

# OLIVER WENDELL HOLMES HIGH SCHOOL

## CAMPUS POLICY

2018-2019

### OLIVER WENDELL HOLMES HIGH SCHOOL ADMINISTRATION

Ada Bohlken ..... Principal  
Lisa Hahne ..... Vice Principal  
Beatriz Mora ..... Academic Dean  
Miriam Diaz ..... Attendance Assistant Principal  
..... Attendance Assistant Principal  
Cortney Trevino ..... Assistant Principal  
Lance Enderlin ..... Assistant Principal  
..... Assistant Principal

### OFFICE SUPPORT STAFF

Principal's Secretary ..... Brenda Pina  
Bookkeeper ..... Elda Leal  
Registrar ..... Francis Phillips  
Attendance Secretary ..... Cindy De La Rosa  
Attendance Secretary ..... Fabiola McDaniel

### GUIDANCE COUNSELORS

Dr. Cristella Cantu ..... Head Counselor  
Adriana Aguero ..... CI-GOM  
Maria Barrientos ..... A-CH  
Lauro Lira ..... GON-LOP  
Angela Rodriguez ..... LOQ-PAC  
Elizabeth Holbrook ..... PAD-SANC  
Maria Aguilera ..... SAND-Z

**Section A**  
**Campus Policy**

<b>Foreword</b> .....	A-1	Corridor Passes.....	A-5
To Students .....	A-1	Disruptions.....	A-5
To Parents .....	A-1	Deliveries .....	A-6
Oliver Wendell Holmes, Jr. ....	A-1	Elections .....	A-6
Philosophy of Oliver Wendell Holmes High School .....	A-1	Finals.....	A-6
Mission of Oliver Wendell Holmes High School.....	A-1	Financial Obligations.....	A-6
People Who Can Help You .....	A-1	Fire Evacuation Bell System .....	A-6
Principal .....	A-1	Crimestoppers .....	A-6
Vice Principal.....	A-1	Graduation.....	A-6
Academic Dean.....	A-1	I.D. Cards.....	A-6
Assistant Principals.....	A-2	Locker Assignment .....	A-7
Teachers.....	A-2	Lost and Found .....	A-7
Counselors.....	A-2	Lunch .....	A-7
<b>School Services</b> .....	A-2	Medical Emergencies .....	A-7
Guidance and Counseling .....	A-2	Parking Cars on Campus .....	A-7
Career Center.....	A-2	Permission to Leave Campus .....	A-8
Vocational Work Program.....	A-3	Posters and Signs .....	A-8
Library .....	A-3	School Events .....	A-8
<b>Attendance</b> .....	A-3	School Pride .....	A-8
Texas State Law .....	A-3	School-Sponsored Events.....	A-8
		School-Sponsored Clubs and Organizations.....	A-8
Arrival at School .....	A-3	Requirements for Students Holding Offices and	
Leaving School During the Day .....	A-3	Positions of Honor.....	A-8
Verification of Absences .....	A-3	Causes for Dismissal / Disqualification .....	A-9
Readmission Procedures Following Absences.....	A-4	Senior Lunch .....	A-9
Absences and Grades .....	A-4	Junior Lunch.....	A-9
Extended Absences .....	A-4	Sitting on Ledges .....	A-9
Waiver for Excessive Absences.....	A-4	Social Behavior .....	A-9
State Absence Policy .....	A-4	Students Selected for Popularity Courts .....	A-9
Attendance Recovery .....	A-4	Visitors .....	A-9
Withdrawing from School.....	A-4		
Tardies .....	A-4		
<b>General Information</b> .....	A-5		
Bell Schedule.....	A-5		
Change in Name, Home Phone Number, or Address ..	A-5		
Class Dismissal Bell.....	A-5		
Confiscated Items: Cellular Phones/			
Personal Electronic Devices.....	A-5		

# FOREWORD

## To Students:

This handbook has been prepared by the Administration of Oliver Wendell Holmes 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. 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/her first habits and obtains most of his/her 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 Holmes 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.

