. If a bus is more than 20 or 30 minutes late, please call the bus barn of your scheduled route and inquire about a late arrival and then inform the Main Office. The bus will usually arrive or another bus will be sent to the location.

### **HISD Transportation Phone Numbers:**

HISD Transportation (713) 613-3040

Barnett Motor Pool (713) 845-5022

Butler Motor Pool (713) 726-2100

Central Motor Pool (713) 676-9432

Northwest Motor Pool (713) 613-3049

### **Bus Transportation Requests and Changes**

*Ten days advance notice is needed to arrange for a change in bus transportation.*

Please notify the Data Office in writing of any change of address as soon as possible. **Proof of Residence** documentation (Electricity bill, lease agreement, etc. and a driver's license with the same address) along with written notification of the address change must be submitted to the front office before any bus routes will be changed.

### **Advanced Placement (A.P.) Courses**

NFHS offers a variety of Advanced Placement (A.P.) courses in order for students to participate in rigorous, college level studies. Through A.P. courses, students have the opportunity to earn credit or advanced standing at most of the nation's colleges and universities.

A.P. courses will help students gain the edge in preparing for college. A.P. courses give students a head start on college-level work. Students will improve their writing skills and problem-solving techniques. Most of all, students will develop the study habits necessary for rigorous course work.

A.P. courses help students stand out in the college entrance process. Taking A.P. courses shows students' maturity, readiness for college and their willingness to push themselves academically. A.P. courses also help show students' commitment to academic excellence.

A.P. courses help broaden students' intellectual horizons. These courses are designed to allow students to study subjects in greater depth and detail. Students will explore the world from different perspectives, most importantly, their own.

A.P. courses are calculated as weighted grades in a student's G.P.A. and are based upon a 5.0 scale.

For more information regarding Advanced Placement Courses, contact your counselor or visit [www.collegeboard.com](http://www.collegeboard.com)

### **Career and Technology Education (C.T.E.)**

Career and technology courses are an integral part of the NFHS curriculum. C.T.E. provides skills that are appropriate for technical employment, technical post-

secondary education and/or college work. Students are required to follow a four-year coherent sequence of courses for their chosen career path. Since students are allowed to choose their pathways, it will be mandatory that they continue their chosen pathway all 4 years.

### **Electives**

An array of elective courses complement NFHS's strong major academic curriculum.

- **Languages other than English:** NFHS students may choose between Spanish and French. The department also offers classes for native speakers of Spanish.
- **Fine Arts:** The fine arts program includes visual art, choral and instrumental music, dance, theater, photography, and debate. Advanced options in all areas are available for students who possess an interest, aptitude, and ability in the areas.
- **P.E., Health & Athletics**
- **JROTC**
- **Agriculture**
- **Firefighter's Courses**
- **Information Technology**
- **Auto Tech**

### **Graduation**

#### *General Requirements*

Students and their parents must accept the responsibility for the proper choice of subjects for graduation and/or college entrance. There are, however, teachers, and assistant principals who are available to try to offer any assistance needed in planning a program for the completion of graduation requirements.

In addition to the course credit requirements listed in the appendix, students must complete mastery requirements for the State of Texas Assessments of Academic Readiness (STAAR EOC) prior to graduation day.



**Students may not participate in the graduation ceremony unless all graduation requirements have been met.**

### **Graduation Honors**

Members of the National Honor Society who are in good standing at the time of graduation may wear *yellow stoles* with the NFHS emblem.

Seniors who rank in the top 5% of their graduation class will be listed in the graduation honors program and will graduate *with highest honors*.

Students who graduate from the 6% to 15% will graduate *with honors*.

### **Scheduling**

#### *Schedule Reviews*

In rare cases students may be issued a schedule containing an improper course placement or where credit was previously granted. Students in this situation may request a schedule review by completing a *Request for Schedule Review* form and submitting it to their assistant principal by the deadline listed. All requests are processed in the order in which they are received. Parent visits, phone calls, pages, voice mail messages, email messages and faxes receive no higher priority handling than does a student's complete *Request for Schedule Review* form. Unless an assistant principal sends for a student, he/she is to remain in class and follow the original schedule until notified otherwise. You will be told if a request has been denied or a change is not possible when you visit your house office.

**A schedule will be changed only for the purposes of correcting improper course placements and leveling classes. The school's highest priority is placing each student in his/her required coherent-sequence curriculum at the appropriate**

**degree of difficulty. Remember that all schedule changes must be completed before the 15<sup>th</sup> day of the new semester or the student may not receive credit in the course. Requests for specific teacher and class periods will not be honored.**

### **Credit**

#### *Course Credit*

Students must maintain a grade average of 70 or above on a scale of 100 in order to receive credit for a course.

A student may not be given credit for a class if he or she has attended fewer than the required number of days. (90% of the semester)

Students must comply with all attendance requirements for each course taken. An *Appeal for Credit* form may be submitted at the end of the semester during which a student has not received credit due to excessive absences. Appeals will only be considered when the student has passed the course with a final semester average of 70 or better. All appeals must be submitted before the deadline announced.

#### *Composite Grading*

Composite (whole course) grading applies to core courses (A & B sequential taken in the same academic school year) with the exception of any one semester course.

A student who fails the first semester (Part A) with a grade of 60 or above and passes the second semester (Part B) with a grade for the two semesters to equal 140 will receive credit for the A part of the class. (For example, Student X receives a 61 in part A and a 79 in part B. Student X will receive credit for part A since  $61+79 = 140$ .) Students who use composite grading for Pre-AP or A.P. courses will lose the quality points awarded to those courses.

Students who believe they are eligible for composite grading in one or more courses should contact their assistant principal. If it is determined that the student is eligible for composite credit, the assistant principal will submit a form to the registrar indicating whole course credit requirements have been met.

A student who has excessive absences will not receive credit unless determined by the school principal with proper documentation.

#### *Credit by Examination*

In certain situations, it is possible to obtain credit for high school courses through examination. If interested, see your house administrator for more information.

#### *Grade Level Assignment*

Student grade level is determined by the number of credits a student has earned. Under ordinary circumstances, students are not reclassified during the school year.

