



NORTHSIDE HIGH SCHOOL

STUDENT HANDBOOK

2020-2021

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What to Do If . . .

You arrive late to class . . .

Go to your grade level office and get a pass. If you do not have a valid excuse submitted by a parent, disciplinary action may be taken.

You are returning after an absence . . .

Go to their assigned office within three (3) days of your return to school with an absence note from your parent/ guardian. You must:

- 1) sign in;
- 2) provide name, date, grade level, student ID number; and
- 3) receive an absent note receipt.

If you do not follow this procedure, you may be in danger of losing class credit for the absence. The receipt is not verification that the absence is excused, but rather submission of a note to the Attendance Office.

You need to leave school early . . .

Turn in a signed note from your parent/guardian containing a parent or guardian telephone number, and/or the name and telephone number of the attending physician or dentist, to the office clerk when you arrive to school. **Notes will not be received later than 10:30am.**

Each grade level office will verify early leave notes. You will be issued an early leave permit, allowing you to be released from class at the appropriate time. **Before leaving campus, your parent/ guardian must sign you out. Students will not be allowed to check out after 3:30pm.**

You need to use a telephone . . .

For true emergencies requiring the use of a telephone, see your grade level office for assistance. No classroom phones may be used by students for personal use.

You have lost a textbook or personal item . . .

Immediately report all thefts to your grade level principal and to one of Northside HISD Police Officers in 111. An incident report must be completed to properly document stolen items. Please keep a copy of the incident report for your records. This will serve as proof of the theft. Textbooks will not be replaced until the lost books are paid for in the office and your financial records are cleared.

You have found a textbook or personal article that is not yours . . .

Turn in the item to your grade level office and explain where and when you found it.

You need to leave your classroom . . .

Obtain the hall pass from your teacher. No students are allowed in the hallways without a hall pass that has your name, date, time, and destination. Students in hallways without hall passes are subject to disciplinary action.

You have questions, concerns, or need advice . . .

Schedule an appointment with your grade level administrator. Return to class and your grade level administrator will send for you. Remember that the grade level administrator is here to support you and advocate on your behalf.

You become ill or injured during school . . .

Obtain a permit from your teacher and go to the Health Clinic 115.

You need to take medication during school . . .

If your doctor has prescribed medication for you that must be taken during the school day, your parent must meet with the school nurse. **The Health Clinic will need a written permission form from your Doctor on file in the clinic office.** You must strictly adhere to these policies adopted by the HISD school board:

- A student may not carry medication on their person. All medications need to be kept locked in the Health Clinic.

- A written medication permission form with the original signatures of both a parent and the prescribing physician must accompany all medication.
- Each medication must be in its original container with an affixed prescription label listing the patient's name for which the drug was prescribed, the drug name, and the proper dosage and administration information.

These guidelines apply to ALL medications – both prescription and over-the-counter. Students found to be in possession of any medication will be subject to disciplinary action.

You have a conflict with another student . . .

Seek immediate assistance from a teacher, mentor, or grade level principal.

You experience difficulty due to someone committing an illegal act against you, another student, or the school . . .

Seek the immediate assistance of the nearest teacher, mentor, or grade level principal. File a report with the HISD Police officers assigned to the Northside campus.

You need to withdraw from school . . .

The withdrawal process begins in the attendance office. *Remember that the enrolling parent/guardian must be present, and identification must be verified.* Please bring books, laptop and school equipment, belonging to Northside High School when you checkout.

You need information about HISD buses . . .

Go to the Magnet Coordinator's Office (114B) or call the Northside Transportation Office or HISD Northwest Transportation 713-556-9400.

You want to know more about your rights and responsibilities at Northside . . .

Read this handbook carefully. It contains much of the information you will need as a student during your attendance at Northside. School officials at Northside have made every effort to include useful and accurate information for you. Also, consult the HISD *Student Code of Conduct* booklet.

The *Code* governs student conduct and discipline throughout the district.

In searching for additional avenues of communication, you can talk with your grade level principal about issues important to you. Teachers also are available and approachable. At Northside, we want you to be well informed of both your rights and responsibilities.

Enrollment

Students must live in the Northside attendance zone with their parent(s) or legal guardian and must provide proof of residency. Presentation of all of the following is required:

- Recent utility bills (electric, gas, water) or lease agreement with name and address of parent or guardian
- Proof of custody if the parents are divorced or if the student is living with someone other than a parent;
- Parent or guardian must be present and provide Texas Driver's License with address matching the utility bill and/or lease agreement.

Health Records

A student must meet all immunization requirements before being permitted to enroll. Acceptable immunization documents are limited to official health records from the previous school(s) attended and/or records verified by Licensed physician or public health personnel.

Homeless Students

Federal and state laws provide special guarantees for homeless students as defined by the statutes. Generally, homeless students must have access to a free and appropriate public education. School districts are required to make certain accommodations to homeless students related to enrollment, records, and residency requirements. Students with questions may speak with one of the advisors, assistant principals, or the deans.

Eighteen-Year-Old Students

Upon reaching the age of eighteen, students living alone may accept responsibility for themselves, thus being able to write their own notes and attend school in a district other than the one in which their parents reside. The parent must provide a letter to the Registrar's office indicating the student's independence and acknowledging that their own rights to the student's educational records are terminated. The student must provide proof of residency in the Northside attendance zone (recent utility bill or lease agreement in the student's name).

Students who are married may also accept responsibility for themselves. They must follow the same procedure listed above for eighteen- year-old students.

Moving or Changing Phone Numbers

If your family moves during the school year, you must report that address change (and new telephone number) immediately to the registrar's office 117. Also, if your parent or guardian has a change in work telephone numbers, that information should be updated in the registrar's office. In order to ensure the safety of our students — especially in an emergency — and to allow for timely parent and student contact, it is critical that the school have accurate addresses and phone numbers.

In addition, students who are not on valid HISD transfers or do not live in the Northside attendance zone are generally not eligible to attend Northside High School and may be withdrawn from school. If students are planning a move or have any questions about their school zone residency or transfer status, they should consult with school officials.

Bell Schedules

Please follow the bell schedule as listed. The first bell will ring at 8:25 am. School will dismiss at 4:00 pm. If a student has an absence note they may turn it in starting at 8:00am to the attendance office. Students are not allowed into the building before 8:15 am without written permission from school personnel or with an absence note to present to the office.

Advocacy Period

Advocacy Period will be with the Advocacy teacher from 9:42am thru 10:12am every Thursday, unless it is the end of the marking period. Attendance will be taken.