## OLIVER WENDELL HOLMES, JR.

Oliver Wendell Holmes, Jr., son of Oliver Wendell Holmes, a noted poet, essayist, and physician, and Amelia Jackson, a daughter of a chief justice of the Massachusetts Judicial Court, was born on March 8, 1841. Educated at Harvard, Holmes was graduated and commissioned a lieutenant in the Twentieth Massachusetts Infantry in June, 1861. He was wounded three times in three famous battles of the Civil War: Ball's Bluff, Antietam, and Fredericksburg, and was discharged with the rank of Lieutenant Colonel. On leaving the army, Holmes entered the Harvard Law School and took his L.L.B. in 1866. In 1870, he became the editor of the American Law Journal. The following year, Harvard appointed him university lecturer on jurisprudence, and in 1882 he was awarded a professorship in the Harvard Law School. For twenty years, Holmes served on the Supreme Judicial Court of Massachusetts, and was chief justice the last three. In 1902, President Theodore Roosevelt appointed Holmes an Associate Justice of the United States Supreme Court. Roosevelt had hoped to put Holmes' rather "liberal" mind to work for his administration. He was proven wrong in this as Holmes demonstrated his independence of mind in many dissenting minority opinions. This led to his title as "The Great Dissenter." Until his retirement in 1932, he continued to demonstrate his originality of thought, his legal scholarship, and his mastery of pungent style.

## Philosophy of Oliver Wendell Holmes high school

Education, a lifelong process, is necessary in order for individuals to interact effectively within society. Students should recognize the need for continuing self-evaluation, self-instruction, and adaptation to changing environment. Furthermore, education requires the support of trained professionals who are committed to the process of education. Teachers and administrators execute strategic roles of integrating students and curriculum to produce effective instruction and learning. We are dedicated to providing educational experience which will...

1. Prepare students for further education and/or equip students with occupational skills prerequisite to entering and advancing in the economic system.
2. Prepare students for the responsibilities and privileges of citizenship which include respect for law and government, acceptance of the dignity and worth of the individual, devotion to honesty and integrity, promotion of the universal brotherhood of mankind, and recognition of the importance of human life.
3. Provide a rich and extensive educational opportunity to enable each individual to reach his/her maximum level of self-realization.
4. Stimulate intellectual curiosity, engender satisfaction in intellectual achievement, and cultivate the ability to think logically.
5. Continue to meet the changing needs of both the school and community.

Accordingly, Oliver Wendell Holmes High School provides a comprehensive educational program which meets the needs of all students in our community.

## MISSION OF OLIVER WENDELL Holmes High School

Recognizing that each student is a unique individual, Oliver Wendell Holmes High School commits itself to its mission by...

- promoting high expectations for all staff members and students;
- providing each student the opportunity to make significant gains in educational skills commensurate with his/her abilities regardless of his/her educational level;
- establishing an atmosphere where students develop an appreciation of our national heritage as well as an understanding of their responsibilities and rights as a citizen;
- preparing students to adapt to on-going changes in our technological society; and
- guaranteeing a consistently high quality of education for which the school assumes accountability.

## PEOPLE WHO CAN HELP YOU:

### Principal

The Principal is responsible to the Superintendent of Schools for proper administration of Oliver Wendell Holmes High School. It is the duty of the Principal to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. The Principal will be glad to help you with any of your problems.

### Vice Principal

The Vice Principal works directly with the Principal in the administration and organization of the school. He/she is in charge of attendance and discipline problems, assists in the counseling program, and assumes the responsibilities of the Principal in their absence.

### Academic Dean

The Academic Dean works directly with the Principal in the administration of the instructional program of the school. The academic dean works closely with the teachers and department coordinators to ensure student success.

## **Assistant Principals**

The Assistant Principals work directly with the Vice Principal in the organization of the school administration. They assist in handling attendance and discipline problems. In the absence of the Principal and Vice Principal the assistants will assume the necessary responsibilities.

## **Teachers**

Your teachers are specialists in the fields 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. Each teacher is assigned a planning/preparation period as part of his/her teaching assignment. This period is set aside to give the teacher opportunity for carrying out plans for both classroom work and individual guidance with students. Another purpose of this period is to provide a teacher with a scheduled time to confer with parents. To make an appointment to see a teacher, parents are requested to telephone the Principal's secretary and make their request.

