

# SANDRA DAY O'CONNOR HIGH SCHOOL

## CAMPUS POLICY

### SANDRA DAY O'CONNOR HIGH SCHOOL ADMINISTRATION

Jackie Horras ..... Principal  
Ryan Purtell ..... Vice Principal  
Jennifer Bishop ..... Academic Dean  
Sonia Almanza ..... Assistant Principal  
Cynthia Barrett ..... Assistant Principal  
Jason Christian ..... Assistant Principal  
Tom Johnson ..... Assistant Principal

### GUIDANCE COUNSELORS

Kimberly Schmidt - Head Counselor

Kimberly Schmidt, Head Counselor	Darrell Clarke Me-Ral	Orlando Matta I-Mc
Janelle Appleby A-Ca	Shanna Hewgley Fo-H	Debra Roland Ram-Sta
Kellie Asterman Ce-FI	Kristina Holder Ste-Z	

### LIBRARIAN

Sheryl Stoeck

### DEPARTMENT COORDINATORS

Len Juarez ..... Mathematics  
David Collenback/GregMaxwell ..... P.E./Health  
Vacant ..... Science  
James Malesky/Yamilet Garcia ..... Athletics  
Jennifer Cain ..... Social Studies  
Jackie Havelly ..... Family Consumer Science  
Greg Scherrer ..... English  
Steve Chumbley ..... AG/Career Tech.  
Vacant ..... Business  
Anita Packen/Mike McNierney ..... Special Education

Section A  
Campus Policy

<b>Foreword</b> .....	A-1	E-Cigarettes and Vape Pens .....	A-6
To Students .....	A-1	Finals .....	A-6
To Parents .....	A-1	Financial Obligations .....	A-6
<b>Sandra Day O'Connor</b> .....	A-1	Fire Evacuation Bell System .....	A-6
<b>Alma Mater</b> .....	A-1	Graduation .....	A-6
<b>School Colors</b> .....	A-1	Headwear .....	A-7
<b>Mascot</b> .....	A-1	Health Services .....	A-7
<b>A Code for the Good Citizen</b>		I.D. Cards .....	A-7
<b>of the American High School</b> .....	A-2	In-School Suspension (ISS) .....	A-7
<b>People Who Can Help You</b> .....	A-2	Items Forgotten at Home .....	A-7
Your Principal .....	A-2	Locker Assignment .....	A-7
Vice Principal, Academic Dean and		Long Term or Major Projects .....	A-7
Assistant Principals .....	A-2	Lost and Found .....	A-7
Your Teachers .....	A-2	Lunch .....	A-7
Your Counselor .....	A-2	Medical Emergencies .....	A-8
<b>Bell Schedule</b> .....	A-3	Parking Cars on Campus .....	A-8
<b>Academic Information</b> .....	A-3	Parking and Traffic Regulations .....	A-8
College & Career Center .....	A-3	Permission to Leave Campus .....	A-9
Library .....	A-4	Posters and Signs .....	A-9
<b>Attendance</b> .....	A-4	Social Behavior .....	A-9
<b>Absences</b> .....	A-4	School Pride .....	A-9
State Absence Policy .....	A-4	School Sponsored Activities .....	A-8
Due to Missing a Bus .....	A-4	School Events and Dances .....	A-9
Verification of Absences .....	A-4	School-Sponsored Clubs and Organizations .....	A-10
Readmission Procedures Following Absences .....	A-4	Requirements for Students Holding Offices	
Absences and Grades .....	A-5	and Positions of Honor .....	A-10
Arrival at School .....	A-5	Senior Off-Campus Lunch .....	A-10
Tardy to Class .....	A-5	Junior Off-Campus Lunch .....	A-11
<b>General Information</b> .....	A-5	Students Selected for Popularity Courts .....	A-11
Balloons, Flowers, Celebrations and Matched Clothing ...	A-5	Telephones .....	A-11
Cell Phones/Personal Electronic Devices/BYOD .....	A-4	Textbooks .....	A-11
Change in Name, Phone Number or Address .....	A-4	Tutoring .....	A-11
Charge for Duplicate Copies of Student Records .....	A-5	Visitors .....	A-11
Class Dismissal .....	A-5	Withdrawing from School .....	A-11
Conference Period .....	A-6	Work Periods .....	A-11
Confiscated Items (hats, caps, elec. devices, etc.) .....	A-6		
Hall Pass .....	A-6		
Detention Hall .....	A-6		
Disruptions On Campus .....	A-6		

# FOREWORD

## To Students:

This handbook has been prepared by the Administration of Sandra Day O'Connor 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 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 O'Connor 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.