2020-2021 Virtual Learning and Daily Schedule

Period		Start	End	Minutes
1		8:30	9:25	55
2		9:30	10:35	65
3		10:40	11:35	55
4	A Lunch	11:40	12:10	30
	Class Floors 2 & 3	12:10	1:05	55
	Class 1 st Floor	11:340	12:35	55
	B Lunch	12:40	1:10	30
5		1:15	2:05	55
6		2:10	3:05	55
7		3:10	4:10	60

2020-2021 Thursday Advocacy Schedule, Virtual and Daily

Period		Start	End	Minutes
1		8:30	9:25	55
2		9:30	10:40	70
3		10:45	11:40	55
4	A Lunch	11:45	12:05	30
	Class Floors 2 & 3	12:10	1:05	55
	Class 1 st Floor	11:45	12:40	55
	B Lunch	12:45	1:15	30
5		1:20	2:15	55
6		2:20	3:15	55
7		3:20	4:10	50

Breakfast in the cafeteria: 7:30-8:22 am
Bell rings for class at 8:22 am
Tardy bell rings at 8:30 am
Early Release Dates: TBA

Breakfast & Lunch

Northside High School provides breakfast and lunch on campus. Services include a cafeteria, a snack bar, and variety of specialty food items (including baked goods). HISD publishes menus on a monthly basis.

Information regarding breakfast and lunch prices is provided at the beginning of the school year.

Breakfast is provided free of charge to all students and is served from 7:15 to 8:15 in the school cafeteria, daily.

Students who may qualify for *free* or *reduced-rate* lunch meals should submit an application to the Grade Level Offices. Forms are available from Ms. Anita Prieto and all grade level offices as well. All students are required to apply.

Lunch Expectations

Northside is a closed campus.

Consequently, students may not leave campus during the instructional day for any reason without prior approval.

No Deliveries

- Students are not to order food to be delivered to the campus at lunch or any other time. Such deliveries will be confiscated, and students are subject to disciplinary action.
- Students are not to order flowers, balloons, or other specialty items to be delivered to the campus at any time. These items will not be accepted and returned to the business.

Food & Drink (and Trash)

- The consumption of food is allowed only in the cafeteria. No food may be consumed in other areas of the campus. **Eating outside is strictly prohibited.**
- Only sealed containers with water may be brought to school to be consumed only at the lunch period. "Unsealed" containers such as convenience store cups may not be used at school.
- All trash must be disposed of in the containers provided in the cafeteria. Recyclable items should be deposited in the recycling bins provided in the lunch area. After eating, students must clear their table of all food service items and dispose in trash cans. Trays and flatware may not be removed from the cafeteria. Celebratory items (i.e. birthday cakes, cupcakes, balloons, etc.) are prohibited.

Maintaining a pleasant eating environment

- The opportunity for a pleasant lunch inside the cafeteria is dependent on the continued cooperation of all students in keeping eating areas free of trash. Pride in the Northside campus begins with each student assuming the responsibility for his or her own actions.
- If you experience any difficulty while at lunch, several teachers, counselors, and administrators will be available in the lunch areas for assistance. Seek their assistance. Do not take matters into your own hands. Students who participate in food fights are subject to disciplinary action.

Dress Code 2020-2021 (Waived by HISD for the 2020-2021 school year.)

The ID badge is a required part of dress code and must be visible at all times. Students missing their id will be required to wear purple-colored shirts.

Backpacks: Clear backpacks.

Acceptable Dress Code

- Students must have a shirt with a collar. (Grey, Purple, Black and White or Spirit Shirt)
- No sweatpants, skirts or shorts of knee length, or pants with rips or tears
- Closed toed shoes (we are a construction site) or sandals with straps

Unacceptable Dress Code

- No spaghetti straps, tank tops or short shirts which expose midriff or cleavage
- No shirts with profanity, drug, alcohol or inappropriate references
- No sagging pants. No ripped jeans of any kind
- No leggings unless under jeans, pants, skirt or shorts
- No hats
- No slides or house shoes

Dress code expectations will be enforced from the first week of school.

Head

• Sunglasses, hats, caps, sweat bands, bandanas (except when approved for PE and dance classes), and head coverings of any kind are not to be worn indoors. These items will be confiscated permanently. Any exceptions to this policy due to religious or medical requirements must be approved by the Northside administration in advance.

• In some laboratory settings, teachers may prohibit the wearing of dangling or protruding articles or accessories. Teachers may also require that long or free-flowing hair be covered or restrained.

• Pierced jewelry may be worn in the ear only. (Nose rings, eye rings, tongue rings, navel rings, and other forms of body piercing are not allowed).

• Jewelry depicting or making reference to drugs, alcohol, tobacco, vulgar or obscene language, sexual promiscuity, the occult, death, violence or gang-related activities may not be worn. Spiked dog collar, spiked bracelets, linked chains (for wallets or necklaces) are prohibited. Rosaries are also not allowed to be worn without permission.

• Teeth grills are prohibited.

• Hair should be clean and well kempt. Hair rollers, metal rakes, and combs are not to be worn. Hair styles and artificial coloring should not detract from the educational process and are subject to disciplinary action. (**No spiked or unnatural hair colors Ex. Neon green, pink, orange, etc.**)

• Expensive or irreplaceable jewelry should not be worn to school.

• Students with tattoos and henna markings must ensure that they are covered and not visible.

COVID-19 Mask Requirements and Dress Code

For safety and compliance, all students at Northside High School will be expected to adhere to the following guidelines as it pertains to the wearing of masks.

1. Masks should be worn to cover both the nose and mouth for the entire duration of school. Students who do not have a mask will be provided with one.
 - a. Bandanas, neck or face wraps are not allowed. ALL MASKS must be at least 2-ply according to health guidelines.

2. Masks should be appropriate in design. The following conditions must be met by all students:
 - a. Gang-related symbols or signs will be prohibited
 - b. Profanity or vulgar words will not be acceptable
 - c. Distracting designs that hinders instruction or learning will not be acceptable
 - d. Culturally insensitive words or phrases will not be acceptable

Consequences:

1. **Zero – tolerance will be enforced:**

All students will be required to wear masks unless specified by a physician. A certified letter from the student's physician will need to be turned into the school nurse. A colored wrist band issued by the nurse must be worn by the student at all times.

2. Refusal to comply to the mandate to wear masks students will face disciplinary actions by school administration

All slacks, shorts, and skirts must be worn at the natural waist height and be of proper length. All must fit properly and may not be excessively loose or baggy.

Shoes

- Students must wear shoes always.
- Due to safety considerations, teachers may require non-skid, closed toe shoes in some labs during experiments or project work.