## **Counselors**

The counselors assist students with educational, career, and personal concerns through group and individual counseling and classroom guidance sessions. Students are assisted in selecting high school courses which will allow them to achieve their future goals. Assistance is also available in completing scholarship applications, in exploring career, and in learning effective personal and social skills.

Educational records including courses taken, grades earned, results of standardized tests, and selected personal data are maintained for each student in the registrar's office located in the counseling/registrar's office. This information assists counselors as they counsel and advise students regarding their high school programs and future plans.

## **SCHOOL SERVICES**

### **Guidance and Counseling**

The Northside ISD Guidance Program delivers services to students, parents, and staff through four program components that Texas law (TEC 33.005+) now prescribes for guidance services in Texas Schools: Individual Planning, Guidance Curriculum, Responsive Services, and System Support.

The Guidance program is a developmental educational program designed to help students acquire skills for social, personal, and academic success through planned educational experiences and activities.

Conferences with counselors are encouraged for students, their parents, and teachers at any time there is a need for special assistance with the student's educational, career, or personal concerns. Each junior and senior will be scheduled for a conference to review his/her school record and to discuss future educational and career plans. Efforts will be made to contact every student in each class during the year to encourage early educational and career planning.

### **College Preparation**

The entrance requirements of colleges vary. The individual student should check the website or catalogue or the college he/she plans to attend and follow the particular recommendations of that college regarding high school courses to be taken. The career center maintains a library of college catalogues for students' use and computers are available to research college websites.

### **Career Center**

The Career Center is available to assist students in learning more about themselves and the type of career they wish to pursue upon leaving high school. The Career Center offers many different types of occupational information designed to help student research the career fields of interest to them. The Career Center offers the following services to each student upon request:

1. Scholarship Information
2. Summer Programs.

## **Vocational Work Program**

The Vocational Work Program is an important part of the curriculum at Holmes High School. In this program students who meet the criteria are allowed to take regular academic classes for a part of the school day and to be in a job off campus for the remainder of the day. Those students who fulfill the requirements of the work program earn high school credits toward graduation. The Vocational Work Program has proven to be successful and has provided worthwhile work experience for a large number of students.

Work students understand that:

1. They are responsible for providing their transportation from school to work.
2. They must not be on campus any longer than is absolutely necessary after completing their on-campus class work.
3. They should have their school identification with them at all times, so they can verify that they are in the work program.
4. They will not report to their jobs on any day that they cannot be in classes on campus.
5. They must wait for rides at the main entrance to the campus (traffic light box) or at the benches near the entrance in the building. Failure to be in proper areas will subject them to tardy round-up. Only a reasonable wait time will be allowed.

## **Library**

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <https://northsideisd.follettdestiny.com>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them. The Oliver Wendell Holmes library has a varied collection of books and other materials and is maintained so school life can be more meaningful, enjoyable, and valuable to each member of the student body. The library is to be used for research, reference, and reading. The following will serve as guides for the student's use of the library during the school day:

1. The library is open each school day at 8:00 a.m. and closes at 4:30 p.m.
2. Arrangements to use the library during a scheduled class period should be made with the subject teacher who will issue an individual pass. A student coming from class to do library work must present a pass signed by the subject teacher. No more than one person may be sent on one pass.
3. A student should not check out books for another student who does not have an ID card. The student signing for the book is responsible for returning it and paying any fees.
4. Books may be checked out for two weeks. Students may have three books checked out at one time.
5. When a student checks out a book, he/she is responsible for that book until his/her name has been cleared on the computer.
7. Lost or damaged books should be reported to the librarian promptly and arrangements for payment made. If a book which has been lost and paid for is found in good condition, the money will be refunded.
8. Overdue notices will be sent periodically. Students receiving notices are expected to come to the library to settle accounts as soon as possible.
9. Any student who persists in talking or creating a disturbance in any way will be asked to leave the library.
10. The Northside computers in the library are for student use.. Usage is to be for research and educational purposes, as defined in the NISD Acceptable Use Policy. Misusage will result in loss of computer privileges.