O'Connor High School is fully accredited by the Texas Education Agency.

*"The family unit plays a critical role in our society and in the training of the generation to come."*

...SANDRA DAY O'CONNOR

## **SANDRA DAY O'CONNOR (1930-...)**

Sandra Day O'Connor became the first woman to serve as an associate justice of the Supreme Court of the United States. President Ronald Reagan named her to fill the vacancy created by the retirement of Justice Potter Stewart in 1981.

As a Supreme Court Justice, O'Connor has generally sided with conservative members of the court. However, she has been sympathetic to liberal views on a small number of issues.

O'Connor was born in El Paso, Texas. She received a law degree from Stanford University in 1952. In 1965, she became an assistant attorney general of Arizona. In 1969, she was appointed to an unexpired term in the Arizona Senate. She won election to the state Senate in 1970, was reelected in 1972, and was Senate majority leader in 1973. O'Connor was elected a judge of a Maricopa County trial court in 1974. In 1979, the governor appointed her to the Arizona Court of Appeals, the second highest court in the state.

*"I don't know that there are any short cuts to doing a good job."*

...SANDRA DAY O'CONNOR

## **ALMA MATER**

To Thee Our Alma Mater  
To Thee We Sing  
As We Pledge Our Loyalty  
To O'Connor High  
The Blue And Gold  
We'll Wear With Pride  
As We Walk The Halls Of  
Our O'Connor High

## **SCHOOL COLORS**

Navy Blue and Gold

## **MASCOT**

Panther

## **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 better to understand the problems of community, state and nation.

That I will carry on discussions in and out of 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.*

*"We pay a price when we deprive children  
of the exposure to the values,  
principles and education they need to  
make them good citizens."*

...SANDRA DAY O'CONNOR

## **PEOPLE WHO CAN HELP YOU**

### **Your Principal**

The Principal is responsible to the Superintendent of Schools for proper administration of Sandra Day O'Connor 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.

### **Vice Principal, Academic Dean, and Assistant Principals**

The Vice 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 will be on duty each school day at 8:40 a.m. and will remain after classes from 4:05 to 4:15 p.m. for the purpose of helping any student desiring to report at this time.

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 of Sandra Day O'Connor High School. Their major responsibilities are as follows:

1. Helping students learn to make decisions and accepting responsibility for them.
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. Academic Progress
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

	Warning	Start	End
<b>Move to Class</b>		8:43	
<b>1st Period</b>	8:47	8:50	9:38
<b>2nd Period</b>	9:42	9:45	10:35
<b>3rd Period</b>	10:39	10:42	11:30
<b>4th Period</b>	11:34	11:37	12:25
<b>5th Period</b>	12:29	12:32	1:20
<b>6th Period</b>	1:24	1:27	2:15
<b>7th Period</b>	2:19	2:22	3:10
<b>8th Period</b>	3:14	3:17	4:05

## LATE START BELL SCHEDULE

	Warning	Start	End
<b>Move to Class</b>		8:58	
<b>1st Period</b>	9:02	9:05	9:48
<b>2nd Period</b>	9:52	9:55	10:38
<b>3rd Period</b>	10:42	10:45	11:30
<b>4th Period</b>	11:34	11:37	12:25
<b>5th Period</b>	12:29	12:32	1:20
<b>6th Period</b>	1:24	1:27	2:15
<b>7th Period</b>	2:19	2:22	3:10
<b>8th Period</b>	3:14	3:17	4:05

## ACADEMIC INFORMATION

O'Connor 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, or a combination of these. Enrollment in the O'Connor High School Agriculture Program, like other specialized programs and magnet schools in Northside, is a privilege not a right. Transfer students into the Agriculture Program are accepted as space allows based on the following criteria: grades, attendance, discipline record, and proven interest in the area of study. That criteria will continue to be monitored each grading period for both transfer students and OHS students enrolled in the Ag program. Students who fail to maintain one or more of the standards may be placed on a Student Success Contract, lose Ag program privileges, or be removed from the program and/or the school. Additional information can be found in the OHS Ag Program Handbook. Students at O'Connor on other types of transfers are enrolled based on criteria established at the District level and their grades, attendance and discipline will be monitored for continued enrollment as well.