Please note: Violations of the Northside dress code will result in disciplinary action. Depending on the number of dress code offenses and the gravity of the offense, discipline can range from detention to suspension.

Generally, the Northside dress code will not be revised more frequently than once a year.

Also, courts at both the state and federal levels have recognized the rights of school officials to regulate standards of student dress and grooming.

Conduct and Discipline – (also refer to the HISD Code of Student Conduct)

Campus Distributions

No materials, circulars, advertisements, notices, or similar materials may be sold or distributed on the campus or at school-sponsored activities unless approved by Ms. Giron, Northside Administrative Assistant.

Ms. Giron must approve posters and leaflets of any kind for posting in classrooms or for distribution among students. If you are sponsoring a club or organization, be sure to have your students secure this approval. All notices should be posted with masking tape on non-painted surfaces. Other kinds of tape (e.g., scotch tape, duct tape, electrical tape, double-sided tape, etc.) are too difficult to remove from the walls. Sponsors should also arrange for speedy removal of posters after an event is over. **Northside has a posting wall in the commons for posters and leaflets as well.**

Cell phone usage is not permitted during class time unless permission has been granted by a teacher or an administrator and is being used for instructional purposes only. Students that fail to comply with the cell phone policy are subject to disciplinary actions. ***Confiscated cell phones will be placed in the grade level principal's office and will not be available for pick up until after 4:00 pm.*** HISD policy

requires a fee for the return of cell phones. Texas Education Code 37.082 allows a \$15.00 retrieval fee for cell phones.

Confiscated items - Some items, such as food, balloons, etc. may not be returned to students. Each infraction of a Level Offense in the HISD Code of Conduct will result in the appropriate discipline being assigned.

Unauthorized selling or solicitation of items is prohibited on campus or at Northside functions

- Balloons, cupcakes, stuffed animals, and other items that may cause a distraction, are not permitted on campus at any time. **Prohibited items may be confiscated by school administration.**

Fundraising - Students may sell items as fundraisers which have been approved by the principal or his designee.

Use of skateboards, skates, and rollerblades are strictly prohibited on campus.

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 their parents will be billed for the cost of repairs.

Hall Passes

During instructional time, a hall pass is required of any student outside the classroom. Staff members are required to request permission from administration before students are allowed to leave the classroom, at all times. Staff will ensure that all the information requested on the hall pass (including student name, destination, and date and time) is included in ink.

Students in the halls without permits are in violation of school rules and may be taken to the assistant principal's office for disciplinary action. Students leaving a classroom for any reason during class time should be certain to get a permit from the teacher before entering the hallway.

No Smoking

Smoking and the use or possession of any tobacco products, including electronic cigarettes, are prohibited on all HISD campuses and facilities. This includes Northside and all district athletic stadiums and arenas.

Use of the School Name and Mascot

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

Bullying

Bullying, meaning engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:

(1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;

- (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- (3) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- (4) interferes with a student's education or substantially disrupts the operation of a school.

Cyber Bullying

Cyber bullying, at or away from campus, defined as the use of the Internet, cell phones, or other devices to send, post, or text-message images and material intended to hurt or embarrass another student. This may include, but is not limited to, continuing to send e-mails to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school on web-sites or forums to embarrass or harass; posing as another student for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or e-mails to another ; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students.

Bullying of any kind will **not** be tolerated at Northside. Students can report any incidence of bullying to any staff member (i.e. teacher, counselor or grade level principal). All reports are taken seriously and are fully investigated.

Tardies

When is a Student Tardy to School?

Tardiness is defined as arriving late to class without an approved permit after the tardy bell rings. It is imperative that students be prompt and prepared to each class.

The following rules apply:

Students riding HISD school buses are excused if the late arrival of their bus makes them late for class. Students should go to the attendance office to sign in on the late bus roster. Then students should go to Office I to get a late bus pass. This does not apply to Metro buses.

Penalties for Tardiness to School (per semester)

A tardy is defined as NOT being in your assigned seat prepared for instruction after the tardy bell. All students tardy to class will report to the grade level principal's office for a tardy slip before being admitted to class.

The following applies to tardies per semester:

- 1st and 2nd, 3rd = Warning / Pass to class
- 4th, 5th, 6th = After School Detention
- 6th, 7th, 8th = Warning
- 9th = After School Detention
- 10th + = Suspension/Behavior Contract
- Failure to attend after school detention = Suspension

Academics

Please refer to the academics' tab on the Northside Website for detailed information. Northside High School offers a challenging and comprehensive curriculum. Several levels and content areas are available so that a student can select from a variety of courses to best match his or her individual goals, interests, abilities and needs.

Schedule Changes

Schedule changes will be made for the purpose of correcting improper course placements and leveling classes. Northside High School's top priority is placing each student in his or her required core curriculum classes at the appropriate degree of difficulty. Elective requests will be honored on availability, grade level and prerequisites. The scheduler program will randomly select students for electives.

Grade Level

The registrar will assign each student to a homeroom based on the number of credits earned at the end of the previous school year. **Students are not ordinarily reclassified during the school year. Reclassification may occur at the end of the first semester.**

Grades

Grading System

Report card and transcript grades are reported in accordance with state law as follows:

GRADE LEVEL CLASSIFICATION		
Grade	Advocacy	Credits Earned
9	Freshman	0.0-5.5
10	Sophomore	6.0-11.5
11	Junior	12.0-17.5
12	Senior	18.0+

COURSE GRADES		
Letter	Numerical	Description
Grade	Average	
A	89.5-100.0	Excellent Progress
B	79.5-89.4	Good Progress
C	74.5-79.4	Normal Progress
D	69.5-74.4	Poor Progress
F	0.0-69.4	Failure

Progress Reports

At the end of the first three weeks of each grading period, Northside High School sends “*progress reports*” home with every student. Progress reports are an excellent 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” for students who might otherwise find themselves with a failing average too late in the six-week grading period for recourse. If a progress report is lost during Advocacy, the day it is issued, go the Registrar’s office and request an additional copy.

Report Cards

Report cards are distributed at the end of each grading period. A reporting cycle is established on the HISD and Northside High School calendars, and those calendars are distributed to each student and are published on the Northside website and PTO newsletters.

Each grading cycle counts for 25% of a student’s final semester average. The final exam counts for 25% of the final semester average.

For the 2020-2021 school year, the following are report card distribution dates October 23rd, December 11th, February 5th, March 26th, May 7th. Final report cards will be available for pick up June 18th.

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 a student’s failure to complete assignments during a grading period. An “I” allows a student to finish his or her work, but it also makes a student ineligible to participate in extracurricular activity events and competitions. Students must complete all incomplete work before the end of the following grading cycle.