# **ATTENDANCE**

## **ABSENCES**

### **Texas State Law**

**In accordance with Texas Education Code (TEC), a child is required to attend school each school day for the entire period the program of instruction is provided, to include students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their 18<sup>th</sup> birthday. (See Section D for more detail)**

### **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 below.

### **Leaving School During the Day**

Students who become ill during the school day must be excused by the Attendance Office, by way of the nurse/health clinic. A student who has a documented appointment with a health care professional during regular school hours will be considered present all day for every class if the student returns to school on the same day of the appointment. The parent/ guardian must present a picture ID and sign the student in/ out at the attendance office on the medical log sheet.

### **Verification of Absences**

When a student is unable to attend school, in order for an absence to be considered excused, the parent is requested to send a note upon return to school. The note should include student name, ID number, date of absence, parent signature, and a day phone number where the parent may be contacted for verification. In order for consideration to be given, the note should be specific regarding the absence. The note should be submitted within three days of the absence. We reserve the right to determine the number of parent notes accepted per student and whether a note will be considered for the absence to be excused or not excused.

## Readmission Procedures Following Absences

1. On the day following an **all day absence** the student will report to the attendance office before 8:30 am., during lunch or after school and present a note signed by the parent/guardian stating the reason for and the date of the absence. The note will be kept in a file under the student's name and a student can request a receipt for his or her record. The attendance office will be charged with the duty of updating the student's attendance and each teacher's grade book to show the absence as excused or unexcused.  
*Examples of **excused** absences are:* personal illness, family funerals (with proper documentation), medical appointments, court appointments with a subpoena, church/religious trips with documentation, and family emergencies with explanation.  
*Examples of **unexcused** absences are:* truancies, car trouble/flat tire, missing the bus/ride, oversleeping, renewing a driver's license, caring for a sibling, heavy traffic, court appointments for traffic violations, family vacations, and notes without all pertinent information.
2. If a student fails to bring a note within **3 days** of their absence, his/her absence will remain unexcused (**UA**). Parent phone calls are not accepted in place of written documentation. Calling an administrator to inform them of a situation is welcome, but written documentation is still required. Students who are truant are subject to disciplinary actions.
3. A student attending **only part of the school day** due to a medical appointment or family emergency, etc., needs to have a parent/guardian come into the attendance office with a **picture ID** to sign the student in/out for the day. If the student arrived after the school day starts, the parental/ medical etc. note will be replaced with an **admission slip**. If a student must leave before the end of the day, the parental note will be replaced with a dismissal slip. Upon their return to school, they must bring a parental/medical etc. note or the absence will remain unexcused (**UA**). **It is advised that students inform their teachers about any planned absences prior to the absence.**
4. **The Attendance Office will retain all notes and slips related to absences for their records.**
5. Student missing **fifteen minutes or more** of any class is considered absent for the period.

## Absences and Grades

Students are encouraged to make up work from all absences, regardless of reason. Tests or work not made up will result in a grade of zero for that assignment or test. Unexcused absences and truancies may be made up, although the grade may be reduced (as would be the case for late work). 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 Counseling Office.

## Extended Absences

Parents are requested to contact campus administration if a student is expected to be absent for an extended period of time.

## Waiver for Excessive Absences

To regain credit due to excessive absences for extenuating circumstances (illness, etc.), students may attend Attendance Recovery and/or submit a request for a waiver of the absences. Waivers are only approved by the campus attendance committee for extenuating circumstances outside of the student's control. Contact the campus administration concerning waivers and their requirements.

## State Absence Policy

**THE MINIMUM ATTENDANCE FOR CLASS CREDIT LAW (Texas Education Code 25.092) STATES THAT A STUDENT MAY NOT BE GIVEN CREDIT FOR A COURSE UNLESS THE STUDENT IS IN ATTENDANCE FOR AT LEAST 90% OF THE DAYS THE CLASS IS OFFERED. EXCEPTIONS PROVIDED IN SCHOOL DISTRICT POLICY. (Please refer to Section "D" for a complete explanation of the law.)**

## Attendance Recovery

The Campus Attendance Committee has designated Attendance Recovery as a way to make up excessive absences. Attendance Recovery allows for students to recover hours where they have exceeded the allowable amount. This will allow them to gain credit for courses where credit was lost due to absences. Each session of Attendance Recovery (equivalent to a class period) recovers 1 absence in 1 designated class. Tutoring or other academic activities outside of a student's regular school day may also be used as a way to gain Attendance Recovery hours; however, all forms of recovery must be approved by an administrator prior to their implementation or use.

