

# **LOUIS D. BRANDEIS HIGH SCHOOL**

## **STUDENT HANDBOOK**

2023-2024

### **LOUIS D. BRANDEIS HIGH SCHOOL ADMINISTRATION**

Geri Berger	Principal
Travis Weissler	Associate Principal
Elisa McCracken	Academic Dean
Amanda Banda	(A-D) Assistant Principal
Drew Harris	(E-K) Assistant Principal
Jennifer Schulze-Aguirre	(L-Q) Assistant Principal
Kyle Shroyer	(R-Z) Assistant Principal

### **GUIDANCE COUNSELORS**

Elizabeth Flores	Head Counselor
Lindsey Gervais	A-Cat
Jennifer Trevizo	Cau-F
Katie Westbrook	G-Ig
Angela Ross	II-Meg
Georgeann Garza	Meh-Pli
Angel Ramos	Pll-Si
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# FOREWORD

## To Students:

This handbook has been prepared by the Administration of Louis D. Brandeis High School in cooperation with the Superintendent and the Board of Trustees of the Northside Independent School District. It is for your guidance in understanding some basic policies around which your school functions. If parents or students have questions, please feel free to contact a campus administrator. Please read carefully and abide by these rules and regulations.

## To Parents:

The home is the greatest influence on the child during the formative years; from these influences the child develops his first habits and obtains most of his ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your child. Please make every effort to encourage your child to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities. The purpose of this handbook is to supply you and your child with information about Brandeis High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with teachers and the administration when you deem it necessary. The cooperation of school patrons, based on the knowledge of the functions of the school, will result in a more efficient and successful school program. Brandeis High School is fully accredited by the Texas Education Agency.

## LOUIS D. BRANDEIS (1856-1941)

Louis D. Brandeis, the first Jewish American to serve on the Supreme Court, was born in Louisville, Kentucky in 1856. As a young man at the age of fourteen, he received a gold medal for excellence in high school. Brandeis entered Harvard Law School at the age of nineteen and graduated in 1877 as the class valedictorian. His career achievements included defending a ten-hour work day for women and being one of the first attorneys to work pro bono for his clients. As an advocate for the socially and economically disadvantaged, Brandeis became known as the "People's Attorney." In 1891, Brandeis married Alice Goldmark and eventually had two daughters. In 1948, Brandeis University in Waltham Massachusetts was founded in his honor.

## SCHOOL COLORS

Navy blue and orange

## MASCOT

Bronco(s)

## A CODE FOR THE GOOD CITIZEN OF THE AMERICAN HIGH SCHOOL

I realize that, as a student in an American high school, I owe an obligation to parents or relatives, whose sacrifices have given me the foundation upon which I am building, to the school which offers me an opportunity to develop my natural powers, and to the community which makes my educational advantages possible, to my country which gives me liberty under law, to my own future as an individual and as a citizen. As a token of my determination to discharge this obligation, I promise:

- That I will use the facilities offered by the classroom to enlarge and broaden my interests, to increase my knowledge, to bring me closer to truth, and to cultivate habits of industry and sound thinking.
- That I will broaden my sympathies and practice the arts of sociability, true friendliness in my home, in the school and in all my association; avoiding snobbishness in my own conduct and condemning it in others.
- That I will develop habits of reading and conversing which will broaden my culture and enable me to better understand the problems of community, state and nation. That I will carry on discussions in and out of the classroom, not to overcome opponents and gratify my pride but that I may grow in knowledge and wisdom.
- That I will avoid every form of cheating or dishonesty and will undertake to discourage all dishonorable practices.
- That I will obey every rule or law of school, city, state, and nation, reserving the right to criticize rules and law constructively, but respecting them so long as they prevail.
- That I will use my powers and influence for the common good.
- That I will pursue happiness myself and strive to establish conditions under which happiness and opportunity may be hopefully pursued by everyone in my home, my school, my community, my country, and the world.

*Adopted by the National Association of Student Councils.*

## PEOPLE WHO CAN HELP YOU

### Your Principal

The Principal is responsible to the Superintendent of Schools for proper administration of Louis D. Brandeis High School. It is his/her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He/She will be glad to help you with any of your problems or concerns.

### Associate Principal, Academic Dean, and Assistant Principals

The Associate Principal, Academic Dean, and Assistant Principals work directly with the Principal in the administration and organization of the school. They are in charge of student academics, attendance and discipline. They assist in the counseling program and assume the responsibility of the Principal in his/her absence.

### Your Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes.

The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

## Your Counselor

The counselors are responsible for the guidance program at Louis D. Brandeis High School. Their major responsibilities are as follows:

1. Helping students learn to make decisions and accept responsibility for their decisions.
2. Guiding students to set realistic educational and career goals.
3. Assisting students and teachers to understand each student's strengths and weaknesses by means of test interpretation and other data.
4. Encouraging students to broaden their experiences by involvement in activities in high school and in the community.