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 “0” and is averaged with the other six-week grades to determine a semester average.

Students who miss a final examination will receive a zero. Students who will miss a final exam should notify the principal, in writing immediately. A make-up exam may be scheduled, if the absence is approved.

Students should be aware that spring semester make-up finals may be administered during the summer, months after graduation.

Final Exam Exemptions for Seniors

During the spring semester of their senior year only, **seniors** may earn an exemption from the final exam of a course if they meet the following conditions:

- an 85 or better semester average in the course;
- at least an “S” conduct average in the course; and
- no more than 3 absences (either excused or unexcused) in the course.

Students who earn an exemption will receive the average of their three six-week grades as their semester average. The exemption does not, however, excuse students from school attendance. Exempted seniors will be required to attend school activities on the day of their final examinations. Students with three absences already, who are absent again after exemptions are approved, are no longer exempt.

Note: *Seniors who receive an In-School Suspension or Out-of-School Suspension will lose their exemption status.*

Late Work Policy:

Guidelines:

1. 10% deductions each class day for 5 class meetings (or two weeks).
2. All late work must be submitted prior to the end of the current marking period.
i.e. Students are encouraged to submit all late work prior to the end of each progress report, and the end of each cycle. Teachers are not advised to accept any late work after the Friday before grades are due.
3. If no work is submitted for an assignment before the end of a marking period (every 3 weeks), that assignment will receive a grade of MSG or 0.

Note: Grades must be entered into PowerTeacher Pro within 5 school days after the assignment’s due date. Students cannot be penalized for assignments entered late by the teacher. Late entry by the teacher is defined as entering grades after the 5 school day time frame has expired. Teachers may enter MSG for students which have not submitted the assignment on time.

Composite Grading

Whole course credit applies to **all** HISD two-semester sequential courses (designated “A” and “B” including distance learning, original credit, credit recovery and summer school) and not to one semester courses. Credit by Exam (CBE) may not be considered for composite grading. Should a student fail one semester and pass the other semester of a two-semester course, the student will earn one whole credit if the sum of points between the two semester averages is at least 139 AND attendance is satisfactory (i.e., no excessive, unexcused absences). These rules apply to courses taken

and completed in HISD only and may not be combined with courses taken out of district. Students moved from a Pre-AP, AP or Dual Credit course into a corresponding regular course for the second semester will not receive quality points for either semester

Parent Communication with School Personnel

Northside High School encourages parents to contact the school concerning the education of their children. A healthy partnership between parents, students and staff members is likely to benefit all involved.

Parents requesting a telephone conference, especially with their son or daughter's teacher, should provide both a day and an evening telephone number with their message. Please give teachers at least 48 hours to respond to your message. As a rule, teachers cannot be called to the phone (or to a conference) while they are teaching. Should you not receive a return call from the staff member you called within a reasonable amount of time, please call the office again and note that you are making a second call.

Email is an effective form of communication between a student's parent/guardian and the student's teacher.

Should parents wish to arrange a conference, they may call the school office at (713) 226-4900 to make an appointment or request a return call. Due to the various duties and commitments of school personnel during the school day, teachers and other school officials may not be able to meet with parents who arrive at the school without an appointment. Parents can leave their names and phone numbers with the main office receptionist and request a return call.

Grade Point Averages (GPA) & Class Rank

Northside twelfth-grade students receive both a preliminary and a final class ranking during their senior year. The registrar calculates tentative class ranks in October based on a student's grades from all courses taken for high school credit through the spring semester of his or her junior year (including any courses taken for high school credit in eighth grade). At the close of the fall semester, the registrar then calculates final class ranks for twelfth-graders based on all grades earned through that senior-year fall semester. Class rank is not determined for grades 9-11.

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 a part of a graded course). When selecting courses, a student should investigate after-school requirements.*

Course Selection & Sequence

Northside students in the ninth, tenth, and eleventh grades will make course selections during the school year when course selection sheets are issued in advocacy. These sheets are to be taken home, reviewed and signed by parents, and returned to the counselors. **Students who do not return their course selection sheets will have a schedule created for them by their counselors.** When Northside students return for the following school year, they will not be permitted changes in the schedule they originally requested other than those necessary to qualify for graduation.

In the areas of core curriculum, it is necessary to take courses in sequence. For example, in math, Algebra I must be taken before Algebra II. The counselors will help the students create four-year plans. Check with your counselor if you have questions concerning course selections.

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.
- Students may not be given credit for a class if they have 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 a 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.

Conduct Grade

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 one's report card. Conduct infractions, however, may not be used to affect a student's academic grade. Office conduct cuts do affect eligibility and senior exemption status.

Students who have been sent to the office for discipline problems may receive conduct cuts from the teacher because of misbehavior.

A student must maintain at least an "S" average in conduct to qualify for certain honors and other special recognition, awards, clubs, and offices.

The principal or a grade level principal may reduce a student's conduct grade for persistent disciplinary infractions.

Cheating:

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

- 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 a 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.

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 from the original idea(s).

Any student who is aware of another student's violation of the Honor Code is obligated to report the incident to the teacher.

Actions or attempted actions that run counter to these principles are violations of the Student Code of Conduct. The teacher will handle violations in accordance with the following:

- A zero will be given on the assignment.
- Contact will be made with the parents.
- A “P” will be given for conduct on the progress report.
- A “P” will be given for conduct on the report card for that six-week period.
- Submit discipline referral to the grade level principal.

It is the student’s responsibility in cases that seem unclear to check with the appropriate teacher. Ignorance of the Honor Code is not an excuse for a violation.

School Attendance

Texas Compulsory Attendance Law

School attendance is state law. Texas law requires students who have not yet completed the academic year in which their 18th birthday falls to be enrolled in and attend school each school day. Students with excessive absences may be referred to the district attendance officer for further action. The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Daily Attendance Reporting

State law requires Northside High School to record accurately the number of students in attendance daily and report that figure to the state. That official state attendance, known as ADA or “Average Daily Attendance,” is taken every school day at Northside during 2nd period at 10:00 a.m. Northside’s student attendance affects HISD’s state funding.

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). Students with four or more *unexcused* absences in the fall semester in any credit course will have their credit withheld and an asterisk (*) will appear on the student’s report card. Students with five or more *unexcused* absences in the spring semester in any credit course will have their credit withheld and an asterisk (*) will appear on the student’s report card. A student may be passing the course, but if they have excessive unexcused absences and a resulting asterisk, credit will be withheld.