## Withdrawing from School

When it becomes necessary for students to withdraw from school, they should report to the Attendance Office with a parent/ guardian stating the reason and date to be withdrawn. Students will be issued a withdrawal form and be expected to proceed as directed by the attendance office. 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 the withdrawal process. Failure to follow these procedures will delay the student's transcript being sent to other schools, jobs, or military service. Withdrawals and enrollments are best handled from 8:00 a.m.-11:00 a.m.. However, afternoon appointments can be scheduled through the Registrar's office , 397-7038.

## Tardies

### (Tardies Are Not Permitted)

Students who arrive late to class will be counted tardy. Students who are excessively tardy (more than 5 minutes) to any class will be issued consequences as deemed necessary by administration for excessive tardiness. Students who feel they have a **verifiable** reason for a tardy must see an administrator. The halls and the campus will be monitored throughout the school day. All students not in their classroom or without a proper hall pass may be referred by the teacher to the office and disciplinary consequences could apply. Early release students must wait at the main entrance to the campus (by traffic light box) or at the benches near the "I" building to avoid being issued a tardy. Only a reasonable wait time will be allowed. Early release students should be off campus within the first 15 minutes of the period.

# GENERAL INFORMATION

## BELL SCHEDULE

	8:40 (10 minute warning bell)	
	8:47 (3 minute warning bell)	
PERIOD 1	8:50 – 9:38 .....	48 minutes
	9:41 (3 minute warning bell)	
PERIOD 2	9:44 – 10:39 .....	48 minutes
	10:35 (3 minute warning bell)	
PERIOD 3	10:45 –11:33 .....	48 minutes
	11:36 (3 minute warning bell)	
PERIOD 4	11:39 – 12:27 .....	48 minutes
(Lunch)		
	12:30 (3 minute warning bell)	
PERIOD 5	12:33 – 1:21 .....	48 minutes
(Lunch)		
	1:24 (3 minute warning bell)	
PERIOD 6	1:27 – 2:15 .....	48 minutes
(Lunch)		
	2:18 (3 minute warning bell)	
PERIOD 7	2:21 – 3:11 .....	48 minutes
	3:14 (3 minute warning bell)	
PERIOD 8	3:17 – 4:05 .....	48 minutes

## LATE START BELL SCHEDULE .....

	8:55 (10 minute warning bell)	
	8:02 (3 minute warning bell)	
PERIOD 1	9:05 – 9:48 .....	43 minutes
	9:51 (3 minute warning bell)	
PERIOD 2	9:54 – 10:44 .....	43 minutes
	10:47 (3 minute warning bell)	
PERIOD 3	10:50 –11:33 .....	43 minutes
	11:36 (3 minute warning bell)	
PERIOD 4	11:39 – 12:27 .....	48 minutes
(Lunch)		
	12:30 (3 minute warning bell)	
PERIOD 5	12:33 – 1:21 .....	48 minutes
(Lunch)		
	1:24 (3 minute warning bell)	
PERIOD 6	1:27 – 2:15 .....	48 minutes
(Lunch)		
	2:18 (3 minute warning bell)	
PERIOD 7	2:21 – 3:11 .....	48 minutes
	3:14 (3 minute warning bell)	
PERIOD 8	3:17 – 4:05 .....	48 minutes

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

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

## Class Dismissal Bell

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

## Confiscated Items:

### Cellular Phones/Personal Electronic Devices

During the school day Personal Electronic Devices (PED's) must be turned off and not visible unless you are in a school designated 'electronic device zone' or using it for teacher approved instructional purposes. Students who violate this policy will have their electronic device(s) confiscated and secured until a parent/legal guardian picks the item up. Additionally, students who repeatedly violate this policy may be subject to escalating consequences to include confiscation of the device for the remainder of the school year. Students should follow specific guidelines regarding Personal Electronic Devices in and Section D of the Student-Parent Handbook which includes the Acceptable Use of the Districts' Technology Resources.