The credits needed for each grade level are listed below:

<b>Grade Level Classification</b>		
<b>Grade</b>	<b>Classification</b>	<b>Credits Earned</b>
9	Freshmen	0.0 - 5.5
10	Sophomore	6.0 - 11.5
11	Junior	12.0 - 17.5
12	Senior	18.0+

### **Grades**

#### *Grading System*

Report card and transcript grades are reported in accordance with HISD policy as follows:

<b>Course Grades</b>		
<b>Letter Grade</b>	<b>Numerical Average</b>	<b>Description</b>
A	100 - 90	Excellent Progress
B	89 - 80	Good Progress
C	79 - 75	Normal Progress
D	74 - 70	Poor Progress
F	69 - 0.0	Failure
I	(N/A)	Incomplete

#### *Progress Reports*

At the end of the first three weeks of each grading period, NFHS sends a school-wide progress report home with every student. Progress reports are a way for both parents and students to monitor a student's academic progress, behavior and attendance. Progress reports can also serve as an effective "early warning" device for students who might otherwise find themselves with a failing average too late into the six-week grading period for recourse.

Of course, parents are encouraged at any time to notify teachers if they suspect that their child is struggling and in need of additional help. If a progress report is lost before it gets home, please refer to GradeSpeed where parents may print additional copies of progress reports and report cards.

These regular progress reports are distributed during the school day. It is the responsibility of students to take the report home and give it to their parents. Students who miss class when progress reports are distributed should see the records clerk for their copy. Receipt of progress report has no impact on the student's six-week grade; it is used solely to inform. The grade ultimately earned by the student will be the grade listed on the report card.

### *Report Cards*

Report cards are distributed at the end of each grading period during the school day. A reporting cycle is established on the HISD and NFHS calendars. Those calendars are distributed to each student and are on the website. The final report card will be available for pick-up in June. Parents/students will be notified of dates for pick-up. All students must have a clear financial and book record to receive report cards.

Parents should accept no excuse from their children for not producing a report card at the end of each grading cycle. Please check GradeSpeed on a regular basis to see your child's grades. If needed, call your child's administrator for missing grades and additional information.

### *Incomplete Grades*

Teachers may elect to give students an incomplete grade on a report card rather than a failing one if there are extenuating circumstances explaining the student's failure to complete assignments during the grading period. An "I" allows students to finish their work, but it also makes a student ineligible to participate in extra-curricular activities and competitions.

Incomplete grades must be changed to a numerical grade before the end of the next grading period. Teachers may not give incomplete grades during the last six-week grading period of a semester. If incomplete work is not made up, then the "I" mark becomes a 50 and is averaged with the other six-week grades to determine a semester average.

Students who miss a final examination will receive a grade of zero. Students who have a valid excuse for missing a final exam should telephone their assistant principal immediately and fully explain the situation. Should the assistant principal approve of the

excuse after receiving adequate written documentation, then a make-up exam may be scheduled. Students should be aware that spring semester make-up finals will be administered during the summer months after graduation.

Requests for early finals must be made one week prior to the final exam date. Please note that a request for any early final exam does not mean that the request is automatically approved. Students wishing to take a final exam early must submit written permission to do so in advance to their assistant principal and present compelling, credible and documented reasons for the request. Although the assistant principal is under no compulsion to approve of any early final exam testing, should the request be approved, arrangements will be made with the classroom teacher.

### *Final Exam Exemptions*

The only exemptions allowed for Spring Semester Finals are:

- Seniors with an 85 or better semester average in the course; E or S in conduct; and no more than 3 total absences for the course.
- Students in A.P. courses who actively participate in all A.P. exams assigned to the student. He/she must have an average of 80 or better in the course and no more than 3 total absences for the course.

Students who earn an exemption will receive the semester average. This exemption, however, does not excuse students from school attendance. Exempted seniors will be required to attend school activities on the day of their exempted final examinations. Students with three absences already and who are absent again are no longer exempt.

*Note: Seniors who are suspended or who have excessive disciplinary referrals will lose their exemption status.*

*Grade Point Average (G.P.A.s) & Class Rank*  
NFHS 12<sup>th</sup> grade students receive both a preliminary and a final class rank during their senior year. The registrar calculates preliminary class ranks in October based upon students' grades from all courses taken for high school credit through the spring semester of their junior year. At the close of the fall semester, the registrar then calculates final class ranks for 12<sup>th</sup> graders based upon all grades earned through the fall semester of the senior year. Class rank is determined in the following manner:

- Grade points are assigned to each semester grade according to the HISD grade distribution chart.
- All high school credit courses are included (including, for example, any courses in which the student may have earned an "F" and any repeated courses.
- The registrar divides the number of grade points earned by the number of grades to determine a student's grade point average.
- The numerical ranking of seniors is determined by listing all students according to their cumulative G.P.A.s from highest to lowest. The student with the top G.P.A. is ranked number one, the student with the second highest is number two and so on. The same list is used to divide the class into percentage groupings (i.e. Top 10%) and into quartiles.

<b>Grade Points (HISD Policy)</b>			
<b>Numeric Average Equivalent Credit Courses</b>			
<b>Grade</b>	<b>Quality</b>	<b>Regular</b>	<b>Modified</b>
90-100 = A	5	4	3
80-89 = B	4	3	2
75-79 = C	3	2	1
70-74 = D	2	1	1
Below 70 = F	0	0	0

### *Honor Roll*

An Honor Roll will be published at the conclusion of each semester grading period. The following criteria **must be** met in order to be eligible for the Honor Roll:

- *Principal's Honor Roll* - All grades from 90 to 100; "S" or "E" average in Conduct.
- *Honor Roll* - One or two grades from 80 to 89; all others 90 to 100; "S" or "E" average in Conduct.

The student may not have more than two (2) excused and *no unexcused absences* per semester.

### *Transcripts*

Students who desire an official transcript of their academic records must make a written request to the registrar. At certain times during the school year, the demand for transcripts is very high. Please allow at least two weeks (10 business days) to process a transcript request. Students may request up to three official transcripts at no charge during their enrollment at NFHS. Any additional transcripts will cost \$1.00 each.