Credit Appeals

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

- 1) The student has earned a passing semester grade in the class; **and**
- 2) Acceptable excuses 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, complete and return the Credit Appeal Form to their grade level principal’s office. Completed appeal forms must be submitted to the grade level

principal's office along with proper documentation to support the absence. To avoid appeals, all students are strongly encouraged to clear any erroneously marked unexcused absence before the end of each grading cycle.

- 3) Credit may be restored if the appeal is approved and the credit recovery time assigned is completed within the timeframe determined by the grade level principal's office.
- 4) Single period absences may not be appealed if proper check-out procedures were not followed.

Regular attendance and punctuality are the responsibilities of student and parent.

Course Enrollment

Students who wish to be eligible for U.I.L. activities must be enrolled in at least five classes. Also, for a student to participate in any sport, fine art, or other team or group activity the student must be enrolled in the course during the regular school day. *Example: If a student wishes to play on the baseball team he must be enrolled in the corresponding athletic class and the study lab.*

Off-Campus Activities

Field Trip Absences

Students participating in a field trip will not to be counted as absent from the class taking the field trip. Other classes missed, however, are to be counted as part of the ***five-day semester allowance for approved extracurricular absences***. Work missed for such activities is eligible for make-up, as are days missed for competitions. Prior approval must be secured for all students participating in a field trip. Students should request work from their teachers **prior** to missing a class for an extracurricular activity, if such work is available.

Students who are failing any class or who have poor or unsatisfactory conduct may not participate in a field trip that will cause them to miss a class in which they are having difficulty. It will be the responsibility of the teacher sponsoring the field trip to respond to notices of student failure or difficulty from any teacher reviewing the field trip list.

Under no circumstances may any students who are failing a class have permission to miss any class for a field trip during school hours according to state law. The only exception, concerns students in advanced academic courses, who may be permitted to participate in an extracurricular activity with the principal's pre - approval.

UIL and Extra-Curricular Absences

A student is allowed five absences per class period during each semester for participation in school extracurricular and co-curricular activities. These are excused absences and will be documented in each teacher's attendance records as well as on the school's master attendance database (SIS). Sponsors of extracurricular activities must ensure that lists of participating students are provided to the attendance office prior to departure for those activities, so that the correct absence code is entered for each student's absence. Extracurricular absences will not appear on the student's report card as absences.

College Visits

All college visits **must be approved by the principal prior to the date of the absence.** If entered as an extracurricular absence, the absence will be excused on the student's report card and will not count against any senior final exam exemptions that may be offered. However, students should remember that they are limited to five total extracurricular absences during any one semester. Of course, seniors may take more than two college visit days, but only two may be counted as extracurricular. Any

additional days must be approved in advance and in writing by the principal. **Additional college-visit days will be counted as regular excused absences, if proper documentation of the visit is presented.**

Juniors who take a college visit during their spring semester may have that visit count as a regular excused absence if approved by the principal and proper documentation of the visit is presented. Other absences to visit colleges may be authorized as excused absences if the student is passing all classes.

Excused Absences

Acceptable Reasons for Excused Absences:

Personal Illness Under certain circumstances (such as during lengthy illnesses, or for illnesses that occur during final examinations), the principal may require a parent/guardian to secure documentation from a physician for 3 to 5 consecutive days of absences prior to excusing absences.

Death of a Family Member

Student Health Services and/or Family or Student's Counseling Therapy Appointments A note is required, signed by the parent/guardian, when the school is asked to release students for an appointment during the school day. In the note, parents should provide phone numbers so that the school can confirm the appointment. Notes should indicate the type of appointment for which the student is being released. Students should return from any such appointments with official documentation of the visit from the service or office consulted.

Religious Days and Major Activities Any child of an established religious faith will be excused if his absence is for the expressed purpose of observing a religious holy day, consistent with his or her creed or belief.

Authorized School-Sponsored Activities A student may be excused for absences resulting from participation in off-campus school related activities. Absences of this nature will be marked as extra-curricular activity absences. However, HISD may not permit students to participate in activities that would result in the student's absence from any class more than five (5) times a semester.

Required Court Appearance The principal shall require the presentation of appropriate court documentation, such as a subpoena, indicating that a student is legally required to appear in court.

Armed Services Recruitment A student may be excused for armed services recruitment but is required to submit the proper documentation. Students are permitted to participate in these activities up to four (4) times during the school year.

Any other request for an excused absence must be submitted to the principal in writing. These must be provided at least 2 days in advance so that the request can be given proper consideration in light of state law and HISD board policy.

Note: Any excused notes submitted to the attendance office are subject to approval per the school administration.

Notes for Absences

Students returning from an absence must submit the absence excuse note to the Attendance office by 10:30 a.m. and within three (3) school days. The note from the parent/ guardian must specify the exact reason for the absence. ***Students who return without a note must report directly to class. Students who bring a note will receive a receipt. This receipt does not automatically make the absence "excused".***

Parent/guardian notes should be clearly written and include the following:

- Absent student's name, grade level, student ID;
- Date(s) of the absence;
- Exact reason(s) for the absence;
- Parent's name;
- Parent's phone number(s);
- Advocacy teacher.

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

Unexcused Absences

An absence for any reason other than those listed above shall be classified as **UNEXCUSED** Absences will be considered unexcused if the parent does not send an excuse note within three school days of the absence.

A student will be denied credit for a class if the student accumulates four or more *unexcused* absences in a class during the fall semester. Five unexcused absences in the spring semester will cause credit to be denied. Students can make up work missed due to any absence. However, teachers may legitimately offer reduced credit for make-up work necessitated by an unexcused absence. In exceptional circumstances, a parental request sent to the principal prior to an absence may be considered.

Truancy

Any unauthorized absence from school will be 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. Truancy may result in loss of credit and may not be appealed.

Closed Campus Policy

Once a student arrives on campus for the school day, he or 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 first through the Attendance Office.*** Students who leave campus without following these procedures will be disciplined and may not appeal the absence. Also, students are not allowed to leave campus during the lunch periods.

Make-Up Work

Opportunities for 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 or her return to class from an absence, to request and complete any assignments or tests missed because of an absence.

HISD board policy states that teachers will provide a reasonable amount of time for students to make-up work. A rough standard is one day of make-up time for every school day missed. Even so, the district generally allows the teacher to determine what is reasonable given the particular circumstances of a student's absence and the activities missed. For example, in determining when a student should make up a missed test, the teacher might legitimately consider such factors as the amount of time the student was absent, whether new material was covered during the absence, whether there was notice of the date and nature of the test available to the student prior to his or her absence, and so on. HISD board policy says that missed tests and quizzes must be made up outside of class time, usually before or after school. Remember that make-up work is the responsibility of the student. Also, the teacher schedules the time to complete make-up work, not the student. If a student is going to be absent for five or more days in a row, a parent or guardian may contact their advisor to request collection of the assignments.