**Students should see their counselors about any of the following areas:**

1. Scheduling
2. Pre-registration
3. Course choices
4. Grading
5. Standardized tests, including college admission tests
6. Cumulative permanent records
7. College choices
8. Financial aid for college
9. Scholarships
10. Career planning
11. Interpersonal relationships: student, teacher, parent

## BELL SCHEDULE

Bell schedule is subject to change.

<b>Move to Class</b>	8:50 a.m.
<b>1st Period</b>	9:00 – 9:49 a.m.
<b>2nd Period</b>	9:55 – 10:50 a.m.
<b>3rd Period</b>	10:56 – 11:45 a.m.
<b>4th Period</b>	11:51 – 12:40 a.m.
<b>5th Period</b>	12:46 – 1:35 p.m.
<b>6th Period</b>	1:41 – 2:30 p.m.
<b>7th Period</b>	2:36 – 3:25 p.m.
<b>8th Period</b>	3:31 – 4:20 p.m.

## ACADEMIC INFORMATION

### Academic Integrity Policy

To foster a productive learning community, students and their teachers must base their relationships on mutual trust and respect. This means that teachers must clearly convey their expectations to their students, follow the prescribed curriculum, provide a safe learning environment and treat their students with fairness. Each student, in turn, is expected to arrive at class ready to learn, bringing all necessary materials and demonstrating a respectful, receptive attitude. A meaningful educational experience must be grounded in the confidence that both the students and the teachers put forth honest effort. Since trustworthiness is an integral part of building a relationship of mutual respect, students are required to complete all assignments with honesty and integrity. Any violation of that trust will be taken seriously and will result in consequences.

### Violating Academic Trust – Examples may include:

#### Cheating:

Copying another student's work  
Allowing another student to copy work  
Using unauthorized notes, internet sources or electronic devices on a quiz or test  
Sharing information about a quiz or test without teacher permission  
Collaborating with others on an individual assignment

#### Fraud:

Forging another person's signature on a note, progress report, or assignment  
Fabricating an excuse or note of any kind  
Intentionally failing to give parents or guardians important school communications  
Re-submitting an assignment to a teacher that was originally completed for another class without permission from the teacher

#### Plagiarism:

Presenting any part of another's work as your own.

NOTE: When writing essays, preparing projects, or completing any school assignments, students are expected to correctly cite any information that is either paraphrased or directly quoted from another source. Information which is not common knowledge must be documented in the appropriate citation method required by the instructor.

Consequences of Violating Academic Trust – Will be determined by the teacher and may include:

A zero, on the assignment Parent contact/conference

“U” in conduct in that grading cycle

Discipline referral to administrator or academic dean for documentation

Notification of offense to student’s coaches/sponsors (as it relates to UIL and NHS eligibility)

**Remember:** Do your best work, complete it honestly, and you will achieve success!

## **Plagiarism Statement**

In conjunction with the Academic Integrity Policy, the Brandeis High School English Department provides the following guidelines for students and parents to follow when completing assignments, projects, research, etc. in ANY subject area.

## **Definition of Plagiarism**

Plagiarism is using someone else’s printed, electronic, graphic, or verbal ideas without clearly and correctly crediting that person/source. More simply, plagiarism is “literary theft” because, intentionally or not, you are suggesting that part or all of someone else’s work is your own.

## **Avoiding Plagiarism**

There are two different ways to present information gathered from a source without plagiarizing. One is to quote the source directly; the other is to paraphrase.

To quote a source directly, copy the text word-for-word. This means copying the text EXACTLY as it appears in the source—spelling for spelling, punctuation mark for punctuation mark. Then, enclose the copied text in quotation marks, and cite it in the format requested by your teacher (MLA style, APA style, etc).

To paraphrase a source, read the text carefully, restate it in your own words, and cite it in the format requested by your teacher (MLA style, APA style, etc). Do not use quotation marks when paraphrasing since you are not directly quoting the source. Also, be sure that your rewrite is not too similar to the original text—that you have done more than simply rearrange or replace a few words.

## **Recognizing Plagiarism**

Here is an ORIGINAL text from the online article “As Children Grow, Activity Quickly Slows” written by Tara Parker-Pope for The New York Times. Experts have long believed that activity wanes as children enter their teenage years. The study affirming that belief, one of the largest and longest ever under-taken on the subject, followed about 1000 children from around the country and, unlike many previous studies, used monitoring devices to track the activity carefully rather than relying on reports from parents. Below is an ACCEPTABLE use of the source through direct quotation:

With the ever-present influence of cell phones, video games, and the internet, the days of playing tag and riding bikes are coming to an end. In fact, “Experts have long believed that activity wanes as children enter their teenage years” so, in a recent study, they “followed about 1000 children from around the country and, unlike many previous studies, used monitoring devices to track the activity carefully rather than relying on reports from parents” (Parker-Pope).

The preceding passage is acceptable for two reasons:

1. The writer has copied the desired text word-for-word from the original and placed quotation marks around it.
2. The writer has properly cited the online source by placing the author’s last name in parentheses at the end of the quotation.