## Dress and Grooming

Please refer to Section "D" for the Northside policy concerning dress and grooming. In addition, to the NISD regulations, at Holmes High School students may not wear jeans with holes, leggings, jeggings, tights, and/or speedo pants.

## Skateboards

Skateboards are not allowed on campus. Any violation of this policy will result in the confiscation of the skateboard and held in the administrative office. The skateboard can be picked up by the parent/guardian.

## Corridor Passes

Students out of any class will be charged with the responsibility of having in his/her possession a corridor pass signed by a member of the faculty or staff. Time leaving the class will be noted on the pass.

## Disruptions

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

## Deliveries

Gifts of any kind will not be delivered to students. This includes flowers, balloons, etc..

## Elections

Students are encouraged to run for leadership positions on the campus. Each organization adopts rules and guidelines for their elections to ensure fairness. Please see the club/organization sponsor(s) for election details and requirements for holding an office.

## **Finals**

Finals will be during the last 4 days of the semester. NO finals will be given early. Make arrangements to be present for these days. In event of an emergency, the fall finals can be taken at the beginning of the spring semester, and spring finals may be taken during the summer.

## **Financial Obligations**

Debts and obligations could occur from clubs, class, or organization dues; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; restitution charges; calculators; library books; and any other financial debt or obligation from school owned items checked out to the student.

## **Senior 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 project graduation, the student must be in good standing financially with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Any student not being in good financial standing will result in a student's diploma being withheld.

## **Freshman, Sophomore, and Junior Financial Obligations**

In order for a student to participate in Prep-Day activities, students must be cleared of all financial obligations from the previous year(s).

## **Fire Evacuation Bell System**

Fire Alarm — Move out of the building quickly and quietly.

Administrator Guided— Move back into the building

Students will leave the building in the manner prescribed for each classroom; these procedures will be posted on the bulletin board in each classroom. Students are to move in an orderly and quick manner, refrain from talking, and walk independently of others during the drills.

## **CRIMESTOPPERS**

Students are encouraged to call 210-557-4196 and report any crime or illegal activity that has happened on school property involving students. Call to report any student being in possession of drugs, alcohol, or dangerous items at school. All tips are anonymous. If information provided results in an arrest, the caller will receive a cash reward.

## **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 that raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands will 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.

## **I.D. Cards**

Upon enrollment, all students will be issued a Holmes High School student identification card through the Assistant Principal's Office. The first card is issued free of charge. Lost or stolen cards will be replaced for a \$5.00 fee. Students are to carry their school I.D. card while on campus and to all campus events. Students should carefully read the Northside policy relating to I.D.'s in sections "C" and "D". ID's are made every day before and after school.

## **Locker Assignment**

At the beginning of the school year, lockers are assigned to students upon request in the Assistant Principal's Office. **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 safe keeping 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 in to the Assistant Principal's Office, which will attempt to find the rightful owner. If you have lost anything, check in the Assistant Principal's Office.



## Lunch

There will be three (3) lunch periods. Students must remain in the cafeteria and courtyard area. Students are expected to properly dispose of trash and disposable items. No food or drink is allowed in the classroom buildings. Lunch periods are on the closed campus concept. Only seniors and juniors who meet specific criteria may leave campus for lunch. (See Senior/Junior lunch policies.)

## Medical Emergencies

Students must report to the CLINIC 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

In the 2018-2019 school year, the Holmes High School campus will go through several phases of construction in the preparation for the new auditorium. Therefore, the parking will be limited. Due to the limited number of spaces and safety concerns only a limited number of Juniors may be issued parking permits, based on parking space availability per administrative guidelines. Senior students will be given the first priority during the 1<sup>st</sup> week of school. Seniors please realize after the 1<sup>st</sup> week of school, you will only receive a permit if a slot is available. During the second week of school, parking spaces will be open to juniors that have applications on file. All operators must have a valid operator's license and automobile insurance for the vehicle (student must be an eligible driver on the insurance). They will also need to abide by all school safety and parking regulations. All vehicles will be registered through the appropriate Assistant Principal and must prominently display the parking sticker on the vehicles front windshield. 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.