### A. Course Selection

1. Students have access to an electronic version a Northside Independent School District Course Description Catalogue 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 Career Technician as the need arises.
3. Seniors are seen early in the fall of their senior year for help in finalizing post-graduation plans.
4. Counselors will prepare a comprehensive handbook for seniors.
5. When senior appointments are concluded, counselors schedule small group junior conferences to discuss career and educational plans.
6. Freshmen and sophomores are seen in small groups for planning and decision-making.
7. Students are encouraged to utilize the Career Center to obtain information regarding careers, colleges, job placement, etc.
8. 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 classes 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.

## College & Career Center

The College and Career Center is an important resource for O'Connor students. It is located in the "A" building and is open 8:00 a.m. to 4:30 p.m. every school day to service students, faculty and parents. The Center is staffed by a full-time Career Education Technician. The technician works closely with the counselors in scheduling individual students or group guidance activities related to college and careers.

The beginning point for utilization of the Career Center is the Choices 360, a web-based computer program which provides current, easily accessible information on occupations, two year and four year colleges and universities, trade and technical, graduate and professional schools, financial-aid and armed services. By using a student-issued Choice 360 token or password, parents can assist students in personalizing post-secondary plans by accessing this program at home or in other places where internet connection is available. Students can now complete and save their personal portfolios electronically at school and/or at home. While not all-encompassing, the following components are found in the Career Center.

Audio-Visual Section: TEC-local job listing, college videotapes, CDI, College Search Software, ACT/SAT Prep, and much more.

College and Career Library: Web sites 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.

## 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 <http://webcat.nisd.net/>. 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 library collection consists of quality books, AV materials, periodicals and electronic resources to be utilized for research, reading and viewing. Courtesy and cooperation in all library relations will assure all students equal opportunities to use the library materials in an atmosphere conducive to learning.

The library is maintained in order that school life be made more meaningful, enjoyable, and valuable to each member of the student body. The library is not a place to conduct social activities.

The investment in the library is enormous. Students are expected to show respect for and to take good care of this property.

1. The library will be open each school day from 7:30 a.m. to 4:30 p.m. It will be open to the public one (1) day per week until 5:45 p.m. as per posted schedule of dates.
2. Upon entering the library from the study hall or classroom the student will sign-in on the computer. Students coming from classes or study halls must present a pass signed by the subject teacher. No more than four students may be sent to the library on a pass. Passes are not needed before or after school. Passes are required during the lunch periods. (Passes to the library are required from 1st period through 8th period.) Passes must be turned-in and stamped upon arrival and when returning to class.
3. Books are checked out for a two-week period and may be renewed for an additional two weeks. No more than two books may be checked out at a time.
4. When checking out books, the student will present his/her O'Connor ID card at the circulation desk. For security purposes, an O'Connor High School I.D. card is required to checkout materials from the library.
5. Each student is responsible for all materials checked out in his/her name. Students should never check out books for their friends.
6. The library does not charge for overdue library books.
7. Students must pay for books lost or damaged. If a book, which has been lost and paid for, is found in good condition, the money paid will be refunded if the student shows a receipt for the payment of the item. If a book is damaged beyond repair, a replacement fee will be charged.
8. All accounts must be settled at the end of each semester.
9. Overdue notices and bill notices will be sent every two to three weeks. Students receiving notices are expected to come to the library to settle accounts as soon as possible. Failure to receive notices does not, however, exempt students from their obligations.
10. Students searching for titles to read or materials for research projects will find eager library staff ready to assist. Inter-library loan services are also available to students when materials from other Northside ISD campuses are needed for research or reading.

# 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. (Please refer to Section "D" of this booklet for a complete explanation of the law.)

### 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 requested to send a note upon return to school. The note should include the reason for the absence, the date, and a parent contact number and should be submitted to the Attendance Office in the A Building before school the day the student returns.