Again, here is the ORIGINAL text from the online article “As Children Grow, Activity Quickly Slows” written by Tara Parker-Pope for The New York Times. Experts have long believed that activity wanes as children enter their teenage years. The study affirming that belief, one of the largest and longest ever undertaken on the subject, followed about 1000 children from around the country and, unlike many previous studies, used monitoring devices to track the activity carefully rather than relying on reports from parents. Below is an ACCEPTABLE use of the source through paraphrase:

The belief that children’s physical activity decreases as they grow older inspired one of the most in-depth studies—in both the number of subjects and the technology used—regarding the issue to date (Parker-Pope).

The preceding passage is acceptable for two reasons:

1. The writer has conveyed the true meaning of the original and reworded it through more than a simple rearrangement or replacement of words and phrases.
2. The writer has properly cited the online source by placing the author’s last name in parentheses at the end of the paraphrase.

Yet again, here is the ORIGINAL text from the online article “As Children Grow, Activity Quickly Slows” written by Tara Parker-Pope The New York Times. Experts have long believed that activity wanes as children enter their teenage years. The study affirming that belief, one of the largest and longest ever undertaken on the subject, followed about 1000 children from around the country and, unlike many previous studies, used monitoring devices to track the activity carefully rather than relying on reports from parents. Below is an UNACCEPTABLE use of the source through direct quotation:

With the ever-present influence of cell phones, video games, and the internet, the days of playing tag and riding bikes are coming to an end. In fact, “Experts have long believed that activity wanes as children enter their teenage years” so, in a recent study, they followed about 1000 children from around the country and, unlike many previous studies, used monitoring devices to track the activity carefully rather than relying on reports from parents.

The preceding passage is unacceptable for two reasons:

Even though the writer has copied the desired text word-for-word from the original and placed quotation marks around the first section taken from the text, he/she has not placed quotation marks around the second section taken from the text.

The writer has not properly cited the online source by placing the author’s last name in parentheses at the end of the quotation.

IF A WRITER COMMITS ONE OR BOTH OF THE ABOVE OFFENSES, HE/SHE IS PLAGIARIZING.

Once more, here is the ORIGINAL text from the online article “As Children Grow, Activity Quickly Slows” written by Tara Parker-Pope for The New York Times. Experts have long believed that activity wanes as children enter their teenage years. The study affirming that belief, one of the largest and longest ever undertaken on the subject, followed about 1000 children from around the country and, unlike many previous studies, used monitoring devices to track the activity carefully rather than relying on reports from parents. Below is an UNACCEPTABLE use of the source through paraphrase:

Many experts have long thought that as kids become teenagers, their activity wanes. One of the largest studies done on the subject followed approximately 1000 children using monitoring devices to keep track of their activity instead of using reports from parents, like past studies had done.

The preceding passage is unacceptable for two reasons:

1. The writer has merely reworded the original through simple rearrangement and replacement of words and phrases.
2. The writer has not properly cited the online source by placing the author's last name in parentheses at the

end of the paraphrase. IF A WRITER COMMITS ONE OR BOTH OF THE ABOVE OFFENSES, HE/SHE IS

PLAGIARIZING.

## Works Cited

Parker-Pope, Tara. "As Children Grow, Activity Quickly Slows." The New York Times. 16 July 2008. 20 July 2008.

<<http://www.nytimes.com/2008/07/16/health/research/16exercise.html?ref=health>>

## Consequences of Plagiarism

As plagiarism violates the Academic Integrity Policy, please refer to that policy for a list of possible consequences.

## Courses

Brandeis is a comprehensive high school designed to serve the needs of all students, regardless of their background and goals. The curriculum is as varied as the student body, with course offerings designed to prepare students for their "next step," whether that step be a job, technical school, college, military enlistment or a combination of these.

### A. Course Selection

1. Students may reference a Northside Independent School District Course Description Catalog online to assist them in making course selections. Suggested sample four-year plans to aid students and parents in preparing individualized programs are also available.
2. Students will receive sufficient help from their counselor in preparing the type of program they desire. Parents and students are encouraged to make individual appointments with counselors and the College Career Military Advisor (CCMA) as the need arises.
3. Seniors are seen early in the fall of their senior year for help in finalizing post-graduation plans.
4. When senior appointments are concluded, counselors schedule small group junior conferences to discuss career and educational plans.
5. Freshmen, sophomores, and juniors are seen in small groups for planning and decision-making early in the second semester.
6. Students are encouraged to utilize the Career Center to obtain information regarding careers, colleges, job placement, etc.
7. Students may go to the Guidance Office before or after school and during lunch to make an appointment to see their counselor.

### B. Policies

1. Students are assigned to counselors alphabetically.
2. All students must carry at least five subjects unless they are in one of the career and technology cooperative programs.
3. Correspondence courses to be used for graduation should be completed on or before April 1 of the student's senior year. It is the responsibility of the student and parent to see that final correspondence grades are submitted to the Registrar.
4. Students wishing to take courses in summer school, night school, or by correspondence must obtain written permission from their counselor before enrolling.