Seniors can request 4 sealed transcripts and 1 open copy to send to colleges or universities for \$3.00.

## **Conduct & Behavior**

### *Classroom Conduct Marks*

Conduct grades affect eligibility for participation in school activities. Poor conduct interferes with a student's ability to learn and a teacher's ability to teach. It is also disruptive to other students in the class who want to learn. Poor conduct will be reflected in conduct cuts on a student's report card. Conduct infractions, however, may not be used to affect a student's academic grade. Classroom conduct cuts do affect eligibility and senior exemption status.

Students who receive a discipline referral may receive conduct cuts from the teacher as a result of misbehavior.

## **Academic Integrity & Dishonesty**

NFHS students are expected to practice academic integrity and honesty at all times.

The following examples will help students understand what kinds of behavior are dishonest:

### *Cheating:*

- Looking on someone else's paper during a test or quiz
- Giving or getting information about a test or quiz before or while taking it
- Looking in the book or at notes during a closed-book test or quiz
- Collaborating with someone on an assignment or project unless such work has been specifically cleared with the teacher in advance
- Getting information from someone under false pretenses
- Using technology to access information when not authorized

### *Plagiarism:*

- Copying sentences or parts of sentences manually or electronically from someone else's writing without proper credit, and/or writing someone else's idea(s) without giving the source credit for the original idea(s).

Any student who is aware of another student's violation is also practicing academic dishonesty and is obligated to report the student to the teacher.

Actions or attempted actions that run counter to these principles are a violation of the *HISD Code of Student Conduct*. Violations will be handled in accordance with HISD policy as stated in the *HISD Code of Student Conduct*.

*The HISD Code of Student Conduct* indicates that it is a disciplinary infraction to cheat or copy another student's work in class. If a student is found to be cheating, the teacher and administrator will determine the appropriate consequence.

## **Academic Requirements**

### *First Grading Cycle*

All students are eligible for participation in extra-curricular and co-curricular activities during the first six-weeks of a new school year, as long as the student has been promoted to the next grade level and is not on disciplinary probation.

If a student has not been promoted or does not earn enough credits by the beginning of the new school year, the student is considered ineligible for at least six weeks of school. If at the end of six weeks of ineligibility, students who have achieved a passing average in all classes become eligible to play or perform. However, if a student's average remains below 70 in any class, the suspension continues for at least three more weeks.

Credits earned in summer school, grad lab, or in approved correspondence courses may be used to determine eligibility of extra-curricular activities.

#### *Subsequent Grading Cycles*

A student whose officially recorded six-week grade in any course is lower than a 70 at the end of a six-week grading period, shall be suspended from participation in any extra-curricular or co-curricular activity event for at least three weeks during the next six-week grading period. The only exception involves honor-level courses (Such as Advanced Placement, but does include Pre-AP). A student suspended under these "no pass, no play" rules would still be eligible to practice and rehearse with the team or group. If at the end of three weeks of ineligibility, the student has achieved a passing average, he/she becomes eligible to play or perform. However, if a student's average remains below 70, the suspension continues for at least three more weeks.

Suspension due to six-week (progress report) grades shall become effective seven calendar days after the last day of the six-week grading period in which the failing grade was earned. For example, if the fourth six-week grading period ended on Tuesday, March 5, and a student received a failing grade in that fourth six-week grading cycle, he/she could participate in any activity that occurred during the week until Tuesday, March 12, @ 3:30 pm)

#### *Incomplete Grades*

A student receiving an incomplete (I) six-week grade in a course is considered ineligible seven days after the end of that specific six-week grading period in which the incomplete was recorded. Such students remain ineligible during the next six-week grading period or until the incomplete grade is officially replaced with a passing grade for the grading period.

#### *Activity Ineligibility*

Eligibility rules apply to athletic teams, U.I.L. (University Interscholastic League) and vocational competitions, cheerleading, school-sponsored clubs and organizations, etc. Students not meeting the designated grade requirements may practice but may not compete or perform in any of these activities, even though the activity would not require them to miss any class time.

#### **Attendance Requirements**

##### *Two-Period Rule*

In order to participate in any extra-curricular activity, the student must have attended school for at least one-half of the school day on which the activity is scheduled. Under NFHS schedule, this rule would require attendance in four (4) full classes.

##### *Five-Day Rule*

Students will not be permitted to participate in such activities that would require a student to be absent from class more than five days during the semester.

An exception to the five-day rule may be made on the behalf of individual students who are competing in U.I.L.-sponsored activities. These exceptions must be based upon circumstances that are unforeseen and result from the student's earning the right to compete at post-U.I.L. district levels. Exceptions shall not exceed a total of five additional absences per year.

##### *Students Requesting a Campus Transfer*

Students transferring from one senior high school attendance zone to another will not be eligible to participate in the varsity-level extra-curricular program of the new school for a period of one calendar year following the granting of the transfer unless an athletic release has been signed by his/her former coach. The eligibility of a student is not affected when there is a change in school due to a documented change in the family's primary residence.

*Note:* Students who choose not to participate in a group's required practices or after school events may be removed from that group or receive an academic penalty (if that group is part of a graded course). When selecting courses, a student should investigate practice and event requirements.

### **Other Requirements**

#### *Conduct Requirements*

Students with discipline problems of a severe nature are subject to probation. Students placed on probation are not allowed to participate in extra-curricular activities, not seek or hold an elected position in the school. In addition, sponsors of a group may suspend the student from participating in a particular activity of that group because of a student's misbehavior or lack of preparation.

### **Dress Requirements**

The administrator, in cooperation with the sponsor, coach or other person in charge of an extra-curricular activity, may regulate the dress and grooming of students who participate in the activity.

*Note:* Students should be aware that there are additional expenses required for some extra-curricular activities such as cheerleading. The sponsor will provide a written estimate of the required expenses.

### **School Honors & Student Offices**

In order to be eligible for school honors and student offices, a candidate must currently have a conduct average of at least an "S". An "S" or better must have also been earned the preceding semester. The student must also have passing grades in all subjects and have an overall average of 75 or better in the preceding semester.