### Readmission Procedures Following Absences

1. 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, student ID number, and the date of the absence.  
*Examples of excused absences are:* personal illness, family funerals, medical appointments, court appointments with a subpoena, religious holidays 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. Students must present a note within the 3 days of the absence or the absence will remain as unexcused. A student who has a verified truancy will be referred to the Assistant Principals' office for disciplinary action. Parents and students should be aware that unexcused absences are in violation of the Compulsory Attendance Law (Texas Education Code 21.032) and may result in legal action.
3. A student attending **only part of the school day** must sign in or out of school through the attendance office when they arrive or leave. 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.**

4. The Attendance office will retain all notes and slips related to absences.
5. Students who arrive after 8:50 a.m. due to tardiness must report to a tardy station.
6. A student missing more than **fifteen minutes** of any class is considered absent for the period and will need a pass to class from the Attendance Office.
7. 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 expected to make up work from all absences, regardless of reason. Tests or work not made up will result in a grade of "O" for that assignment or test. Work assigned during 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 Attendance Office. Please see other sections of the handbook for district guidelines on make-up work. Students who miss class due to excused school business must contact their teachers prior to the absence to ensure work missed can be completed in a timely fashion. Seniors who plan to go on a college visit must complete necessary paperwork available in the attendance office prior to the visit.

## 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.

## Tardy to Class

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 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 who are more than fifteen minutes late to school/class are considered absent, and must report to the Attendance office. Students who drive to school and are consistently tardy are subject to losing their campus parking/off campus lunch privileges until on-time attendance becomes consistent.

# GENERAL INFORMATION

## Balloons, Flowers, Celebrations, and Matched Clothing

Gifts of any kind will not be delivered to students. This includes corsages, flowers, or balloons. Students will not be allowed to carry balloons and large items from class to class, as these items may distract from the learning environment or cause congestion during passing periods. Furthermore, students should not bring birthday cakes or baked goods (cupcakes, brownies, muffins, etc.) or large bottles of soda or other drinks to share with other students because of the risk that a prohibited substance or allergy causing ingredient might be included in the food. Students are also not allowed to have loud, vocal celebrations that disrupt the school environment, or come to school as large groups wearing nearly identical clothing for the purpose of drawing attention to themselves on birthdays, personal celebratory days, or to show a type of fraternity not approved by the school administration.

## Cell Phones/Personal Electronic Devices/BYOD

During the school day, Personal Electronic Devices (PEDs) must be turned off and not visible during the day unless one is in a school designated 'electronic device zone' or using it for teacher approved instructional purposes. Students who violate this policy will be subject to escalating consequences. Students should follow specific guidelines regarding PEDs in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources. Furthermore, students are also strictly prohibited from using their phones and other electronic devices as video cameras to film activities that have not been approved by campus administration. Filming fights or prohibited activities on campus may be considered just as disruptive or prohibited as the activity itself, and likewise could receive the same disciplinary consequence.

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

School officials 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. These changes will be made at the registrar's office, the attendance office, and the nurse's office and should begin in the Counseling Office.

## 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 & Parent Conferences

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 teacher directly through phone or email. Parents who desire a staffing where all teachers are

present before or after school to meet about a student's progress can do this by calling the Counselor's Secretary at 397-4832.

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

Confiscated items may be picked up in the Vice Principal's office. Any confiscated item (including headwear, cell phones, IPODS, etc.) may require a parent's presence for the item to be returned. The campus administration may hold the confiscated item, including cell phones, for three days on the second offense, and until the end of the semester on the third. Confiscated items may not be available for pickup until the end of the day on which they have been confiscated.

### 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.

### Detention Hall

The detention hall schedule will be posted at the beginning of the school year. Missed detention halls will result in additional disciplinary action. If a student is absent on the day that he is scheduled for a detention hall, he/she must present his/her absentee note to the Assistant Principal's Office IMMEDIATELY upon his return to reschedule the assignment.

### Disruptions on Campus

Disruption of the school day or educational process will not be tolerated. Any student who participates in a boycott, sit/stand-in, walk-out, show of force/intimidation through fraternity, or other related forms of disturbances will be subject to disciplinary action. Students should also take care not to purposely or repeatedly block student/staff traffic flow areas, doorways, and/or entry ways.