## Career Center

The Career Center has important resources for students. It is located in A140 and is open before and after school, as well as during lunches to serve students. The Center is staffed by a full-time College Career Military Advisor (CCMA) and student assistants. The CCMA works closely with the counselors and teachers to schedule individual students or group guidance activities related to careers, scholarships, college admissions and information on joining the military.

## College and Career Library

Websites and catalogs from Texas and out-of-state colleges, books about selecting a college, current career and scholarship information, and books related to financial aid and preparing for college entrance exams are available for student use from our Career Center library. Most catalogs may be checked out overnight. Students may visit the Career Center before and after school and during lunch.

## Long Term Project

The following policies will apply to Long Term Projects.

Teachers will communicate to students at the beginning of a long term project. (Name, i.e. term paper, science fair project) will last (number) days. The project is due upon completion by the student, but no later than (date). Students are encouraged to turn in the assignment early to avoid penalty or inconvenience should unforeseen circumstances cause an absence on the due date. The project will receive a penalty of (no more than 10) points per day after (same date), regardless of the reason, excused or unexcused, for a student's absence. If a student has an extenuating circumstance for non completion, the student must communicate with the teacher prior to the final completion date, except for death in the family, serious accident, or a long term illness. Students who may be absent on the final completion date must make arrangements to have the project delivered to the teacher during that school day (prior to 4:20 p.m.) Projects need not be accepted after the third school day.

## Library

The library functions as a vital instrument, as well as a basic requirement for quality education by enriching all parts of the educational process. It reflects and supports the philosophy of the school; it shares and implements the school's aims and objectives. All procedures are established on the basis of service to students and teachers; schedules are changed and procedures are altered when necessary to serve a need. Use of the facilities by individuals and groups is encouraged at all times. Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced and applied. Home access to the online catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality of collection, students learn responsibility in caring for library materials. If library materials are lost or damaged, the student is expected to pay for them.

1. A student I.D. card with a barcode is required to check out library materials and computers.
2. The number of items to be checked out by anyone is generally three, but exceptions will be made in situations where the need is evident.
3. Books are loaned on a three-week period and may be renewed as often as needed.
4. Reference materials, magazines, and reserve materials needed for intensive short-term use by one or more class groups are to remain in the library during school hours but are available to students as well as teachers for short-term overnight loans.
5. Students will return all books to the library.
6. If a book has been lost or damaged, the student will be required to pay for the book. If a book which has been lost and paid for is recovered in good condition, the money will be refunded to the student.
7. Students must obtain a pass from a teacher to visit the library.

# ATTENDANCE

## ABSENCES

### Minimum Attendance for Class Credit Law

The Minimum Attendance for Class Credit Law (Texas Education Code 25.092) STATES THAT A STUDENT MAY NOT BE GIVEN CREDIT FOR A CLASS UNLESS THE STUDENT IS IN ATTENDANCE FOR AT LEAST 90% OF THE DAYS THE CLASS IS OFFERED, EXCEPTIONS PROVIDED IN SCHOOL DISTRICT POLICY. Excessive absences for credit purposes is defined as: more than 7 absences (both Excused and Unexcused) in the Fall semester, 10 absences in the Spring semester, or 18 absences in a school year. (Please refer to Section "D" of this booklet for a complete explanation of the law.) Students who have lost credit for a class due to absences will not be issued a Verification of Enrollment form (VOE) which is required to obtain a driver's permit.

### Attendance Recovery

Students who have accumulated excessive absences (Excused and Unexcused) will be required to attend Attendance Recovery in order to gain credit in a class. Attendance Recovery will be made up with the teacher/class that they missed in order to best recover seat and instructional time. Teachers will have two tutoring times per week that will be posted. Attendance Recovery does not remove or alter an Attendance Warning Notice, Court Referral or bring absences below the limit for credit attainment.

### Warning Notices and Court Referrals

The State Compulsory Attendance Law also states that after 3 Unexcused absences a student and parent/guardian may be issued an Attendance Warning Notice. If a student accumulates 5 Unexcused absences after a Warning Notice has been issued, a Court Referral can be submitted for "truancy." Attendance Recovery does not remove the Warning Notice or Court Referral.

### Due To Missing a Bus

A student who misses the bus must make every effort to get to school because all classes missed are counted against his required attendance.

### Verification of Absences

When a student is unable to attend school, the parent is required to send a note within three days of returning to school. The note should include the reason for the absence, the date, and a parent contact number.

### Readmission Procedures Following Absences

On the day following an all day absence the student will report to the Attendance Office and present a note signed by the parent or guardian stating the reason for the absence and the date of the absence. The Attendance Office will mark whether the absence is excused or unexcused.