Elected students must maintain the outlined standards of citizenship and scholarship or else relinquish their honors and offices. Students who do not meet the standards for

continued participation will be placed on three weeks probation, during which time the student may practice, but not participate or compete. If at the end of the first three-week probation, the student has an unsatisfactory academic average or conduct average, a second three-week probation will be allowed. If unsatisfactory academic average or conduct problems remain at the end of the second three-week probationary period, the student will be dismissed from the student office or honors activity.

In order for a student to be eligible for school honors based upon academic achievement, the student must have a general average of a "B" (80 or better) and must earn his or her last five credits at the school where the awards are presented.

The *National Honor Society* has special requirements related to leadership, service, character and academic achievement.

### **General Information**

#### *Approval, Scheduling & Supervision*

All student activity events must be approved in advance by the student's assistant principal (or designee) and listed with the school Business Manager. The Business Manager maintains a schedule for each of NFHS's major facilities and venues. Timely scheduling will minimize conflicts between competing activities and allow adequate preparation for student events. The sponsor and assistant principal will ensure that the physical plant is maintained and secured for all events.

A NFHS faculty sponsor must attend and supervise all scheduled extra-curricular activities. In addition, the administration may require security, additional chaperones, and/or other types of supervision for certain events. Regardless of whether a NFHS-sponsored event is held on-campus or off-

campus, the same "school-day" rules of student conduct apply.

### *Official Recognition*

The only activities that may use the school name or "nickname" are those which are approved by the school administration. Any person or organization that uses the school name without proper permission is subject to disciplinary action. No school clubs and organizations may be affiliated with fraternities or sororities.

*Note:* Initiations and "Hazing" are strictly prohibited. Also, all club and organization activities must be approved and chaperoned by a faculty sponsor. Students who meet without their faculty sponsor present are subject to disciplinary action.

The principal must approve all fundraisers for student groups and organizations each year; the duration of a specific fundraiser; and the number of fundraisers that can take place at any one time. These limitations apply to booster club fundraising as well. **Students may not sell unauthorized items or services on campus at any time. All goods and monies will be confiscated by an administrator immediately.**

### *School-Sponsored Trips*

Student travel can be a very worthwhile educational experience, but the benefits come with unique challenges for all involved. In order for the full objectives of student travel to be achieved, school officials must have the full and complete cooperation of participating students at all times. Due to the tremendous responsibility placed on school sponsors during any trip of this sort, there may be special rules that students are expected to follow.

Students are allowed to participate in travel away from school only when their academic, attendance and conduct records are acceptable. The assistant principal (in

collaboration with trip sponsors) has the right to make a final determination on whether a student may participate in a school activity that includes travel. Students should remember that participating in such school-sponsored trips is a privilege, not a right. Absences for school-sponsored travel will be excused.

Students must be willing to cooperate completely with their sponsors and their fellow group members so that the trip is enjoyable and beneficial for everyone involved. Certain violations can be of such a serious nature when traveling with a student group as to cause a student to be sent home early at his/her parents' expense. In addition, the student may be subsequently removed from any future activities in which the student would be representing NFHS. Trip sponsors will make both parents and students aware of the applicable rules when asking for parent permission for student travel. **Also, because of the binding contractual requirements of some travel arrangements, students who find themselves unable to participate in planned student travel (Due to a loss of eligibility or other reasons) will not be issued refunds.**

### *Clubs and Organizations*

Participation in school clubs and organizations supports the development of well-rounded personalities and strengthens the student's feeling of school pride and spirit. Each student is encouraged to join and actively participate in one or more of the clubs and organizations available on the NFHS campus.

### **Final Exam Dates**

**Students will be** dismissed at 12:30 pm.

Fall Finals: December 16-21, 2022

Spring Finals: May 19-31, 2023



ALL STUDENTS ARE EXPECTED TO BE PRESENT FOR THEIR SCHEDULED EXAMS. They need to arrive on time and come prepared for their exams.

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### **Bulldog Modesty Code**

#### *Shirts:*

- Most be full in length to the waist and have sleeves
- Cover midriff in its entirety at all times
- Cleavage must not show
- School appropriate graphics and slogans

#### *Bottoms:*

- Must be full in length to the knee with no rips, holes, or fake holes
  - Dresses must be at least to the bend of knees
- No Legging, Spandex, or Lycra unless the shirt covers the entire backside/ bottom
- No Sagging

#### *Shoes:*

- Must cover toes and have a closer on the back

#### *Hair Coverings:*

- There are no hair coverings except for religious purposes (Failure to get a haircut or to get hair done are not reasons to cover hair)

No temporary ornamental mouth gear will be allowed.

No hoodies are allowed to be worn in the building.

Inappropriate tattoos must be covered at all times.

#### *Backpacks:*

- All backpacks must be clear or mesh, all others are not allowed

**Student ID Badges-an official I.D. badge must be worn and visible at all times.**

Students are expected to follow the dress code. Students in violation of the dress code will be expected to correct the violation. Students refusing to correct the dress code violations will be placed in in-school suspension until parents/guardians can bring the proper clothing. Students are subject to further disciplinary action as outlined in the *HISD Code of Student Conduct*.

### **Cell Phone Policy**

According to HISD policy, use or operation of paging devices, including beepers, cell phones, electronic pagers, or any other type of electronic communication system is prohibited on school campuses or at functions during school hours. This means when students come onto the campus and enter the building all electronics are turned off and put away. *The only time students may use their cell phones is during their 30-minute lunch period and before school until the first bell.* No students are allowed to leave campus during lunch. Students at lunch or

before school can use phones in designated lunch areas.

In addition to disciplinary action, the unauthorized use or operation of electronic devices will result in disciplinary action not limited to confiscation. In that case, the grade level administrator or their designee will notify the parent of intent to dispose of the device after 30 days. A \$15 administrative fee payable to NFHS will be charged if the device is claimed within the 30 days. Electronic devices not claimed within 30 days will be sent to Property Management for disposal.

All electronic devices and accessories brought to campus must be put away upon entry onto the campus and turned off completely. Cell phones or any other electronic devices **seen** or **heard** by school personnel will be confiscated and turned into the business manager.