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.

“Planned” Absences

Parents should not request an excused absence for a child who stayed home because of a failure to complete an assignment on time. Students with extenuating circumstances should present such information to the teacher and inquire as to the possibility of completion extensions or minimized late penalties. Parents can be helpful by providing confirmation of legitimate reasons for a student's failure to complete an assignment on time.

Leaving School Early

Off-Campus Permits

“Off-campus” is a *privilege*. The only other students who have permission to leave campus early are those participating in a business internship or a co-op work program. Early release permits must be carried by “off-campus” students at all times and must be available for review by police officers and grade level principals.

Off-campus permits for *vocational students* participating in an internship program will be issued in the College Access Center. Students who have off-campus permits are expected to leave school grounds by the beginning of the last period. Repeated offenses by students who linger on campus may result in the loss of “off campus” privileges.

Parents Picking up Students Early

The parent/legal guardian must report to the Registrar's office and present legal I.D. or proof of guardianship before being permitted to pick up a student. If a parent calls to request early release of their child, they must:

- 1) Fax a letter with the reason for the release, time, phone number, copy of ID and a parent signature
- 2) Come into the Office and show proper I.D.

Students will not be allowed to check-out after 3:30pm.

To Leave School Early Due to Illness

If a student becomes ill while at school, he or she should get a permit from the classroom teacher to go to the clinic. If the nurse is absent, the student is to report to his or her grade level principal's office. Under no circumstance are students to contact their parent to pick them up and then leave school. No student is allowed to leave without proper administrative authorization.

Please Note —

A student leaving school early for any reason (other than on a regular off-campus permit) must sign out in the attendance office and have the approval of their grade level principal (or his or her designee). Failure to follow this procedure will warrant disciplinary action and will be considered an unexcused absence.

Returning to school after leaving early the previous day

When returning to classes you have missed due to leaving school early, **report to the appropriate office by 8:15am.** Present to the clerk the permit issued by the attendance office or the clinic.

End of School Day Expectations

Students must be picked up each day by 4:30 p.m.; unless, participating in extra- curricular activities.

Transportation and Parking

2020-2021 Student Parking Policy

All students who park in the parking lot must have a Northside parking decal displayed on their vehicle and **park in the student designated assigned parking area**. In order to purchase a parking decal a student must maintain a valid driver's license, vehicle registration and insurance, and pay \$15.00 for the Decal. Insurance coverage must be maintained and verified. Vehicles that are parked in the parking lot without an approved parking decal or parked in non-student designated area will be towed without warning. Students must park in their assigned designated number and student parking area. (**Under no circumstances should a student park in any other areas.**) Northside High School/HISD will not be responsible for damages, theft or loss of property when vehicle is in parking lot. No student will be allowed to loiter in or around parking lots or go to their vehicles during school hours. Violators will lose parking privileges and face disciplinary actions.

Northside HIGH SCHOOL
Student Vehicle information
2020-2021

Type of vehicle: _____

Make and Model: _____

Year: _____

License Plate Number: _____

Color of Vehicle: _____

Insurer: _____

Insurance Name: _____

Policy Number: _____

Effective Date: _____

Expiration Date: _____

Verified by Insurance Agent: _____

Davis Decal Number: _____

Assigned Parking space number: _____

Student's name: _____

Students Signature: _____

Bus Transportation

The time spent on the bus is considered an extension of the school day. All school rules apply. A student who misbehaves on the bus may lose bus-riding privileges. Metro bus riders will be held to the same standards. Students zoned to Northside who live more than two miles from school may apply for transportation through the Registrar's Office.

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. Buses are not required to wait for students.
- Board the bus in an orderly manner. Do not stand when seats are available. 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. Do not distract the driver by making unusual noises, shouting, or creating a disturbance. Do not speak to the driver unless absolutely necessary.
- Keep belongings and legs out of the aisles.
- Do not throw objects out the window. Do not extend arms, legs, or heads out the window.
- Smoking of any kind is prohibited on the bus.
- Keep the bus litter free.
- Ride only your assigned bus and get off at your assigned stop. No variations are allowed.
- Obey the driver. He or she is an HISD employee with responsibility for your safety. If a driver experiences any disciplinary problems, he or she will inform the Northside administration.
- Know your bus driver's name and your bus route number.
- When your bus arrives at school, come directly on campus. The Fiesta directly across the street on Quitman is off-limits to all students during school hours.
- When crossing the street from the bus stop, use approved crosswalks. Jaywalking is a violation of city ordinance.
- When your HISD bus arrives late, immediately go to the Attendance Office sign in then report to your grade level principal's office to sign in for your late bus pass.

Student Activities

Definitions

Curricular - A part of the regular school day; constitutes the delivery of instruction.

Co-curricular - These are an extension of classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Co-curricular absences that occur in classes other than the one taking the field trip will be counted as extracurricular absences.

Extracurricular - School-sponsored activities that are not directly related to instruction of the essential elements but that offer significant contributions to a student's development. Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in order to participate. Absences due to extracurricular activities will be limited to five per semester.

First Grading Cycle

All students are eligible for participation in extracurricular 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. 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 the first three weeks of school. If, at the end of three weeks of ineligibility, the student has achieved a passing average in all classes, he or she becomes 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.

- Summer School Credits: Credits earned in summer school, night high school, or in approved correspondence courses may be used to determine eligibility for extracurricular activities.
- Dropping a Course: A student may not drop a course after the first three weeks of the semester. An exceptional situation may be considered by the principal; however, any grade earned by the student in the course he or she dropped after the first three weeks of the semester will be recorded and used for purposes of determining or maintaining eligibility. If the grade is below 70, it is treated like any other failing grade in computing the grade point average (GPA) and determining U.I.L. eligibility.

Subsequent Grading Cycles

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

Suspensions due to six-week (report card) 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 period, he or she could participate in any activity that occurred during the next week until Tuesday, March 12, at 3:30 p.m.).

Incomplete Grades

A student receiving an incomplete (I) six-week grade in a course is considered ineligible seven days after the end of the 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.

Participation and Eligibility

Eligibility rules apply to all athletic teams including freshman and junior varsity, all other U.I.L. (University Interscholastic League) and vocational competitions, marching band, drill squad,

cheerleading, school-sponsored clubs and organizations, and so on. Students not meeting the designated grade requirements may practice but may not compete or perform in any of these activities, even though that activity would not require them to miss any class time.