Examples of excused absences are: personal illness, family funerals, medical appointments, church/religious trips with documentation, and family emergencies with explanation.

Examples of unexcused absences are: trancies, car trouble/flat tire, missing the bus/ride, oversleeping, caring for a sibling, heavy traffic, court appointments for traffic violations, family vacations, and notes without all pertinent information.

1. If a student fails to bring a note (or loses the note during the day) for his/her absence the student will be referred to the Attendance Office to determine if the absence is excused or if the student has been truant from school. Students who are truant are subject to disciplinary action and will be referred to the Assistant Principals' office.
2. A student attending only part of the school day due to appointments must sign in or out of school through the attendance office. A parental note is required

to sign in or sign out. If a student arrives after the school day starts, the parental note will be replaced with a pass to class. If a student must leave before the end of the school day, the parental note will be replaced with a dismissal slip. **It is advised that students inform their teachers about any planned absences prior to the absence.**

3. **The Attendance Office will retain all notes and slips related to absences for their records.**
4. Students who are excessively tardy (more than 5 minutes) to any class will be issued consequences for excessive tardiness.
5. Students missing more than **fifteen minutes** of any class are considered **absent** for the period and will need a pass to class from the Attendance Office.
6. If there is a question concerning the validity of any note, the student will be referred to the Assistant Principals' office for verification.

### **Absences and Grades**

Students are encouraged to make up work from all absences, regardless of the reason. Tests or work not made up will result in a grade of zero for that assignment or test. As per Board policy, a maximum possible grade of 70 may be earned for make-up work for students who have been truant (EIAB Local). Truancies may void any opportunity for a waiver from the state attendance policy. If the absence is long term, parents are encouraged to request assignments through the student's teachers. Please see other sections of the handbook for district guidelines on make-up work.

### **Arrival at School**

Once the students arrive on campus they are not to leave without checking with the Attendance Office. For permission to leave school, refer to Section D of this handbook or the Readmission Procedure above.

### **Tardies**

A student is marked tardy to class if he/she is not in his/her assigned place when the tardy bell rings. Between class periods there is an interval for passing, and a student is tardy to the next class or study period if he/she is not in the assigned place at the end of this interval.

If a student is detained by a teacher, that teacher should provide the student with an excused tardy admit slip to the next class.

Tardiness to school, with few exceptions, is inexcusable. Students who are tardy to class will be subject to disciplinary action. Students more than fifteen minutes late to school/class are absent from that period and are expected to report to class for instruction. Students who drive to school and are consistently tardy may have their campus parking/off campus lunch privileges revoked until on-time attendance becomes consistent.

## **GENERAL INFORMATION**

### **Cell Phone Policy**

Cell phones/ Personal Electronic Devices/BYOD

Students will adhere to their teacher's cell phone and electronic device policy.

### **Change in Name, Home Phone Number, or Address**

The Registrar's office should be informed of any change in a student's name, phone number, or address. It is important that the school has this information in case of an emergency.

### **Charge for Duplicate Copies of Student Record**

Each student receives a copy of his/her grade report, schedule, schedule change, etc. If a student loses his/her copy and requests a duplicate, there will be a charge for each copy.

### **Class Dismissal**

The dismissal bell in the classroom is not a signal for students to move. It is a signal for the teacher to conclude that particular class. The teacher, not a bell, will dismiss students from class



## **Conference Period**

Each teacher is assigned a conference period as part of his or her teaching assignment. This period is set aside to give the teacher opportunity for carrying out plans for both classroom work and individual guidance to students. Another purpose of this period is to provide a teacher with a scheduled time to conference with parents. Parents may make appointments to visit with teachers by contacting the Assistant Principal's Secretary.

## **Confiscated Items (hats, caps, electronic devices, laser pointers etc.)**

Confiscated items may be picked up in the Assistant Principal's office. Any confiscated item (including headwear, skateboards, etc.) may require a parent's presence for the item to be returned.

## **Deliveries**

Deliveries of any kind will not be accepted on the campus. This includes, but is not limited to food, flowers, or balloons. These and any other type of delivery are a safety and security concern and will not be permitted on the campus.

## **Detention Hall**

Detention is held during the three scheduled lunch periods. Missed detention halls will result in disciplinary action. If a student is absent on the day that he/she is scheduled for a detention hall, he/she must present his/her absentee note to the Assistant Principal's Office IMMEDIATELY upon his return.

## **Disruption**

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

## **Doors/Entrance**

All doors will be closed and locked throughout the duration of the school day, with the exception of the farthest right door at the front. All students and visitors will enter the campus through the front door. Visitors will report directly to the office to sign-in and receive a visitor's pass. Students found to be responsible for allowing individuals to gain entry into the building from any other door may face disciplinary action.

## **Financial Obligations**

In order for a senior to participate in senior-related activities including, but not limited to, prom, invitation distribution, cap and gown distribution, and graduation rehearsal, the student must be in financially good standing with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could occur from club, class, or organization dues; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; parking violations and any other financial debt or obligation from school owned items checked out to the student.