### E-Cigarettes and Vape Pens

**Students are not allowed to have in their possession or utilize e-cigarettes or vape pens on the campus. Students in violation will be subject to disciplinary action and the items will be confiscated requiring parent pick-up.**

### 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

In order for a senior to participate in senior related activities including but not limited to prom, invitation distribution, cap and gown distribution, graduation rehearsal, 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. Debts and obligations could occur from club, class, or organization dues; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; and any other financial debt or obligation from school owned items checked out to the student. Underclassmen must clear all financial obligations at the end of the school year or during the summer before Prep Days in order to attend and participate. Please contact an administrator early to discuss a payment plan in case of financial hardships.

### Fire Evacuation Bell System

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

2 long tones— Move back into the building.

Students will leave the building in the manner prescribed for each classroom and posted in each room. Students should take all belongings and move quickly to the assigned location. When returning to class, students should do so in a timely manner and remain orderly and cooperative.

### 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.



## 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 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 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 will be called.

It is the parents' responsibility to renew the Medical Information 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 an O'Connor 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.

## 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 who are assigned ISS must arrive on time and stay the duration of his/her ISS assignment. Students will be expected to successfully complete assigned ISS course work and demonstrate their ability to follow rules. Students will be released from ISS when the facilitator can document completion of assignments. Failure to follow ISS rules may result in suspension and a parent conference before a student can return to school.

## Items Forgotten at Home

If a student forgets books, money, research papers, PE shorts, etc., the administration will not interrupt the instructional process in order to deliver such items to the students; however, properly identified items may be left in the Attendance Office where it will be the responsibility of the student to obtain such items between classes or with a pass from a teacher.

## Locker Assignment

Lockers are assigned to students at the beginning of the school year. **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.

## Long Term or Major Projects

Teachers will communicate the following to students at the beginning of a long term project: Name of project; project due date; project grade weight. 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 the due 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 4:00 p.m.)

## Lost and Found

If anything of value is found on the grounds or in the buildings, please turn it in to the VPO staff, which will attempt to find the rightful owner. If you have lost anything, check in the VPO.

## Lunch

There will be three (3) lunch periods. Students may leave the cafeteria at lunch, but they must remain in the courtyard area or the library. 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. Aside from a parent/guardian joining their son/daughter, non-students are not allowed on campus at lunch. A parent/guardian must have any extenuating circumstances outside of this cleared with school administration first. (See Senior/Junior lunch policies for information about off-campus lunch privileges.) Students are not allowed to go into or near the parking lot at lunch or during the school day without the proper ID or administrator permission.

## 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. **ILL 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 may apply to bring cars to school and park on campus. All operators must have an drivers license and abide by all school safety and parking regulations. Students must present proof of insurance for the vehicle they are driving. All vehicles will

be registered through the appropriate Assistant Principal/campus police. 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. parking in designated faculty or visitor spaces
- C. Space is limited – come early for a place to park.
- D. Cars parked illegally or without permits may be towed at the owner's expense.
- E. Failure to follow parking and traffic laws or rules can result in a \$20.00 campus citation.

### III. REGISTRATION

- A. Parking permits will cost \$15.00. 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 must be purchased.
- 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.
- F. One temporary permit good for up to 3 days is available in the Assistant Principal's Office.
- G. Parking permits are available for Juniors and Seniors only.

## 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 Displayed on Campus

All posters and signs:

1. Must be approved by an administrator.
2. Must be larger than 8-1/2"x14" in size.
3. Must be attached to walls using masking tape only.

## School Pride

Students at Sandra Day O'Connor 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

O'Connor 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 O'Connor High School and the Northside Independent School District.

## School Events and Dances

School events and dances may be held by a financially solvent school organization of O'Connor High School.

**The sponsoring organization must abide by the following regulations:**

1. Decorate or prepare the area after school on the day of the activity.
2. Pay for adequate custodial and police services to support the event and any damages incurred during the activity.
3. Be responsible for all conduct and decorum of everyone who attends the event or dance.
4. If a contract for a band, an entertainer, judges or any other service is entered into, the contract must be approved by the Principal or the Vice Principal prior to the event.
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. All events must be approved by the Principal through the Principal's Secretary using a Facilities Request Form and must be put on the school calendar as early as possible but at least a month prior to the event.

Rules to be observed during events and dances will include:

1. 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.
2. Planned activities are to be for the use and enjoyment of Sandra Day O'Connor 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 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.
4. If admission to the activity is charged, the price must also be approved.
5. If refreshments are to be served, this will also need prior approval and be stated on the event form.
6. 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.
7. Smoking is NOT permitted at school or any school related function.