The first violation of this rule is considered a **Level II** offense or greater. Cell phones will be confiscated and a \$15.00 (non-refundable) return fee will be assessed to the parent and the student will be subject to disciplinary action. Failure to turn over the confiscated phone, when asked, will be considered a **Level III** offense and may result in suspension in addition to the \$15.00 fee. Further violations of the rule will be considered **Level IV** and could lead to a ban of the item(s) for student.

### **Tardy Policy**

**School starts at 8:30 am every morning.**

Parents are asked to get students to school between 8:15 - 8:25 am every morning.

Parents of students with excessive tardiness will be required to attend an administrative conference and may be referred to a truancy officer.

### **Consequences for tardiness to class:**

- 5 tardies- One Hour After School Detention (must be served)
- 10 tardies- Saturday Detention (9:00-12:00)

If a student fails to show up for a one-hour detention it turns into a 3-hour Saturday detention. If a student fails to attend a Saturday detention it will result in a suspension.

### **Progress Reports and Report Cards:**

Progress reports and report cards are issued six times during the school year, one each six weeks. Please refer to the HISD calendar for

report card dates.

### **Parent Visitation, Conduct, and Dress**

- At NFHS, we believe that parents are our partners in education. For this reason, we ask that you plan your visit with the teacher at least 48 hours in advance.
- In addition, please remember that a school is a place for children to feel safe and learn. Mutual respect is our #1 priority. Therefore, **we will not tolerate any yelling or profanity.** Parents' conduct should be professional and respectful. Because children tend to mimic the actions and words of their parents, we encourage you to model positive adult interaction. At NFHS you will always be treated with dignity and respect. Your child's teacher and staff deserve the same.

### **Transportation**

We want every aspect of our school to be a pleasant experience. This includes the morning drop off and the afternoon pick up of students. Safety is our number one priority. Help us ensure the safety of our children by adhering to the policy listed below.

### **Student Drop Off**

For safety reasons, parents may drop off and pick up students in the front of the campus entrance at the circular drive-thru.

### **Instructional Time is SACRED**

Under no circumstance will parents be allowed to speak with teachers during instructional time. A conference may be scheduled any day of the week by contacting the grade level clerks. Please allow a 48-hour response time if you call or email a teacher.

## **Student Misconduct**

The *HISD Code of Student Conduct* provides a description of a broad range of behavior considered to be student misconduct. The student who commits an act of misconduct that may be classified into any of the five levels will be subject to disciplinary action by the classroom teacher, assistant principal, and/or principal. Please refer to your copy of the *HISD Code of Student Conduct* for more information.

## **Conduct & Discipline**

### ***Student Standards of Conduct***

It is the responsibility of the entire NFHS community to develop character in our students. The manner in which students conduct themselves at school is a reflection on the student, parent and the entire community. Any misconduct becomes a matter of school discipline and will be handled accordingly.

NFHS follows the HISD Code of Student Conduct. All students will receive a copy of this document at the beginning of the school year. It may also be downloaded from the HISD website ([www.houstonisd.org](http://www.houstonisd.org)).

**Parents and students should note that some acts/behaviors are violations of state law and city ordinances and may involve law enforcement officers, as well as school officials.**

Students who habitually commit level 1 and level 2 offenses will have those offenses documented and the parent will be contacted by the teacher. After the third occurrence of any level 1 or level 2 offense, the student will be referred to the administrator.

### ***Campus Distributions***

No materials, circulars, advertisements, notices or similar materials may be sold or distributed on the campus or at the school

sponsored activities unless approved by the principal or her designee.

### ***Damage to School Property***

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way will be prosecuted to the fullest extent of the law, and they and/or their parents will be billed for the cost of repairs.

### ***Hall Passes***

Students will not be allowed to leave class and are expected to take care of personal business during the 5-minute passing periods. If a student needs to leave the classroom due to an emergency, a hall pass is required.

Students in the halls without passes are in violation of school rules and may be taken to an assistant principal for disciplinary action. Students leaving a classroom for any reason during class time must get a permit with the student's name, date, and time from a teacher before leaving the classroom.

### ***Drugs & Alcohol***

The use and possession of drugs and alcohol are prohibited on NFHS campus and all campus or district affiliated events. All medication (prescription and over-the-counter) **must** be taken to the nurse's office to be dispensed. Medications must be in the original container with the student's name and directions from the physician on the container. Failure to comply will result in disciplinary action indicated in the HISD Code of Student Conduct.

### ***Smoking***

Smoking and the use or possession of any tobacco products is prohibited on all HISD campuses and facilities. This includes NFHS and all district athletic stadiums, arenas, and

venues. Please be aware this policy is also in effect at any NFHS function that is held on- and off-campus.

#### *Selling Items at School*

At no time do students have permission to sell items while on campus. This includes, but is not limited to, candy, chips, soft drinks or sport drinks. Any unauthorized items that are sold will be confiscated by administration.

#### *Detention*

**Lunch Detention** may be assigned for minor classroom misconduct at the teacher's discretion. Failure to serve a teacher lunch detention will result in a disciplinary referral. Administrators may also assign lunch detention.

**Before and After-School Detention** may be assigned by an administrator or teacher. Students will receive notice of detention at least 24 hours in advance.

If a student is tardy to or does not attend an assigned detention, he/she is subject to In-School Suspension (I.S.S.) or suspension (O.S.S.), depending on the student's discipline record. Students will receive further consequences if they commit discipline infractions while in detention.

**Saturday School** may be assigned by the administrator. Saturday School is a unique form of detention for students who have broken school rules. Saturday School will begin promptly at 9:00 am and end at 12:00 pm.

Students must be on time, in dress code and must complete all assignments, without committing any discipline infractions. Failure to serve time in Saturday School will result in further disciplinary actions, such as In-School Suspension (I.S.S.) or suspension from school.

#### *Level IV Offenses*

Any student who possesses a firearm, illegal knife, explosive, or any other dangerous object or weapon on school district property, on school buses, and/or in attendance at district-related activities shall be immediately suspended and recommended for expulsion by the principal (as indicated in the HISD Code of Student Conduct). For purposes of this policy, an object used in a threatening manner shall also be considered a dangerous object or weapon even if its normal use is not as a weapon.