## **Fire Evacuation Bell System**

Continuous alarm— Move out of the building quickly and quietly.

2 tones — Move back into the building.

Students will leave the building in the manner prescribed for each classroom and posted on the bulletin board in each room. Students should take all belongings and move quickly to the assigned location.

## **Graduation**

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

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

## **Hall Pass**

Students out of any class will be charged with the responsibility of having in their possession a corridor pass signed and dated by a member of the faculty or staff. Time leaving the class and returning to class will be noted on the pass.

## **Health Services**

The school nurse gives first aid only. She does not diagnose illnesses, but takes note of symptoms and notifies the parents of her observations. Students are to be kept at home when ill, and they should return only after they have had a normal temperature for 24 to 36 hours after any illness. This is important for the health of the student and for the health of all students at school. If a student becomes ill or is injured while at school, he/she will be given first aid and his/her parents will be notified. In no case will a child be sent home until the parent or the person indicated by the parent has been contacted. Every effort will be made to contact the parent first. If the

parent is unable to come for the student, arrangements must be made for his care by the parent. In an extreme emergency, EMS or an ambulance (designated by the parent) will be called. It is the parents' responsibility to renew the Medical Release Card each year. Please inform the student's counselor or the nurse of diagnosed medical problems.

## **I.D. Cards**

Upon enrollment, all students will be issued a student identification card by Administration. Students are to wear their school I.D. card while on campus at all times. I.D. 's are to be visible and on their person. The first card is issued free of charge. Lost or stolen cards will be replaced for a \$5.00 fee. A student must present his/her I.D. card to any staff member upon request.

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

In-School Suspension (ISS) will be used as a disciplinary measure by the Assistant Principal's Office to help students assume more responsibility for their actions. Students will be expected to successfully complete assigned ISS work and demonstrate their ability to follow rules. Failure to follow ISS rules may result in suspension and a parent conference before a student can return to school. Students in ISS will surrender their cell phones at the beginning of the school day to the Assistant Principal's secretary. All phones will be locked up throughout the duration of the day and will be returned to the students upon completion of their ISS assignment.

## **Items Forgotten at Home**

If a student forgets books, money, research papers, PE shorts, Lunch, etc., the administration will not interrupt the instructional process in order to deliver such items to the students. Items will be held at the main office and students can pick up the items during passing periods or during their assigned lunch period.

## **Junior Lunch**

Qualifying Juniors will be eligible for off-campus lunch privileges based on criteria announced by the administration. The same rules for Senior lunch apply to Junior lunch. Students must remain in the designated lunch areas during their lunch period.

## **Locker Assignment**

Lockers are issued based on student requests. NO SHARING OF LOCKERS WILL BE PERMITTED. Lockers are NOT the student's personal property and are subject to inspection by school personnel. Lockers are provided as a service for storage of books and school needs. They are not intended for the safekeeping of valuables. The school district has no insurance to cover items lost or stolen from the lockers.

## **Lost and Found**

If anything of value is found on the grounds or in the building, please turn it into the Administrative Office staff, which will attempt to find the rightful owner. If you have lost anything, check in the Administrative Office. Unclaimed items will be donated.

## **Lunch**

Students are expected to properly dispose of trash and disposable items. Lunch periods are on the closed campus concept. Qualified Seniors and Juniors may leave campus for lunch. (See Junior Lunch or Senior Lunch policies.)

## **Medical Emergencies**

Students must report to the CLINIC with a pass if they become ill or are hurt in any way during the school day. STUDENTS ARE NOT TO LEAVE SCHOOL, WITH OR WITHOUT PARENTS, UNLESS THEY HAVE SIGNED OUT THROUGH THE CLINIC. It is the responsibility of the student and parent to provide the school with an emergency phone number so that parents may be notified immediately should such a need arise.

## **Parking Cars on Campus**

Due to the limited number of spaces and safety concerns only Junior and Senior students will be permitted to bring cars to school and park on campus. All operators must have an operator's license, proof of insurance, and abide by all school safety and parking regulations. All vehicles will be registered through the appropriate Assistant Principal.

Upon arrival at school, cars are to be locked and students are to come IMMEDIATELY onto the campus. The parking lots are off limits during the school day. Students in the parking lot without permission from an administrator will be subject to disciplinary action. Vehicles not registered with the office or not parked in designated student lots are subject to being issued a parking violation and/or towing

CARS PARKED ALONG THE RED FIRE LANE OR IN AREAS NOT DESIGNATED AS PARKING SPACES MAY BE TICKETED OR TOWED.

## **Parking and Traffic Regulations**

### **I. RESPONSIBILITIES**

- A. All students, faculty and staff members who park their vehicles on the campus must secure and display a parking permit. THE RECEIPT OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE. However, it does authorize parking if the space is available.
- B. Strict adherence to rules pertaining to speed and parking will be required to protect pedestrians and vehicles and to provide access to fire fighting equipment and ambulances.
- C. Texas laws governing motor vehicle operation are effective on all campus locations.
- D. Cars parked illegally or without permits may be towed at the owner's expense or be ticketed.