Students who have failed a class are also ineligible to participate in *any* field trips that would require them to miss instructional class time.

Progress Reports

At the end of the first three weeks of each grading period, Northside High School sends student “*progress reports*” home with every student. If a progress report is lost before it gets home, call the counselor and request an additional copy. Progress reports can be an effective “early warning” for students who might otherwise find themselves with a failing average too late in the six-week grading period.

Academic Detention

Students who fail to complete assignments will be issued a teacher detention. If student behavior persists, the student will be assigned an administrative academic detention.

Class Attendance Requirements

In order to participate in any extracurricular activity, the student must have attended school for at least one-half of the school day on which the activity is scheduled. Exceptions must be approved in advance by the grade level principal and sponsor of the activity.

Five-Day Rule

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

An exception to the five-day rule may be made on behalf of individual students who are competing in U.I.L.-sponsored activities. These exceptions must be based on 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 area to another will not be eligible to participate in the varsity-level extracurricular 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 or 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.

Conduct Requirements

Students with discipline problems of a severe nature are subject to probation. Students placed on probation are not allowed to represent the school, participate in extracurricular activities, nor seek or hold an elected position in the school. In addition, sponsors of a group may suspend a student from participating in a particular activity of that group because of a student’s misbehavior or lack of preparation.

Dress Requirements

The grade level principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Note: Students should be aware that there are additional expenses that may be required for some extracurricular activities such as cheerleading and drill team. The sponsor will provide a written estimate of required expenses.

Approval, Scheduling, & Supervision

All student activity events must be approved in advance by the principal (or grade level principal) and listed with the Administrative Assistant. The Administrative Assistant maintains a schedule for each of Northside's major facilities and venues. Timely scheduling will minimize conflicts between competing activities and allow adequate preparation for student events. The associate principal in charge of buildings and grounds will ensure that the physical plant is maintained and secure for all events.

A Northside faculty sponsor must attend and supervise all scheduled extracurricular activities. In addition, the administration may require security, additional chaperones, and/or other types of supervision for certain events. Regardless of whether a Northside-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 college fraternities and sororities.

Note: Initiations and "hazing" are strictly prohibited. Also, all club and organization activities must be approved and chaperoned by a faculty sponsor.

The number of fundraisers may be two per year with the duration of a specific fundraiser not to exceed a two-week period. These limitations apply to booster club fundraising as well. Students may not sell unauthorized items or services on campus at any time.

School-Sponsored Trips

Northside is not responsible for personal property at any time. Student travel can be a very worthwhile educational experience, but the benefits come with unique challenges for all involved. In order for the objectives of student travel to be achieved fully, 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 the 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 grade level principal (in collaboration with trip sponsors) has the right to make a final determination on whether a student may participate in a school activity involving travel. Students should remember that participating in such school-sponsored trips is a privilege, not a right.

Absences for school-sponsored travel will be counted as extracurricular or excused absences and will be subject to the limits of such absences.

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 rules 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 Northside. 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) may not be able to receive refunds of their travel deposits.

Northside High School Laptop Loan Agreement School Year 2020 – 2021

In addition to the HISD Student Laptop Loan Agreement for the 2020-2021 school year, students are to comply with the following guidelines.

1. PowerUp laptop must be in the case: Any laptop not in the black HISD laptop case will void insurance in the case of damage. Student/ Parent is financially responsible.
2. Damage to laptops
 - A. 1st offense: PowerUp administrator explains to student about damage of laptop consequences and replaces the broken laptop upon paying \$25 non- refundable warranty fee
 - B. 2nd offense: Student will receive a replacement laptop upon paying \$25 non-refundable warranty fee and completing the digital citizenship course.
 - C. 3rd offense: Damage is considered intentional and parent is responsible for repairs per HISD contract and no laptop will be issued back under the HISD neglect clause.
3. Laptop Hacking or Alteration Using any software/VPNs to bypass filters or changing the operating system will void contract.
4. Stolen/Lost PowerUp Laptops
 - A. If the laptop is stolen or missing the student needs to report the laptop missing to the PowerUp office located in the library within 48 hours.
 - B. If a laptop is stolen/lost twice within the same academic year, laptop privileges may be revoked
5. End of year laptop return At the end of the academic year the laptop is to be returned at the time requested. Failure to do so will result in:
 - A. A home call will be made
 - B. A home visit will be conducted
 - C. Per the HISD contract, legal action will be pursued
6. Laptop accessories not returned
 - A. Students with missing accessories such as the charger, laptop case or shoulder strap will not be issued those items in the following year until payment is complete.
 - B. Seniors who do not turn in all laptop accessories will not be able to walk across the stage or be cleared for graduation, until all items are returned, or payment is complete.
7. Outside devices Non- PowerUp devices are not to be brought on campus or allowed to connect to the HISD network.
8. Students are responsible for saving all documents
 - A. Students are responsible for having all work backed up always on PowerUp devices.
 - a) Office 365

- b) Google Drive
- c) Flash drive

9. HISD property: Laptops are the property of HISD and the students are required to surrender their laptop to teachers, administrators and other authorized HISD personnel when asked. Students should not alter, modify or cosmetically change the laptop or case for any reason this includes but is not limited to permanent markings, engraving or intentionally damaging the laptop and laptop case.

10. Important Notes:

- Laptops are to be used for school purposes only. Use of the laptop for any other reason may void the laptop agreement and result in laptop privileges revoked.
- Chargers, bags, straps and laptop battery is NOT covered by the \$25. If these items are lost/ stolen student is responsible for the replacement.

Replacement Item	Replacement Cost
HP Laptop 9480/X360	\$1290 / \$1073
HP Laptop Battery	\$120
Laptop Charger 9480/X360	\$40 / \$55
Laptop Bag	\$40
Laptop Strap	\$10

Student Name: _____ Student ID#: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

General Information

Transcripts

Students who desire an official transcript of their academic record must complete a transcript request form via Naviance, which may be accessed via the Northside website, Information menu. Students needing paper copy of their transcript

Getting Registered

1. Go to the Northside website
2. *Select Information*
3. *Select Transcript*
4. *Select "How to use Naviance to order a Transcript"*

Any senior who needs the registrar to send his or her *final* transcript to a college or university must request that final transcript before the end of the school year in May.

Private Car Drop Off & Pick Up

Parents and others who drive students to and from school are encouraged to carpool and to stop only at designated points. Drivers should drop off and pick up students on Fulton St. Please be advised that the 30 minutes just before the start of school (8:00 – 8:30 a.m.) and the 30 minutes just after dismissal (4:00 – 4:30 p.m.) congestion in all these areas can be expected. Drivers may want to plan on arriving at Northside a little earlier in the morning and a little later in the afternoon.