In every case where students in middle and high school commit a Level IV offense in violation of the Code of Student Conduct, Education Code, or Penal Code, principals must pursue charges, arrests, and removal to a juvenile detention facility or county jail. The Board of Education further declared that the Code of Student Conduct would be strictly applied.

#### **Communications**

##### *Assemblies*

Assemblies are intended to be informative and instructional. Students are expected to behave responsibly and respectfully at all assemblies. Students who do not will receive immediate consequences.

##### *Deliveries to Students from Off-Campus*

In order to avoid unnecessary disruptions of instruction, the delivery of food, flowers, balloons, gifts and related goods to NFHS are prohibited.

##### *Posters, Signs & Advertisements*

The principal or designee must approve all posters, signs, and/or advertisements. After the advertised event or deadline has passed, the organization or individual that posted the notice must remove the posters the day after the event has occurred.

##### *Publications*

The principal or designee is responsible for all publications edited, produced and distributed on the NFHS campus, and therefore, may exercise editorial control over them. All school publications at NFHS must be supervised and approved by a faculty sponsor and reflect the high ideals and expectations of the citizens of the NFHS community. No unauthorized publications may be produced or distributed on campus. See an administrator to gain approval.

#### *Use of School Name and Mascot*

Only school-approved organizations may use the NFHS name and/or mascot for approved activities. Unauthorized use of the school's name or mascot for the purpose of advertising a non-school sanctioned activity is prohibited. Use of the mascot is limited to a choice of the visual representations that have been approved by the school principal.

### **Student Health & Safety**

#### *The School Nurse and Clinic*

The school nurse provides clinic services in the event of illness or injury occurring during the day. A student may go to the clinic only after obtaining a permit from a teacher. The student must sign in and out showing the time arrived in the clinic and the time left the clinic. There is a Nurse's Daily Registry in the clinic for this purpose. If the nurse believes the student should go home, she or another school official will notify the student's parent/guardian. Students who feel ill and go home without going through the clinic and attendance office will be considered truant and are subject to disciplinary action.

*A Physician's Request for Administration of Medication during School Hours* form is available in the clinic. This form must be filled out and signed by the physician or dentist and parent/legal guardian, then returned to the nurse to be kept in the clinic for the duration of the school year. No medication, prescription or non-prescription,

will be dispensed by the nurse without this form being on file. The medication must be in the original container and be appropriately labeled by the pharmacy. Non-prescription medication must be in an unopened container with a pharmacy label attached. The form must be renewed each year.

Any pertinent health information should immediately be provided to the nurse so that she may be of assistance in matters concerning student health. The school nurse is responsible for checking student's immunization records. Any paperwork regarding immunizations should be given to the nurse.

#### *Pesticides*

NFHS periodically applies pesticides. Information concerning these applications may be obtained from the plant operator.

### **School Visitors**

#### *A Qualified Welcome*

NFHS is glad to have as visitors, parents and guardians who have an interest in the welfare of the school and its students. To maintain campus security, all visitors must come directly to the main office upon entering the building and identify themselves, state the purpose of their visit and receive a visitor's permit. Former students may not come back to campus during the school day to visit school personnel without arranging an appointment in advance with the appropriate personnel.

#### *Rules for All Visitors*

All NFHS visitors must obtain a visitor's name tag from the main office immediately upon entering the building.

No visitors are allowed during standardized testing periods or during formal classroom observations being conducted by district appraisers. Parental classroom visits must be approved by the teacher. Persons other than

parent/guardian are not permitted to visit classrooms with two exceptions:

- Educational professionals from in or outside the district may be escorted by campus or central office staff on classroom visits with prior approval from the campus administrator.
- Parents of students with disabilities who are being considered for placement in a new setting by an A.R.D. committee may visit the proposed setting. The campus administrator must approve the visit in advance and the parent must be escorted by the campus or central office staff during the course of the visit.

The Texas Education Code (Section 4.23) states: "Any person loitering upon school property after being warned to leave by the person in charge shall be guilty of a misdemeanor... School property...include[s] the grounds of any public school and any grounds or buildings used for school-sponsored assemblies or for activities."

### **Campus Security**

#### *Fire & Evacuation*

On occasion, there may be a need to evacuate the NFHS buildings due to emergency conditions (or due to a drill for such an emergency). In each room of the school, a map is posted that illustrates the appropriate route for evacuating the building. The routes are designed to avoid excessive crowding at the building's exits. Alternate routes should also be provided in case the original route is inaccessible. Teachers should review with their students various evacuation routes.

Students are to remain with their assigned teacher at all times. When leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus closest to the

exit point. All windows and doors in the classroom should be closed and locked upon evacuation. Students are to take nothing with them except their valuables.

The teacher will take class attendance after the students have moved safely from the building. Students must stay with their teacher throughout the evacuation or drill. The drills are preparation for the reality of fire or imminent danger and should be taken seriously. The school administration, faculty and staff expect each student to abide by these rules.

No person shall re-enter the building until the all clear signal is given.

*Emergency Signals – 1 extended bell or alarm*

### **Student Services**

#### *Driver's License Eligibility*

State law related to driver's license eligibility states that the Department of Public Safety may license a person as a class "C" driver who is under the age of 18 years, provided the person has obtained a high school diploma or the equivalent or if the student is enrolled in a school and has attended school for at least 80% of the fall or spring semester before the date of the application, or the student has been enrolled for at least 45 days and is currently enrolled in a program to prepare persons to pass the high school equivalency exam. For the purposes of computing attendance for driver's license eligibility and for meeting the intent of the legislation, students must meet the attendance requirement for each class in which they are enrolled. The Verification of Enrollment (VOE) forms are completed in the attendance office and require at least 24 hours' notice.

#### *Homebound Instruction*

When a student is unable to attend school for severe medical reasons, he or she may

receive academic instruction by a homebound teacher through HISD's Department of Community Services. This service is only for a student whose physician provides the nurse with a written diagnosis and prognosis explaining that the student will be out of school for a minimum of four weeks. This process will start with the student's counselor.