**CARS PARKED ALONG THE RED FIRE LANE MAY BE TICKETED BY THE NISD POLICE DEPARTMENT.**

## 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 firefighting equipment and ambulance.
- 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 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. It is a violation of these regulations to park in the following manner and may result in a citation or towed away:
  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**, etc.)
  11. parking on lawn areas
  12. Space is limited – come early for a place to park.
  13. Cars parked illegally or without permits may be towed at the owner's expense.

### III. Registration

- A. Parking permits will cost \$15.00. Permits are valid for the academic year.
- B. The permit must be attached to the 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. The student's name must appear on the policy. 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.
- F. One temporary permit good for up to 3 days is available in the Assistant Principal's Office.

## **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. Upon arrival back to the campus, the student must provide a written note to the attendance office.

## **Posters and Signs**

All posters and signs:

1. Must be approved by the Vice Principal before the sign is posted.
2. Must be attached to walls using masking tape only.
3. Students and clubs displaying posters are expected to remove them within one day after the event.

## **School Events**

School events may be held by a financially solvent school organization of Holmes High School.

The sponsoring organization must abide by the following regulations:

1. Decorate the area after school on the day of the activity.
2. Pay for custodial 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 Vice 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.
6. Adequate security must be arranged and paid for by the sponsoring organization

## **School Pride**

**Students at Holmes High School 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 Events**

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

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

1. Once a student has arrived at the event he or she is NOT to leave the activity until ready to depart for the remainder of the evening.
2. Planned events are to be for the use and enjoyment of Holmes 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.
3. Each organization which chooses to sponsor an event 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.
4. If admission to the event is charged, the price must also be approved.
5. If refreshments are to be served, this will also need prior approval from the Principal or Vice Principal and be stated on the Facilities Request Form.
6. If a band or floor show is to be presented, the format or program must be approved by the sponsor and the Principal or Vice Principal.
7. Smoking is NOT permitted at school or any school related function.
8. Adequate security must be arranged and paid for by the sponsoring organization

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

Holmes High School has a large number of academic, services, 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
2. CITIZENSHIP
3. DEPENDABILITY

4. COOPERATION
5. CONDUCT

## **Causes for Dismissal / Disqualification of Students Holding Offices and Positions of Honor**

Class officers, club officers and organization officers may be disqualified from seeking or removed from 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.

## **Off-Campus Lunch**

### **Senior Lunch**

Seniors of Holmes High School leaving campus for Senior lunch may be released on the following conditions:

1. Students must have 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. 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.
5. 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 WILL FORFEIT THEIR OFF CAMPUS LUNCH PRIVILEGES FOR ANY VIOLATION OF THE ABOVE RULES AND MAY BE SUBJECT TO FURTHER DISCIPLINARY ACTION.

### **Junior Lunch**

Certain Juniors will be eligible for off-campus lunch privileges based on criteria announced by the administration. **The same rules above for Senior lunch apply to Junior lunch.**

### **Senior Exam Exemptions**

All students will take semester exams at the end of each semester of a course. Second semester exemptions, when appropriate, will be determined for seniors by the following guidelines.

The student will have:

1. No more than 3 absences in the second semester;
2. passing grade for the year in the course;
3. a minimum 80-grade average for that semester;
4. at least a satisfactory conduct grade in that class.

Exams will be weighted at 20% of the semester grade.

### **Sitting on Ledges**

Under no circumstances will any student be allowed to sit on the outer ledge of the outside corridor of any building. Some of the ledges are as high as 35 feet from ground level and an accident could bring about permanent injury or death.

### **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.

### **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. Student's participation on any popularity court will ultimately be at the discretion of the campus principal.

### **Visitors**

All Parents and Visitors are required to register in the Administrative Office with the Vice Principal's secretary immediately upon arrive on campus 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. All visitor passes must be visible while on the Holmes campus. Only parents and/or legal guardians may request a visitor pass to see their child. The Visitor's pass must be displayed on the right or left side of the shirt/blouse collar.