Please Note —

Under no circumstances should motor vehicle drivers enter the bus driveway. Neither should motor vehicle drivers enter the main staff parking lot nor the visitor parking lot. For the safety of students and staff alike, these areas are for HISD buses and Northside staff only during these times.

Visitors

All persons visiting Northside must properly identify themselves, state the purpose of their visit, sign-in, and secure a *Visitor's Pass* from the Receptionist.

Parent Volunteers & Other Visitors

Visitor parking is available in any accessible parking lot. Be sure not to park in any reserved spaces; these are assigned faculty and staff parking places. No visitors are allowed during standardized testing periods or during formal classroom observations being conducted by district appraisers.

The Texas Education Code (in 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."*

Students may not park in visitor areas at any time during the school day. Violators will have their cars towed at the owner's expense.

Deliveries to Students

The delivery of flowers, balloons, gifts, and related goods to Northside High School is not permitted. Also, there will be no food deliveries made to students on campus unless administrative approval has been secured. These items will be confiscated.

Only emergency phone messages will be delivered to students. In case of an emergency requiring contact with a student, please call 713-226-4900, and the receptionist will ensure that the student is notified promptly.

If a student forgets a lunch, science project, club dues, uniform, or similar school materials, parents may go to the front office to deliver item.

Posters, Signs, & Advertisements

Ms. Giron must approve all posters, signs, and/or advertisements. **These may be posted only on the bulletin board provided in the commons.** After the advertised event or deadline has passed, the organization or individual that posted the notice must remove the posters promptly.

Publications

All school publications at Northside must be supervised and approved by a faculty sponsor, and reflect the high ideals and expectations of the citizens of the Northside community. No unauthorized publications may be produced or distributed on campus.

Release of Student Information

At the beginning of each school year, parents, legal guardians and all eligible students (18 years of age or older) will be notified by the school about the *Northside Directory* information. Parents or eligible students who wish not to have their personal information released in the school directory will be given an opportunity to put this request in writing.

“Release of Information” forms will be sent home during the first two weeks of school to facilitate the process. If the “Privacy Statement” is on file, no directory information will be released without written consent of the parent, legal guardian, or student if 18 years of age or older.

After notice has been given and other requirements of the Federal Regulations have been met, all *Directory* information in which no privacy interest has been asserted is public information and will be disclosed upon request under the Texas Open Records Act.

Pesticides

Northside periodically applies pesticides. Information concerning these applications may be obtained from the Northside Business Manager.

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The Texas Education Code (in 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.*”

Fire and Evacuation

On occasion, there may be a need to evacuate the Northside school 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 to use for evacuating the building. The routes for evacuation are designed to avoid excessive crowding at building exits. The map should also show alternate routes to be used should a primary route be inaccessible.

Students must remain with the 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.

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

Emergency Signals - 1 extended bell or alarm

3 Bells - Evacuate the building immediately without talking. Stay with your teacher and classmates in the designated area.

2 Bells Return to class.

1 Bell Halt! Remain where you are until you are given additional instructions or bells.

Student Services

Homebound Instruction

When a student is seriously ill, 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 Northside nurse with a written diagnosis and prognosis explaining that the student will be out of school for a *minimum* of four weeks and will require home instruction.

Other eligibility requirements include that the student be free of any 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 advisor can obtain make-up work from the classroom teachers. Please allow a three-day turn-around from the time of the request to the pick-up date of the assignments

Student Insurance

Student insurance is available to all students. Northside High School acts as a service agent only. The school receives no proceeds for this service and is not responsible for claims resulting from injuries. Additional information will be presented to the students each year, and the school will assist in any way possible. Students and parents should read and evaluate the insurance information carefully to determine its particular usefulness to you and your family.

Student Pictures

Pictures are taken each school year for the entire student body. These pictures are taken for the school yearbook at no charge to the student. However, if students are interested, they can order a packet of pictures for personal use. There will be a charge for this packet. More information will be available at the beginning of the school year through advocacy notices. Senior pictures are scheduled in the summer prior to the new school year.

State & District Testing

Northside students take several standardized tests during the school year. The school calendar will list these examinations and the dates of administration. Special schedules will be developed for the STARR/End Of Course (EOC) examinations. This will allow for the best possible testing environment for these crucial assessments, while still including an abbreviated day of classroom instruction.

Textbooks

Each student is responsible for all books issued to him or her. Textbooks will be distributed directly to students by the Northside bookroom at the beginning of the school year, during lunches, and before and after school. A schedule for distribution will be published for students and parents at the beginning of each school year.

Students will be charged a fine for textbooks that suffer excessive wear and tear. Textbooks will be “bar coded” to track distribution and return. Textbooks that do not have the appropriate bar code when returned will not be accepted.

Lost textbooks and book fines must be paid in full before any new books will be issued and before final semester report cards will be released.

HISD Stadium Regulations

- HISD stadiums are an extension of the school campus. Consequently, students at stadium events are under the authority of the principal and the athletic administrators and must abide by all school rules.
- No alcoholic beverages, cigarettes, or tobacco products of any kind may be used or possessed on stadium premises, including in the parking lot.
- No air horns or mechanical noisemakers are permitted.
- Food and drink cannot be brought into the stadium.
- Spectators are not allowed on the playing areas at any time.
- No loitering is permitted in the aisles, exits, or outside the stadium. All persons shall either enter the stadium and be seated or leave the premises.
- Admittance to the stadium is by ticket or authorized pass only.
- Videotaping of athletic events may be done only with the prior approval of the principal.

Personal Items

Northside is not responsible for personal property at any time.

- Balloons, cupcakes, stuffed animals, and other items that may cause a distraction, are not permitted on campus at any time.
- According to state law and/or HISD board policy, **audio and electronic equipment** such as lasers, radios, tape or CD players, TVs, games, and similar electronic devices are prohibited on campus during school hours.
- **Confiscated items** - Some items, such as food, balloons, etc. may not be returned to students.

Each infraction of a Level Offense in the HISD Code of Conduct will result in the appropriate discipline being assigned.

Student, Off-campus, and Work ID

The initial Student ID cards are issued free. However, there is a five-dollar (\$5.00) replacement fee.



**SCHOOL SONG
"PURPLE AND GRAY"**

Our purple and gray. Our purple and gray.
Our banner against the sky.
And of every heart our flag is part,
As our purple and gray goes by.
As our heartstrings sing and our voices ring;
As our faith in our school is strong.
With our honor true and our faith to do,
As Northside goes along.