Other eligibility requirements include that the student be free of infectious disease, and that

there will be an adult in the home at the time of the teacher's visit.

For a student who is absent more than five days but fewer than four weeks, the counselor can obtain make-up work from the classroom teachers. Please allow a three-day turnaround from the time of the request to the pick-up date of the assignments.

# NFHS School-Wide Grading Policy

## General Guidelines

Teachers must provide their students with a written grading policy enclosed with their course syllabus within ten days from the beginning of the course. Each course syllabus will be posted to Canvas.

Teachers will establish due dates and deadlines for work completed.

## GRADING POLICY

NFHS has developed a grading policy which addresses the following areas:

- Minimum of 2 grades per week; minimum of 12 grades per six-week report card period
- **A minimum of 2 grades should be inputted into Grade Speed per week (due by 9:30 am Monday of each week for the prior week).**  
Categories
- Major Grades & Rubric Based Assignments- 30%, *minimum of 2*
- Formative Assessments- 20%, *minimum of 2*
- Writing Assignments- 20%, *minimum of 2*
- Weekly CFUs (Do Now's, Exit Tickets)- 10%, *minimum of 2*
- Participation- 10%, *minimum of 2*
- Homework- 10%, *minimum of 2*

Any special circumstances beyond the two week time limit require a teacher, student, parent conference where a written agreement will be developed. Documentation must include a growth plan and be filed with the student's assistant principal.

## **HISD Grading Scale**

100-90	A
89-80	B
79-75	C
74-70	D
69 and below	F

## **Academic Dishonesty**

*Plagiarism:* Any written assignment submitted for grading will be subject to a 2% deduction for every 1% of the assignment that is plagiarized. Papers that are found to be 50% or more plagiarized will receive a grade of zero (0).

*Cheating:* Students caught cheating, along with the student who helps them to cheat, will receive an automatic grade of zero (0) on the assignment.

*Technology Usage during Assignments and Assessments:* Students caught using inappropriate technology (i.e. text messaging, cell phone use, etc.) during an assignment, lab, or project will receive a deduction of 30 points. Students caught using inappropriate technology during an assessment will receive an automatic "0". The device will be confiscated in accordance with the HISD Code of Student Conduct and NFHS Student Handbook.



# North Forest Laptop Acceptable Use Policy North Forest High School 2022-2023

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North Forest recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, North Forest is an HISD Phase II Power Up campus, and has made a significant commitment to integrating technological advances into the school program to enhance the learning experiences of all students. Understanding and following North Forest's "Acceptable Use Policy" allows us to maintain a respectful, effective, and safe learning environment.

North Forest's network resources are the property of HISD. Laptop access to North Forest's network services will be provided campus-wide via our wireless network. North Forest provides access to the districts cloud drive, (OneDrive), and internet services from every computer connected to the HISD network. HISD blocks websites and web-based services that the administration deems to pose a threat to the safety, security, and well-being of its students community members, facilities, network, and resources. Categories that are blocked include: pornography and sexually explicit material, criminal and illegal activities, weapons and extreme violence, computer hacking, spyware and malicious software, certain video streaming sites, and certain social media sites. North Forest will continue to take precautions to restrict access to this type of material on all equipment that is part of the school's network.

Any actions performed or initiated through the network must reflect the integrity and honesty expected of a North Forest student, as described in the HISD Code of Conduct and the North Forest Parent and Student Handbook. Students will be held responsible for actions initiated on their laptops, regardless of whether they were using their computer at the time of the infraction. ***Therefore, students may only use the laptop they have been issued.***

## **Non-negotiable Student Laptop Policies and Expectations**

### **A student must bring his/her laptop to school every day.**

Prior to the end of the first week of school, it is the responsibility of the student and parent or guardian to turn in the signed Student Laptop Loan Agreement and \$25.00 non-refundable security deposit in order to ensure the student receives a laptop on deployment day. After the initial deployment, students may receive a laptop on designated dates and times in the Power Up Room, provided they have completed the digital citizenship training, signed and turned in the Student Laptop Loan Agreement Form, and paid the \$25 non-refundable security deposit.

After deployment, students must bring their laptop to school every day. If a student fails to bring his or her laptop to school, he/she is still responsible for the classwork and assignments missed. It is the student's

responsibility to work with the teacher to ensure all work is completed on time.

### **A student must have his/her laptop in the case 100% of the time.**

- The school-issued cases are required as part of the computer warranty.
- Teachers, administrators or I.T. campus personnel will confiscate a student's laptop if it is not in the school-issued case, and the case is not with the student. Laptops will be secured by I.T. campus personnel until the student brings in the case and presents their North Forest student I.D. Students will not receive a laptop or laptop assistance without an I.D.

### **A student must come to school with his/her laptop fully charged.**

- Students should charge their laptop every night and should bring it to class fully charged.
- Students can also use supervised common areas (such as the library or hallways) before school, during lunch, or after school for charging on campus.
- After lunch, students can charge laptops in a classroom if they receive teacher permission.

### **A student must prevent laptop damage.**

Students are not allowed to charge cell phones or other devices on their laptops and will face consequences for a severely broken laptop that requires replacement as a result of gross negligence.

If a student's laptop is damaged or broken:

- The student will bring the broken laptop to the Power Up Room, (H128), for evaluation.
- If the laptop must be repaired or replaced, the campus tech will

provide the student an A.D.P. form for completion.

- If the student damages his/her laptop more than once, the student will take a copy of their A.D.P. form to his/her dean who will sign it and issue a disciplinary consequence. The student will bring the form back to the Power Up Tech Room (H128) and will then be issued a replacement laptop.

***Please Note: The warranty covers the device - not the case, power cord, or strap.***

***Loss of these items and instances of gross neglect or damage may result in the student being held financially responsible.***

### **A student must prevent laptop loss/theft.**

Students should keep their laptops in their possession (never in the gym locker room, Fieldhouse, cafeteria, etc). Students should make arrangements to ensure laptops can be monitored by an adult if at an off campus event. Students must complete a lost or stolen report **immediately** after the device goes missing and report the loss to I.T. campus personnel in room H128.