- E. Students who are parking without a parking permit or in an unauthorized area may be ticketed \$20 for the violation. Unpaid tickets will be added to the schools Fines and Obligations list.
- F. Students with on-campus parking privileges may not transport any other student off-campus without authorization from the student's parent and the school administration. Disciplinary action will be taken which may include loss of parking privileges.

## II. PARKING REGULATIONS

- A. Cars must be parked within the stripes on paved surfaces.
- B. Drivers will refrain from parking in places that may obstruct traffic. Failure to comply with regulations will result in administrative consequences. It is a violation of these regulations to park in the following manner and may result in the vehicle being towed away or ticketed:
  1. on any curb, sidewalk or island
  2. by a red curb
  3. in front of a fire hydrant
  4. in any place designated as a loading zone or marked "no parking"
  5. in front of a movable barrier
  6. in any driveway, entrance, or exit
  7. double parking
  8. parking without a permit fixed to the windshield
  9. parking in two spaces
  10. parking in **reserved** areas (visitor, **faculty**, handicap, etc.)
  11. parking on lawn areas
- C. Space is limited – come early for a place to park.
- D. Cars parked illegally or without permits may be ticketed or towed **at the owner's expense.**

## III. REGISTRATION

- A. Parking permits will cost \$20.00. Permits are valid for the academic year.
- B. The permit must be attached to the lower right hand corner of the vehicle windshield.
- C. If a permit is lost or a new vehicle is purchased, another permit is required.
- D. Registration information includes an operator's name and address, a valid driver's license, school identification card, vehicle license number and description. Also, the name of the vehicle's insurance company and policy number are required. A vehicle must be insured before a permit will be issued.
- E. Two wheel vehicle permits are to be affixed to an area that is easily seen.

## Permission to Leave Campus

If students plan to leave school during the day for a doctor's appointment, they must present a parental note to the Attendance Office BEFORE SCHOOL. The Attendance Secretary will write a dismissal slip for the student to leave class at the appropriate time. THE STUDENT IS REQUIRED TO COME TO THE ATTENDANCE OFFICE AND OFFICIALLY SIGN OUT BEFORE HE LEAVES CAMPUS. Parents may wait for -students in the Attendance Office.

If parents need to take their child out of school during the school day, they should PERSONALLY come to the Attendance Office to check the student out of school.

## Posters and Signs

Any individual or organization that wishes to set up a poster or sign must have the signed permission of the Administration who will designate the place where the poster or sign will be displayed. Items may not be posted on any glass or painted areas. All organizations should remove their posters and signs at the conclusion of their event. Approved organizations may post 5 poster size signs.

## Social Behavior

Public display of affection is not condoned in the school environment. Physical contact should be limited to simply holding hands. Lack of cooperation regarding this policy may result in disciplinary action.

## School Pride

Students at Louis D. Brandeis have the privilege of attending one of the most beautiful schools in the country. Please take pride in the school and campus. Let's keep the school clean.

## School Sponsored Activities

Brandeis students, while on the school campus or attending a school sponsored activity, will abide by the laws of the Federal Government and the State of Texas as well as the policies and regulations of Brandeis High School and the Northside Independent School District.

## School Parties and Dances

School parties and dances may be held by a financially solvent school organization of Brandeis

High School. The sponsoring organization must abide by the following regulations:

1. The class/club sponsor must receive permission from school administration and complete all necessary paperwork. The event must also be scheduled on the school calendar.
2. Arrange for and pay for custodial and police fees and any damages incurred during the activity.
3. Be responsible for all conduct and decorum of everyone who attends the party or dance.
4. If a contract for a band, an entertainer, or any other service is entered into, the contract must be approved by the Principal or the Associate Principal.
5. Any student organization that enters into a contract must show how they expect to pay for the services for which they intend to contract.

## **Rules to be observed during the activity will include:**

1. A valid SCHOOL I.D. is required.
2. Once a student has arrived at the activity he or she is NOT to leave the activity until ready to depart for the remainder of the evening.
3. Planned activities are to be for the use and enjoyment of Louis D. Brandeis High School students ONLY, unless requested and subsequently authorized by an administrator to include guests.
  - a. Guests, where permitted, will be invited by special invitation, and they will be required to abide by all school rules and regulations.
  - b. The student asking to bring a guest will be responsible for the dress, conduct, and behavior of such guest.
  - c. Applications for guest permits will be issued and approved by an administrator.
4. Each organization which chooses to sponsor a party will obtain its own Faculty Sponsors and one additional faculty sponsor for each anticipated 75 students in attendance. These names must be reported on the event form.
5. If admission to the activity is charged, the price must also be approved.
6. If refreshments are to be served, this will also need prior approval and be stated on the event form.
7. If a band or floor show is to be presented or engaged, the format or program must be approved by the sponsor and appropriate administrator.
8. Smoking is NOT permitted on campus or any school-related function.