## School-Sponsored Clubs and Organizations

O'Connor 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. Students desiring to start a new club should contact the Vice Principal for guidance and approval.

## 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 listed below.

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. Candidates for National Honor Society must meet a different standard as outlined in the Chapter's By-laws.
2. Citizenship – Each student must be an above average student citizen, which includes no more than two (2) "Needs Improvement" and no "Unsatisfactory" citizenship grade for the current school year, if election occurs in the spring semester, or for the previous year if election occurs in the fall semester.
3. Dependability – Once elected or appointed, each student is expected to attend all organization meetings and events.
4. Cooperation – Once elected or appointed, each student must cooperate with the organization advisor(s).
5. Conduct – Once elected or appointed, each student must have no serious discipline offenses and meet the attendance requirements set forth by the State of Texas.

Elected officers just like members will abide by the District's Extracurricular Code of Conduct. Additionally once elected or appointed, any officer failing to meet any of

the above criteria will be placed on probation for six (6) weeks. If there is a second probationary period, it will result in removal from office for the remainder of the school year.

## Dismissal of Officers

Class officers, student council officers, and club officers may be disqualified from seeking or be 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.
5. Failure to follow local, state, and national laws.
6. Conduct unbecoming to campus leaders even outside of school activities.

Removal from office may be subject to administrative review.

## Senior Off-Campus Lunch

Seniors of O'Connor 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. Lunches for seniors participating will be divided into three periods. 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 school personnel will know they are permitted to leave. Off-Campus ID stickers must be renewed every semester, and students must obtain the new sticker no later than the end of the first week following the end of the semester. Students who do not qualify for off-campus lunch at the beginning of the semester may subsequently qualify at the beginning of the next six weeks if specified criteria are met.
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. Students who walk off campus must also have a lunch pass to leave and should obey all traffic signs and laws when walking off campus.
7. Grades, attendance (three or more unexcused absences in any class for the six weeks), and discipline will be reviewed at the beginning and end of the first semester, and those students who are found to be in unsatisfactory status by campus administration in any or all of these areas will lose their privilege, but may reapply at the start of the next six weeks. Furthermore, students may have no more than five absences in the semester prior to the semester of implementation. Discipline or attendance appeals should be directed to the assistant principal.
8. Students and parents should also realize that a student's actions while off campus during lunch are reflective of the high school, and accordingly students may lose their off campus lunch privilege for actions that are considered dangerous, unsafe, or unbecoming of an O'Connor High School student. Decisions regarding the consequences for off campus lunch behavior are at the discretion of the campus principal or his/her designee.

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

## Junior Off-Campus Lunch

Juniors may be eligible for off-campus lunch privileges based on criteria established by the administration. The same rules for Senior off-campus lunch apply to Junior off-campus lunch as well.

## 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 or issued a personal log-in for online textbooks. 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

Tutoring is provided in all academic subjects before and after school.

Students should contact their teacher for further information about tutoring. Lunch tutoring is also available in the library in the "tutoring center" every day as well as during mornings and afternoons on Tuesdays, Wednesday, and Thursdays.

## Visitors

All Parents and Visitors are required to register in the Administrative Office in the A Building with the Vice-Principal's secretary as soon as they arrive on campus and indicate the reason for the visit. They are also required to sign-out prior to leaving the campus. Upon sign-in, all parents and visitors should receive and wear the designated Visitor's Pass. O'Connor is a closed campus, so parents and visitors should have pre-arranged appointments if they plan to visit a teacher during the school day to ensure that staff member is available and not in class.

## Withdrawing from School

When it becomes necessary for students to withdraw from school, they should report to the state attendance secretary in the counselors' office with their parent or documentation from their parents stating the reason and date to be withdrawn. Once verified, students are issued a withdrawal form to be filled in by designated staff. After this form has been completed, the student reports back to the office for the signatures of an assistant principal, a counselor, and the Registrar.

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/Off-Campus Periods

Seniors who are not in a work program and are enrolled in every class needed to graduate in the Spring may apply for a 1<sup>st</sup>, 7<sup>th</sup>, 8th off-campus period. These students must complete and submit an Off-Campus Contract. These contracts are available in the counseling office.