#### **If a student loses his/her laptop:**

- Students must report to the Power Up Room, (H128), during their lunch period or after school to complete a lost or stolen report immediately after the device goes missing.
- Once the student fills out the form, the campus tech will review the form and add the laptop information including the serial number.
- The student must also provide a police report which the campus tech will attach to the stolen report form. (It is the student's responsibility to ensure the police report is filed.)

A student will not be penalized for laptops that are stolen due to no wrong doing. Grade

level A.P.s and other administrative staff will issue consequences to students who carelessly lose the laptop or leave it unattended in common areas.

Prior to the end of the school year, or in the event of school change or withdrawal, a student must return his/her laptop, laptop case, shoulder strap, and power charger on the designated laptop return date. If a student does not turn in one of these items, then he/she will be responsible for part or all of the cost which is due by 9 am on the last day of school. If missing items are not paid for, then a financial hold will be put on the student's account. 12th graders will not be able to clear senior check-out and all other students will not be granted privileges like off campus lunch, off-campus periods, student parking, etc.

*\*Students who file a police report for a stolen computer will not be required to pay replacement costs.*

## **Minor and Major Offenses**

### **Minor Offenses**

A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Minor Offenses are equivalent to a Level I or II offense in the HISD Code of Conduct.

Examples of consequences are: parent contact, detention, North Forest Workforce or community service. Students who demonstrate a pattern of minor offenses will be referred to their grade level A.P. Minor offenses include, but are not limited to, the following:

### **Laptop Usage**

- Forgetting to bring the laptop to school.
- Using laptops or any other electronic device in a manner that disrupts instruction or violates a

teacher's instructions, (including but not limited to streaming music and/or videos).

- Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject (e.g., language translation services, literature summary sites, etc.).

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### **• Laptop Maintenance**

- Transporting or using the laptop without the school issued laptop case; the case is to stay on the device at all times.
- Placing stickers directly on the laptop.
- Marking on the laptop.
- Storing paper or other objects anywhere within the main compartment of laptop case.
- Not addressing needed repairs (e.g., cracked screen, cracked track pad, missing keys, bent corners).
- Creating secondary accounts for the laptop (e.g., for a friend or parent)
- Not reporting a laptop lost or stolen immediately after the device goes missing.

### **Power Management**

- Practicing poor power management techniques (e.g., coming to school with laptop not fully charged).
- Charging computer in non-designated outlets or areas. Designated charging areas include the library and outlets around school.
- Please note: each student is responsible for his or her computer while it is being charged in any of the above locations.

### **Network Access (Minor)**

- Sending chain emails or inappropriate broadcast messages through Canvas. or through any school system.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school-provided laptops, technology, or access to the Internet.
- Accessing non-NFHS student wireless network with the laptop while on campus.

### **Major Offenses**

A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major offenses are equivalent to a Level III or IV offense in the HISD Code of Conduct. Examples of consequences are: restitution, revoking of laptop privilege, in-school suspension, and off-campus suspension. **Major offenses include, but are not limited to, the following:**

#### **Privacy, Property, & Community**

- Accessing or deleting the administrative account.
- Vandalizing the laptop or other network resources (defacing, engraving, coloring, painting, etching, writing on the laptop itself, deliberately removing keys or deforming the original shape of the laptop and its components).
- Accessing laptops, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any web page or social network without the owner's knowledge or expressed

permission. 4 North Forest Laptop Acceptable Use Policy (2022-2023)

- Recording, filming, or photographing teachers or other students without expressed permission to do so. If persons have given permission to record, the student who receives permission is expected to respectfully and responsibly use and manage the recorded material. Publicly posting captured material is not allowed.
- Using the laptop and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.

#### **Illegal Activity**

- Installing or distributing unlicensed or illegal software.
- Installing gaming software.
- Using the network in support of illegal activities or businesses or for gambling.
- Installation of third-party firewalls, anonymizers, or proxies.
- Installing or using unauthorized 3rd party multi-node file-sharing software (e.g., Torch, BitTorrent, Transmission) on school laptops. iChat, Dropbox, Google Drive, Evernote, & AirDrop do not fall under this category.
- Modifying operating system other than those installed by our Tech Department.
- Removal or theft of desktop computer mice or peripherals for use on laptop.

## Network Access (Major)

- Placing, creating, "liking" or "boosting", or accessing sexually explicit, violent, obscene or unlawful material.
- Attempting to get around network security or to impair functionality of the network.
- Attempting to bypass restrictions set by the network administrators. Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your laptop or NFHS network resources.
- Intentional damage and/or theft of any laptop.
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## On-Campus Tech Support

The Power Up Room is located on the second floor in room H128. The purpose of the Power Up Room is to provide technical assistance to our users. The I.T. technical team will be able to diagnose repairs and answer all student software and hardware questions.

### How do I Get Tech Support?

- Visit the Power Up Room (H128) before school, during lunch, or after school.

- Students *must* show their North Forest student I.D. to the campus tech to receive any kind of assistance. If the student does not have an I.D., the student must visit the Book Room in the gym hall to purchase an I.D.

### How Long Will I Wait for Tech Support?

Three common scenarios are most common.

1. If the repair is simple, the student will be told to wait or to return for their laptop during lunch or before or after school.
2. If the repair must be submitted to the vendor, the student will be advised to check in at the Power Up room 1-2 days after the laptop was submitted for repair.
3. If the vendor advises the repair will take more than 2 days to repair, the student will be issued a replacement laptop provided there has been no minor or major offense made.
4. If the laptop is lost or stolen and the student has filled out the necessary paper work, a replacement computer will be issued.

*If a student's device is lost or stolen, he/she should contact the campus police officers or I.T. personnel immediately. See the process on page 2.*



*It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.*

**All students will sign, detach, and give this form to your *FIRST PERIOD TEACHER TODAY*. Your signature verifies that you received a copy.**

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I have received a copy of the *NFHS Policies for Students and Parents*.  
I am responsible for reading and following the guidelines in this document.

Please circle your classification for 2022-2023:

Freshman

Sophomore

Junior

Senior

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Name Printed: \_\_\_\_\_