## **School-Sponsored Clubs and Organizations**

Brandeis High School has a large number of academic, service, and social organizations which enhance the school program, develop school spirit, and, in general, offer a diversity of opportunity for self-expression and development.

All information concerning school activities and organizations may be obtained from the sponsor of the organization. Every student is strongly encouraged to take part in at least one of the clubs sponsored by the school.

## **Requirements for Students Holding Offices and Positions of Honor**

In order to obtain the best possible student leadership, and to prevent interference with scholastic achievement, all students must have the approval of the faculty members before consideration by the students for election or appointment to a student office.

The areas suggested to the teachers for consideration and approval are:

1. SCHOLARSHIP — Each student must be passing in all subjects. The President and Vice President's grades must average "B" or better. The Secretary and Treasurer's grades must average "C" or better.
2. CITIZENSHIP — Each candidate must be an above average student citizen. After gaining an office, a student failing to maintain these requirements will be placed on probation for a period of three weeks. A second negative report may cause removal from office.
3. DEPENDABILITY
4. COOPERATION
5. CONDUCT

## **Causes for Dismissal**

Class officers, student council officers and club officers may be disqualified from seeking or holding office for the following reasons:

1. Failure to comply with rules and regulations of the school.
2. Lack of interest in fulfilling duties of the office.
3. Lack of cooperation with sponsors.
4. Lack of grade average required by the organization.

Removal from office may be subject to administrative review.

## **Senior Lunch**

Seniors of Brandeis leaving campus for Senior lunch may be released on the following conditions:

1. Students must have their parent's permission with a permission form on file.
2. Students leaving campus must be back in the required time. No tardies will be accepted. Illness or accidents must be reported immediately by a parent, not the student. Loss of senior lunch will occur if students are repeatedly tardy.
3. Students may not visit any other campus.
4. Students without Senior Lunch permission will continue on the regular schedule.
5. Seniors with permission to have senior lunch privileges will have their student I.D. cards appropriately coded so teachers and other personnel will know they are permitted to leave.
6. Seniors may not transport students who do not have senior lunch privileges off campus during the lunch period. Drivers are responsible to know the status of any passenger regarding off campus privileges.

**SENIORS MAY FORFEIT THEIR OFF CAMPUS LUNCH PRIVILEGES FOR ANY VIOLATION OF THE ABOVE RULES AND MAY BE SUBJECT TO FURTHER DISCIPLINARY ACTION.**

## **Students Selected for Popularity Courts**

Students are elected to courts in conjunction with various events held on the high school campus. Examples include but are not limited to homecoming court, dance and ball courts, and prom court. It is the position of the district that these selections are based on popularity. However, if these court representatives are involved in activities that are extracurricular, or if the activity is held in conjunction with another activity that is considered extracurricular (i.e. Homecoming Court), then the students must meet all eligibility rules relating to extracurricular activities. Student participation in courts that are not considered extracurricular (i.e. dances, ball courts, prom court) must follow the guidelines as specified by the activity sponsor, or the campus principal. Students participation on any popularity court will ultimately be at the discretion of the campus principal.

## **Telephones**

Telephones are available for student use in an emergency. Students will not be called to the telephone during class hours, nor will they be permitted to leave class to use the telephone. Only in cases of an emergency will a message from a parent or guardian be delivered to a student.

## **Textbooks**

Students are issued a textbook for each subject they are taking if a textbook is needed. Some textbooks are class sets with online access, and students may not have a hard copy issued to them. The books are numbered, and it is the student's responsibility to take care of the books. Any lost or stolen books are the responsibility of the student. The books belong to the State of Texas and are loaned to the student. Students will not be issued a new book until any lost or stolen book is replaced by payment.

## **Tutoring**

As a service to the school, some clubs and organizations offer free tutoring to students throughout the school year. Tutoring is also provided by a certified teacher in English, mathematics, social studies, and science before & after school. Students should contact their teacher, counselor or the Academic Dean for further information about tutoring opportunities. Classroom teachers also maintain a tutoring schedule.

## **Visitors**

All Parents and Visitors are required to sign in and show ID in the Administrative Office with the Front Office Receptionist and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

## **Withdrawing from School**

When it becomes necessary for students to withdraw from school, the student and parent should report to the state attendance secretary in the Attendance office to complete the required paperwork. All textbooks, library books, any school/district property must be returned prior to finalization of withdrawal. Parent/guardian must present ID in order to withdraw a student. Updated contact information must be provided to include an email and information regarding the school or program the student will be enrolling at. It is imperative that every student who withdraws from school follow all of the necessary procedures and obtain all of the necessary signatures pertinent to withdrawal. Failure to do so will delay the student's transcript being sent to other schools, jobs or military service.

## **Work Periods**

Seniors who are not in a work program and are enrolled in every class needed to graduate in May may apply for a 7th or 8th period work period.